HEARTLAND COMMUNITY SCHOOLS

EMPOWERING EXCELLENCE - Every Student, Every Day

Minutes for
Board of Education Regular Meeting

Monday, July 13, 2026 7:00 PM
Conference Room
1501 Front St
Henderson, NE 68371-8929
Notice of the meeting was posted in the Henderson News on July 9, 2026.

Attendance

Lacey Gloystein:	Present
Ryan Goertzen:	Present
Jen Hiebner:	Present
Jeb Mierau:	Present
Tyler Newton:	Present
Tammy Ott:	Absent

1. **Preliminary Procedures**
   Meeting start time 7:08pm.

1.1. **Call to Order**

1.2. **Recognize Notice of Meeting**

1.3. **Recognize Open Meetings Act Posting**

1.4. **Roll Call**
Motion to excuse Tammy Ott. Passed with a motion by Ryan Goertzen and a second by Tyler Newton.
Jeb Mierau: Nay, Lacey Gloystein: Yea, Ryan Goertzen: Yea, Jen Hiebner: Yea, Tyler Newton: Yea

2. **Public Comments On Agenda Items**
Public comment will be limited to items on the current agenda. Public comment may be limited to a total of 30 minutes, individuals will be limited to 5 minutes each.

Nebraska Revised Statute 84-1412 requires members of the public desiring to provide comments to the board to identify himself or herself, including an address, and the name of any organization represented by such person. A form is provided at the meeting for individuals to complete and to submit to the superintendent prior to speaking for the purposes of efficiently providing this information.
No public comment was provided.

3. **Reports**

3.1. **Superintendent's Report**

4. **Discussion Items**

4.1. **Building / Construction Update**

4.2. **K-6 Playground Project Update**

4.3. **Discuss Policy Manual Revisions**

4.4. **Discuss 26-27 Student Handbooks**

4.5. **Discuss 26-27 Meal Prices**

4.6. **Discuss Purchase Of Additional Outdoor Bleachers**

4.7. **Discuss 25-26 H&H Bearcats Cooperative Year-In-Review And Proposed Adjustments For 26-27**

5. **Action Items**

5.1. **Adopt Updated KSB School Law Policy Manual**
Adopt the "KSB Policy Manual" in it's entirety to include Sections 1000, 2000, 3000, 4000, 5000, and 6000 as it is hereby presented. Passed with a motion by Lacey Gloystein and a second by Jen Hiebner.
Lacey Gloystein: Yea, Ryan Goertzen: Yea, Jen Hiebner: Yea, Jeb Mierau: Yea, Tyler Newton: Yea

5.2. **Approve 26-27 Student Handbooks**
Approve the Grades K-6 handbook and the Grades 7-12 handbook for the 26-27 school year as presented. Passed with a motion by Jen Hiebner and a second by Ryan Goertzen.
Lacey Gloystein: Yea, Ryan Goertzen: Yea, Jen Hiebner: Yea, Jeb Mierau: Yea, Tyler Newton: Yea

5.3. **Approve 26-27 Meal Prices**
Approve 26-27 meal prices as presented. Passed with a motion by Ryan Goertzen and a second by Lacey Gloystein.
Lacey Gloystein: Yea, Ryan Goertzen: Yea, Jen Hiebner: Yea, Jeb Mierau: Yea, Tyler Newton: Yea

5.4. **Approve 26-27 Admissions Prices**
Approve 26-27 admissions prices as presented. Passed with a motion by Jen Hiebner and a second by Ryan Goertzen.
Lacey Gloystein: Yea, Ryan Goertzen: Yea, Jen Hiebner: Yea, Jeb Mierau: Yea, Tyler Newton: Yea

5.5. **Authorize Purchase Of Additional Outdoor Bleachers**
Motion to table the purchase of bleachers. Passed with a motion by Tyler Newton and a second by Jen Hiebner.
Lacey Gloystein: Yea, Ryan Goertzen: Yea, Jen Hiebner: Yea, Jeb Mierau: Yea, Tyler Newton: Yea

6. **Future Agenda Items**

6.1. **Regular August Meeting: Monday, August 10th @ 8 PM**

6.2. **Special August Meeting: Monday, August 24th or Monday, August 31st**
Meeting set for August 24 at 8 PM.

7. **Consent Agenda**
approve the Consent Agenda. Passed with a motion by Ryan Goertzen and a second by Jen Hiebner.
Lacey Gloystein: Yea, Ryan Goertzen: Yea, Jen Hiebner: Yea, Jeb Mierau: Yea, Tyler Newton: Yea
approve the Consent Agenda. Passed with a motion by Ryan Goertzen and a second by Jen Hiebner.
Lacey Gloystein: Yea, Ryan Goertzen: Yea, Jen Hiebner: Yea, Jeb Mierau: Yea, Tyler Newton: Yea

7.1. **Approval of Minutes**

7.2. **Approval of Claims**

7.3. **Financial Reports**

8. **Public Comments On Items Not On The Agenda**
Public comment on items not included on the agenda. Public comment may be limited to a total

of 10 minutes, individuals will be limited to 2 minutes each.

Nebraska Revised Statute 84-1412 requires members of the public desiring to provide comments to the board to identify himself or herself, including an address, and the name of any organization represented by such person. A form is provided at the meeting for individuals to complete and to submit to the superintendent prior to speaking for the purposes of efficiently providing this information.

No public comment was provided.

9. **Adjournment**

   Adjorned at 9:26pm. Passed with a motion by Jeb Mierau and a second by Jen Hiebner.
   Lacey Gloystein: Yea, Ryan Goertzen: Yea, Jen Hiebner: Yea, Jeb Mierau: Yea, Tyler Newton: Yea

_____

Board President

_____

Board Secretary

DTC | DUNCAN-THEIS CONSTRUCTION
t 308 234-6285 f 308 234-7480
1740 West Highway 40, Kearney, NE 68845

Heartland Community Schools East Playground

Progress Meeting

July 13th, 2026 @ 1:00pm
Online

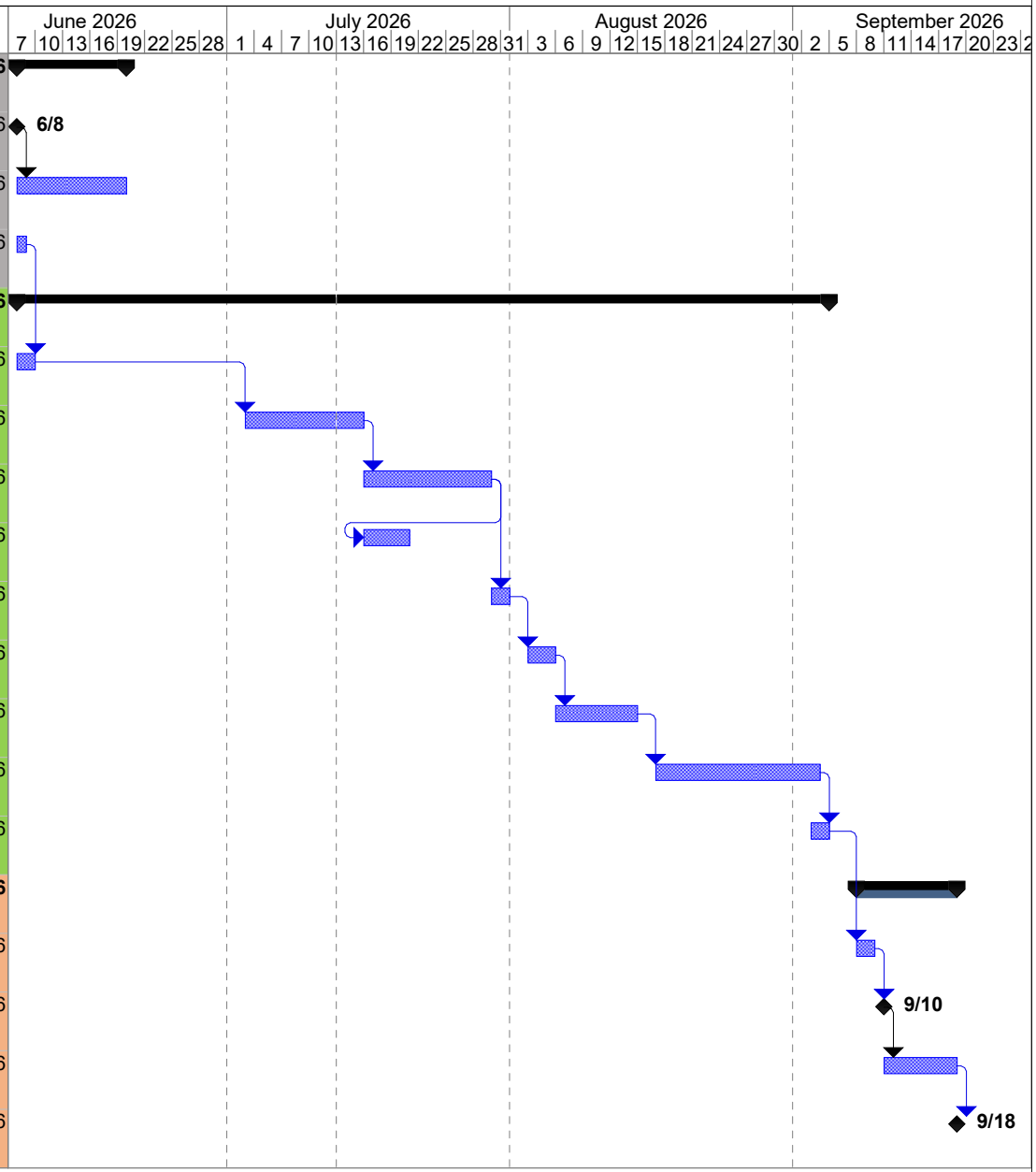
1. **Schedule Review.**
    1. Schedule attached.
2. **RFI's**
    1. No RFIs currently.
3. **COR's**
    1. COR 1 (pavement replacement (attached) – signed.
    2. COR 2 (trench drains) – out for pricing
4. **CO's**
    1. No CO's currently.
5. **Identify long lead items.**
    1. Playground equipment – First week in August
    2. Turf – Submittals tomorrow.
6. **Open Discussion.**
7. **Safety and Security.**
8. **Next Progress meeting – July 27th at 1pm, online.**

Clark & Enersen

Heartland Community Schools East Playground

Henderson, NE

ID	Task Name	Duration	Start	Finish
1	**Pre Construction**	**10 days**	**Mon 6/8/26**	**Fri 6/19/26**
2	Pre-construction meeting	0 days	Mon 6/8/26	Mon 6/8/26
3	Submittals	10 days	Mon 6/8/26	Fri 6/19/26
4	Mobilize	1 day	Mon 6/8/26	Mon 6/8/26
5	**Site work**	**65 days**	**Mon 6/8/26**	**Fri 9/4/26**
6	Demo playground equipment	2 days	Mon 6/8/26	Tue 6/9/26
7	Dirt work	9 days	Fri 7/3/26	Wed 7/15/26
8	Concrete work	10 days	Thu 7/16/26	Wed 7/29/26
9	Storm Drain	3 days	Thu 7/16/26	Mon 7/20/26
10	Grade seeded area	2 days	Thu 7/30/26	Fri 7/31/26
11	Install new fence	3 days	Mon 8/3/26	Wed 8/5/26
12	Install new playground equip.	7 days	Thu 8/6/26	Fri 8/14/26
13	Install turf	14 days	Mon 8/17/26	Thu 9/3/26
14	Seed grass area	2 days	Thu 9/3/26	Fri 9/4/26
15	**Post Construction**	**9 days**	**Tue 9/8/26**	**Fri 9/18/26**
16	Final clean-up	2 days	Tue 9/8/26	Wed 9/9/26
17	Walk through	0 days	Thu 9/10/26	Thu 9/10/26
18	Punch list	6 days	Fri 9/11/26	Fri 9/18/26
19	turn over	0 days	Fri 9/18/26	Fri 9/18/26



Heartland Community Schools

ELEMENTARY STUDENT HANDBOOK



2026-2027

1501 Front St.
Henderson, Nebraska 68371
Phone: (402) 723-4434
Fax: (402) 723-4431

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WELCOME

Dear Students and Parents:

On behalf of the faculty, administration, and board of education, we welcome you to another school year. We are looking forward to helping your children reach their learning potential and achieve their educational goals in the upcoming year.

Please read this handbook carefully. Students and their parents are responsible for knowing the rules, regulations, and procedures covered in this handbook. The student handbook is an extension of school policies and has the force and effect of board policy when approved by the board of education.

This handbook contains information of value to every student and parent. It contains explanations of school regulations and procedures necessary for our school to run smoothly and efficiently. If you are ever in doubt about what is the right thing to do, ask a classroom teacher, speak with the building principal, or contact my office.

Sincerely,

Jeremy Klein
Superintendent

Intent of Handbook

This handbook is intended to be used by students, parents, and staff as a guide to the rules, procedures, and general information about this school district. Students and their parents must become familiar with the handbook, and parents should use it as a resource and assist their children in following the rules contained in it. The use of the word "parents" refers to any adult who has the responsibility for making education-related decisions about a child, including, but not limited to biological parents, adoptive parents, legal guardians, and adults acting in loco parentis.

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

Notice of Nondiscrimination

The school district does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The school district prohibits sex discrimination in any education program or activity in any education program or activity that it operates.

Students who believe that they have been the subject of unlawful discrimination or harassment due to their disability, or that have other related concerns or questions, should contact the following Section 504 Coordinator: Dana Reinke at 402-723-4434 (phone number), dreinke@heartlandschools (e-mail address) or in person at school.

Students who believe that they have been the subject of unlawful discrimination or harassment due to their sex, or that have other related concerns or questions, should contact the Title IX Coordinator: Josh Struckman at 402-723-4434, jstruckman@heartlandschools.net, 1341 18th Street, Henderson NE, or in person at school.

Students who believe that they have been the subject of unlawful discrimination or harassment due to their race, color, or national origin, or that have other related concerns or questions, should contact the following Title VI Coordinator: Jeremy Klein at 402-723-4434, jklein@heartlandschools.net, 1501 Front Street, Henderson, NE or in person at school.

Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact Dana Reinke at 402-723-4434, dreinke@heartlandschools.net or in person at school. Students may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

For additional prohibited discrimination and related information, please review school district Policy 3053 – Nondiscrimination.

MISSION STATEMENT

EMPOWERING EXCELLENCE - Every Student, Every Day

HEARTLAND COMMUNITY SCHOOLS
2026 - 2027 SCHOOL CALENDAR

August 2026

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2026

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2026

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2026

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2026

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Aug. 7	New Teacher Orientation
Aug. 10-12	Teacher Inservice
Aug. 13	K-12 Classes Begin (11:40 Dismissal)
Sept. 7	No School - Labor Day
Sept. 14	No School - Professional Development
Oct. 9	Last Day - 1st Quarter
Oct. 12	First Day - 2nd Quarter
Oct. 19	No School - Professional Development
Oct. 19	PTC 4:30 PM - 8:30 PM
Oct. 20	PTC 4:30 PM - 8:30 PM
Nov. 25-27	No School - Thanksgiving Break
Dec. 18	Last Day - 1st Semester (Regular Dismissal)
Dec. 21	No School - Professional Development
Dec. 22-31	No School - Holiday Break
Dec. 23-27	NSAA Moratorium

Jan. 1	No School - Holiday Break
Jan. 4-5	No School - Professional Development
Jan. 6	Classes Resume / 1st Day - 2nd Semester
Jan. 15	No School - Mid-Winter Break
Feb. 12	No School - Mid-Winter Break
Mar. 5	No School - Professional Development
Mar. 8	PTC 4:30 PM - 8:30 PM
Mar. 9	PTC 4:30 PM - 8:30 PM
Mar. 10	Last Day - 3rd Quarter
Mar. 11	No School - Professional Development
Mar. 12	No School - Winter Break
Mar. 15	First Day - 4th Quarter
Mar. 26	No School - Spring Break
Mar. 29	No School - Spring Break
Apr. 13	No School - Staff Workday (HS Track Invite)
May 5	Seniors' Last Day
May 9	Graduation
May 14	Last Day - 2nd Semester (11:30 Dismissal)
May 17	Teacher Inservice

January 2027

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

February 2027

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27

March 2027

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2027

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2027

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

- Beginning/End of Term
- No School - Professional Development
- No School - Break
- Parent-Teacher Conferences
- Early Dismissal
- Event
- Curriculum Development

1st Quarter	40	Student Days
	44	Teacher Days
2nd Quarter	46	Student Days
	49	Teacher Days
3rd Quarter	43	Student Days
	47	Teacher Days
4th Quarter	42	Student Days
	45	Teacher Days
1st Semester	86	Student Days
	93	Teacher Days
2nd Semester	85	Student Days
	92	Teacher Days
School Year	171	Student Days
	185	Teacher Days

Additional days for students and/or staff will be added to the end of the year if it is determined to be necessary.

NSAA DATES	
Start of Fall Practices	Aug. 10
District Golf	Oct. 5-6
State Golf	Oct. 12-13
State Football 1st Rd.	Oct. 30
State Volleyball	Nov. 4-5-6-7
Start of Winter Practices	Nov. 16
District One-Act	Week of Nov. 30
NSAA Moratorium	Dec. 23-27
Girls State Basketball	Mar. 3-4-5-6
Boys State Basketball	Mar. 10-11-12-13
Start of Spring Practices	Mar. 1
District Music	Week of Apr. 19
District Track	May 13
District Golf	May 17-18
State Track	May 21-22
State Golf	May 25-26

Heartland Community Schools
1501 Front Street
Henderson, NE 68371
Phone: 402-723-4434
www.heartlandschools.org

ADOPTED 3/9/26

SCHOOL PERSONNEL - PK- 6 FACULTY

CERTIFIED STAFF

Kasey Blase	Second Grade
Cami Buller	Preschool
Jennifer Buller	Resource
Stephanie Buzek	Technology Coordinator
Jenifer Dillon	First Grade
Sydni Fousek	Resource
Kelsey Gooder	Art
Kim Hiebner	Fourth Grade
Mark Hiebner	Instrumental Music
Kelsey Linabery	Vocal Music
Christa Lindsay	Sixth Grade
Tara Maltsberger	Fifth Grade
Gina Mestl	Media Specialist
Michelle Naber	Third Grade
Paige Peters	Fifth / Sixth Grade Math (AM) / First Grade (PM)
Tami Peters	Title One
Andrea Raymond	Fourth Grade
Anne Regier	First Grade (AM)
Les Reinke	Physical Education
Kelsey Vnoucek	School Counselor
Sherry Thiesen	Kindergarten
Katie Waegli	Fifth / Sixth Grade Science / Math Interventions
Deb Wilhelm	Speech Pathologist
Karma Yantzie	Fourth Grade Keyboarding

ADMINISTRATION

Jeremy Klein (Superintendent) / Tim Carr (Secondary Principal) / Dana Reinke (Elementary Principal)

CERTIFIED STAFF

Janet May, Tammy Ott, Dandi Ott

MAINTENANCE

Matt Quiring, Lance Ruhl, Rick Thiesen

PARA EDUCATORS

Connie Bechtel, Jolene Campbell, Ronda Duerksen, Mary Hiebner, Karen Kroeker, Lori Loughman, Michelle McClelland, Angie McCormick, Lindsay Mierau, Carol Nissen, Joyce A. Nunnenkamp, Valerie Scheil, Cora Swartzendruber, Marcee van den Berg

SECTION ONE

BASIC SCHOOL RULES AND GENERAL PRACTICES

Attendance

Required Attendance

Every person residing in the school district who has legal or actual charge or control of any child who is of mandatory attendance age shall cause that child to attend a public or private school regularly unless the child has graduated from high school or has been allowed to disenroll pursuant to this policy.

Mandatory Attendance Age

All children who are or will turn six years old before January 1 of the current school year are of mandatory attendance age. Children who have not turned eighteen years of age are of mandatory attendance age.

Exceptions

This policy does not apply when attendance is made impossible or impracticable by severe weather conditions or by the mental or physical illness of the student or a child whom the student is parenting.

A child who will not reach age 7 before January 1 of the current school year may be excused from mandatory attendance if the child's parent or guardian completes an affidavit affirming that alternative educational arrangements have been made for the child. A copy of the required affidavit is attached to this policy.

Discontinuing Enrollment – 5 Year Old Students

The person seeking to discontinue the enrollment of a student who will not reach six years of age prior to January 1 of the current school year shall submit a signed, written request to the superintendent using the form which is attached to this policy. The school district may request written verification or documentation that the person signing the form has legal or actual charge or control of the student. The school district shall discontinue the enrollment of any student who satisfies these requirements. Any student whose enrollment is discontinued under this subsection shall not be eligible to reenroll in this school district until the beginning of the following school year unless otherwise required by law.

Prohibition on Discontinuing Enrollment – Abuse or Neglect Investigation
Upon notice from the Department of Health and Human Services, the District shall not facilitate the transfer or disenrollment of a student whose parent, guardian, or educational decisionmaker is subject to an active investigation by the Department for fourteen days or until further notice from the Department, whichever occurs first.

Attendance Officer
Each building principal is designated as an attendance officer for the district. Each building principal, at his or her discretion, may delegate these responsibilities to any other qualified individual. The attendance officer is responsible for enforcing the provisions of state law relating to compulsory attendance. This responsibility includes but is not limited to filing a report with the county attorney of the county in which a student resides. Compensation for the duties of attendance officer is included in the salary for the superintendent or designee.

Excused Absences – Physical or Mental Illness
Absences shall be excused by a parent, guardian, or educational decision maker, as defined in section 79-530, of the child for physical or mental illness and as documented by a credentialed health professional, provided the documentation supports such absence. In the instance of chronic illness, documentation shall be reviewed each semester.

Excused Absences

The following absences will be considered excused if they are confirmed by communication to the school from the student's parent/guardian:

1. Severe weather

2. Medical appointments for the student or for a child whom the student is parenting.

3. Death or serious illness of the student’s family member

4. Attending a funeral, wedding or graduation

5. Appearance at court or for other legal matters

6. Observance of religious holidays of the student's own faith

7. Personal or family vacations

Excessive Absenteeism
When a student receives five unexcused absences or the hourly equivalent in any semester, the Attendance Officer will follow the district's policy to address barriers to the student's attendance.

When a student is absent more than twenty days per year or the hourly equivalent and any portion of the absences is unexcused, the Attendance Officer may file a report with the county attorney of the county in which the student resides. For example, if the student accumulates 20 days of excused absences due to documented illness and is tardy one time, the Attendance Officer may file a report with the appropriate county attorney.

Absences due to illness
The school district will contact parents if a student becomes ill at school. A student who is absent due to illness has two days for every day of absence to complete missed assignments.

Absence Procedures
A student is considered absent if he/she has not arrived by 8:30 a.m. Teachers will keep a log entry of student arrivals and dismissals. If the student is present 90 minutes, during one half of the day, the student will be marked present for a half day. Once a student reaches an amount equivalent to a half or full day absence the absence will be assigned.

Planned absences
Parents who know in advance that a student will be absent must call the school or send a written note at the earliest possible date. Students who will be absent for reasons that can be anticipated, such as routine medical appointments, trips and school activities, must complete any work required by the teacher before the absence. Parents should make every attempt to schedule medical and other appointments after school hours when possible.

Students are obligated to:
1) Complete all class work in advance for any absence that can be anticipated.
2) Attend school from 10:45 a.m. to 3:30 p.m. before attending practice or participating in a scheduled student activity except in cases of family emergencies or prearranged absences.
3) Check out and in the school office if leaving or returning to school during the school day.
4) Make up any and all work that is assigned by teachers as make-up work for the instructional time that has been missed.

5) Remain in their classroom until his/her ride has arrived at school for planned absences. If the student is leaving ill, they will be allowed to remain in a designated area until his/her ride has arrived.

Parents are obligated to:

1) Call the appropriate building office to inform the school of the reason for each absence.
2) Enter the school front office to sign the student out.
3) Submit a doctor's statement, if requested, for each period of absence due to illness that exceeds five days.

Make-up Work

Written make-up work may be assigned for each day missed regardless of the type of absence. If make-up work is not completed, students will receive no credit for the work required. The time each student is allowed will be determined by the teacher.

The student has the responsibility to contact teachers, initially, regarding make-up assignments.

For excused absences, two school days will be allowed to make up the work for each day missed with a maximum of ten (10) days allowed to complete make up work. If requested, assignment sheets will be prepared for students who are ill. If parents or students request assignment sheets the school should be contacted by no later than 10:00 a.m.

Pregnant and Parenting Students

The District will not discriminate in its education program or activity against any student based on the student's current, potential, or past pregnancy. Students who are pregnant or parenting are encouraged to continue participating in the district's educational and extracurricular programs. Students who anticipate deviations from their regular school experience or accrue absences due to pregnancy or parenting should notify their building principal as early as possible to discuss their educational programming in collaboration with the Title IX Coordinator.

Band

Students may participate in the elementary band and begin taking band lessons in the 5th grade. Students in grades 6-8 may participate in the middle school band. Instruments will be provided by students or the school as provided by school policy. Fees may be charged as allowed or provided in the Elementary and Secondary Student Fee Authorization Act and the school's student fee policy or other applicable policy.

Bicycles and Other Wheeled-Forms of Transportation

Bicycles and other wheeled-forms of transportation must be parked in the racks provided. All should be equipped with locks. The school is not responsible for damage or theft of parts while such forms of transportation are on school property. Students are to walk their bikes and other forms of wheeled-transportation once arriving to the circle drive and front of the school.

Bills

Students should pay bills for supplies, fines, shop materials, clothing orders, etc. in the school bookkeeper's office. Any check for these payments should be made out to Heartland Community Schools unless otherwise instructed. Pursuant to board policy, the district will assess an additional penalty of $30 for any check returned from the bank for insufficient funds.

When students purchase items of significant value, such as class rings and letter jackets, they must make payment at the time of purchase or when the order is placed.

Books and Supplies

Students must take care of books and other supplies provided by the district. The school will assess fines for damage to books and school property.

Students must supply their own consumable items such as pens, pencils, tablets, notebooks, erasers, and crayons. Each classroom teacher will prepare a supply list for students at the beginning of the school year.

Breastfeeding and Lactation

In order to accommodate lactating and breastfeeding students, the district will provide reasonable opportunities to express breast milk or breastfeed in a place, other than a bathroom, which is shielded from view and free from intrusion from district students, employees, and the public. The district will also provide a location for students to store expressed breast milk in or near the location designated for students to express milk to create the least amount of disruption to the student's participation in class or activities.

Students who wish or need to express breast milk on a regular schedule must work with school administrators to create a schedule that accommodates the student's needs while facilitating education to the maximum extent possible.

In order to prevent interference with the educational process, no student shall express breast milk within school classrooms or buses. Nothing in this

policy limits the authority of the administration to impose consequences consistent with the Student Discipline Act and other state and federal law.

Bulletin Boards

Bulletin boards are maintained throughout the building to communicate general information, material, and school announcements. Students should check the bulletin boards carefully each school day. A written copy of daily announcements will be posted on the main bulletin board by the offices.

Bulletin board or electronic publishing space may be provided for the use of students and student organizations for notices relating to matters of general interest to students. The following general limitations apply to all posting or publishing:

1. All postings must be approved by the appropriate building principal or designee. Students may not post any material containing any statement or expression that is libelous, obscene, or vulgar; that would violate board of education policies, including the student code of conduct; or that is otherwise inappropriate for the school environment.

2. All postings must identify the student or the student organization posting or publishing the notice.

3. Material shall be removed after a reasonable time to assure full access to the bulletin boards or electronic publishing media.

Bullying

Students are prohibited from engaging in any form of bullying. The Centers for Disease Control and Prevention defines bullying as "any unwanted aggressive behavior(s) by another youth or group of youths who are not siblings or current dating partners that involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated." Nebraska statute defines bullying as "an ongoing pattern of physical, verbal or electronic abuse." The District's administrators will consider these definitions when determining whether any specific situation constitutes bullying. Both of these definitions include both in-person and cyberbullying behaviors.

The disciplinary consequences for bullying will depend on the severity, frequency, duration, and effect of the behavior and may result in sanctions up to and including suspension or expulsion. Students who believe they are being bullied should immediately inform a teacher or the building principal.

Reporting Bullying

Students who experience or observe bullying behavior must immediately report what happened to a teacher or administrator. Students may always confer with their parents or guardians about bullying they experience or witness, but the students must also ultimately report the situation to a teacher or administrator.

Bullying Investigations

School district staff will investigate allegations of bullying using the same practices and procedures that the district observes for student disciplinary matters. In no circumstance will school district staff be deliberately indifferent to allegations of bullying.

Cafeteria Rules

1. All food must be consumed in the areas designated by the school.
2. After students have eaten, they must return trays to the kitchen. All papers, milk cartons should be deposited in the trash cans. All leftover food should be scraped off the tray onto the correct container. Forks and spoons should be placed in the pan with water, NOT THROWN AWAY!
3. Students are to use proper manners including eating quietly.
4. Students may not throw food or other items.
5. Second servings are available to those who have made an effort to clean their trays and have requisite funds as required by board policy.
6. Students should remain at their tables until they are dismissed.
7. Students must treat lunch personnel with respect.
8. Students who violate the above rules will be disciplined.

Cell Phones and Other Electronic Devices

Students may not use cell phones or other electronic devices while at school, except as permitted in this handbook.

Students may use cell phones or other electronic devices on the school sidewalks and in the common areas of the school before and after school, so long as they do not create a distraction or a disruption. Elementary students must keep cell phones or other electronic devices powered off and stored in lockers. Students may not use cell phones or other electronic devices while they are in locker rooms or restrooms.

Students may not use cell phones or other electronic devices while riding in a school vehicle unless they have express permission to do so from the vehicle's driver.

Students are personally and solely responsible for the security of their cell phones and other electronic devices. The school district is not responsible for theft, loss, or damage of a cell phone or any calls made on a cell phone.

Students who violate this policy will have their cell phones or other electronic devices confiscated immediately. The administration will return confiscated devices to the offending student's parent or guardian after meeting with the parent or guardian to discuss the violation. Students who violate this policy may, at the discretion of the school's administration, be subject to additional discipline, up to and including suspension or expulsion.

The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise may constitute a crime under state and/or federal law. Any person engaged in these activities while on school grounds, in a school vehicle or at a school activity will be subject to the disciplinary procedures of the student code of conduct. Any student found to be in possession of obscene, pornographic, lewd, or otherwise illegal images or photographs will be promptly referred to law enforcement and/or other state or federal agencies, which may result in arrest, criminal prosecution, and possible inclusion on sex offender registries.

Cheating, Plagiarism, and Academic Dishonesty

Students may not cheat, plagiarize, or otherwise participate in any academic dishonesty in any form. Prohibited behavior includes:

- Obtaining, attempting to obtain, or aiding another person to obtain credit for work by any dishonest or deceptive means.
- Lying.
- Copying another person's work or answers.
- Discussing the answers or questions on a test or assignment unless specifically authorized by the teacher.
- Taking or receiving copies of a test without the permission of the teacher.
- Using or displaying notes, "cheat sheets," or other sources of unauthorized information.
- Using the ideas or work of another person as if they were your own without giving proper credit to the source.
- Submitting work or any portion of work completed by another person.
- Failing to give credit for ideas, statements, facts, or conclusions which rightfully belong to another person.
- Failing to use quotation marks or other appropriate means of attribution when quoting directly from another person or source.

A student who cheats, plagiarizes, or otherwise participates in any academic dishonesty is subject to discipline, up to and including expulsion.

Child Abuse and Neglect

School employees will report suspected abuse or neglect of a child as required by state law and school policy. Nebraska law defines abuse or neglect as knowingly, intentionally, or negligently causing or permitting a minor child or an incompetent or disabled person to be (1) placed in a situation that endangers his or her life or physical or mental health; (2) cruelly confined or cruelly punished; (3) deprived of necessary food, clothing, shelter or care; (4) left unattended in a motor vehicle, if such child is six years of age or younger; (5) sexually abused; (6) placed in a situation to be sexually exploited through sex trafficking of a minor as defined in state law or by allowing, encouraging, or forcing such person to engage in debauchery, public indecency, or obscene or pornographic photography, films, or depictions; or (7) placed in a situation to be a trafficking victim as defined in state law.

Class Dismissal

Classes are in session from the ringing of the tardy bell until the teacher dismisses the class. The bell at the end of the period is not a dismissal bell, and students may not leave their classrooms until they have been excused by their classroom teacher.

Classroom Assignments

Children are assigned to classrooms by the elementary principal with teacher input. This responsibility is taken seriously and many factors such as gender, leadership skills, academic ability, personality, and social adjustment are considered. Careful thought is given to meeting the needs of each child and the welfare of the entire class. Parent requests for placement may not always consider all of these factors and while the staff values parent input, it can complicate the placement process for teachers. With these considerations in mind, the school discourages parents from making specific teacher placement requests for their children.

We have an outstanding elementary staff, all of whom work very hard to make the children feel welcome and all of whom can and do provide a solid education in a caring environment.

Classroom Behavior

Student behavior and attitude in the classroom must be cooperative and serious. All students must:

- arrive to class on time;
- prepare for class with all necessary materials;

- be considerate of others;
- respond promptly to all directions of the teacher; and
- take care of school property and the property of others.

Teachers will establish classroom conduct rules that students must obey.

Closed Campus

Students may not leave the building without permission from the administration.

Coats and Boots

Elementary students must wear coats outdoors when the weather makes it advisable. The staff will decide when coats are required for recess.

Elementary students may choose to wear overshoes or boots when the playground is wet or muddy. Waterproof boots worn to school should be taken off and regular shoes worn during the day. Boots worn to school must be marked with the student's name. Boots are not permitted on gymnasium floors.

Communicable Diseases

Any student who has contracted a contagious disease may be restricted from attendance at school until the student is no longer contagious. The school district uses the Title 173- Nebraska Health and Human Services/Control of Communicable Disease, Chapter 3 of the Nebraska Administrative Code as a "best practice" guideline for contagious and infectious diseases. If there are questions regarding the communicability of your child's health condition or if you know your child has contracted a contagious or communicable disease or condition not otherwise specified in board policy or this handbook, please call 402-723-4434.

Communicating with Parents

Parents shall be kept informed of student progress, grades, and attendance through report cards, progress reports, and parent/teacher conferences. The school district will notify parents if their students are failing or close to failing. The school district will endeavor to notify parents of failing students prior to entry of the failing grade on the student's report card. Parents will also be notified of their student's possible failure to meet graduation requirements. Other pertinent information will be communicated to parents by mail or by personal contact. Official transcripts of student progress, grades, and attendance will be sent to other school systems upon the student's transfer when the district receives a written request signed by the student's parent or guardian or upon being notified that the student has enrolled in another school.

Complaint Procedure

Good communication helps to resolve many misunderstandings and disagreements. This complaint procedure applies to complaints unless the complaint is subject to a different procedure required by law, policy or contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems at the lowest level of the chain of command. When those efforts do not resolve matters satisfactorily, including matters involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age, a complainant should follow the procedures set forth in any specific policy addressing those areas or the procedures set forth below. Allegations of sex discrimination covered by Title IX will be addressed through the board's Title IX policy.

References to "coordinator" in this policy refer to the board-designated coordinator for the applicable area, such as the Section 504 Coordinator for allegations of disability-based discrimination.

Under this policy, factual conclusions will be based on a preponderance of the evidence.

Complaint and Appeal Process.

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if complainant reasonably believes speaking directly to the person would subject complainant or complainant's student to discrimination or harassment.

2. The second step is for the complainant to speak to the building principal, coordinator, superintendent of schools, or president of the board of education, as set forth below. Anyone with questions about the appropriate person to speak with may request clarification from the superintendent.

    a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.

    b) Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.

c) Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.

d) Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may also be submitted at any time during the complaint procedure to the applicable coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268-0599.

3. When a complainant submits a complaint to an administrator or coordinator, the administrator or coordinator shall first determine whether another applicable procedure is required by policy or law and if so, direct the complaint to the appropriate person to follow that procedure. If not, the administrator or coordinator will promptly and thoroughly investigate the complaint, and shall:

a) Determine whether the complainant has discussed the matter with the respondent.

1) If the complainant has not, urge the complainant to discuss the matter directly with the respondent, if appropriate.

2) If the complainant refuses to discuss the matter with the respondent, the administrator or coordinator shall, in his or her sole discretion, determine whether the complaint should or must be pursued further.

b) Strongly encourage the complainant to reduce his or her concerns to writing.

c) Interview the complainant and, if necessary, the respondent against whom the complaint is filed, to determine:

1) All relevant details of the complaint;

2) All witnesses and documents which the complainant believes support the complaint;

3) The action or solution which the complainant seeks.

d) Respond to the complainant. If the complaint involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the administrator or coordinator receives the complaint.

4. If either the complainant or the respondent is not satisfied with the decision, he or she may appeal the decision to the superintendent. The superintendent may assign a qualified designee to hear any appeal.

   a) The appeal must be in writing.

   b) This appeal must be received by the superintendent no later than three (3) calendar days from the date of the decision.

   c) For complaints addressed through other applicable procedures that do not include a separate investigatory process, the superintendent will investigate as he or she deems appropriate.

   d) The superintendent will prepare a written decision and provide it to the complainant and any other person entitled by law to receive the appeal decision. For complaints involving discrimination or harassment, the superintendent shall submit the decision within 180 calendar days after the superintendent received complainant's written appeal. Appeals to the superintendent from complaints involving discrimination or harassment are final once the superintendent delivers the written decision, as are all other appeals/complaints to the superintendent unless the complaint can be appealed on the limited grounds to appeal to the board below.

5. The board's role is to set policy, establish and implement a budget, and evaluate the superintendent. The board does not manage the daily operations of the school district entrusted to its administration unless required by law or policy. Because of the board's statutory roles, it does not hear complaints or appeals that may involve oversight or discipline of students, staff, or others, unless those involve the superintendent as discussed below. The board does not hear complaints or appeals based on allegations of discrimination or harassment unless otherwise required by law. The board will hear appeals only in the following circumstances:

a) When the complaint is about a board policy, not implementation of the policy;

b) When the complaint involves the budget or school expenditures that have been or must be approved by the board; or

c) When the board is required by law, policy, or contract to hear a complaint or appeal.

6. If a complaint involves those limited grounds and a party is not satisfied with the superintendent's decision regarding the complaint or appeal, he or she may appeal the decision to the board.

a) This appeal must be in writing.

b) This appeal must be received by the board president no later than ten (10) calendar days from the date the superintendent communicated his/her decision to the complainant.

c) This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment allegations against the superintendent shall be promptly and thoroughly investigated by the board president or a designee.

d) The board president will notify the complainant and any other person legally required to receive the decision in writing of its decision. If the complaint involves discrimination or harassment allegations against the Superintendent, the board president shall submit the decision within 180 calendar days after receiving the written appeal.

e) There is no appeal from any decision of the board unless authorized by law.

7. Formal complaints about the superintendent shall be filed with the president of the board. However, complaints about the superintendent do not include disagreement with the superintendent's decision on appeal based on a complaint of discrimination, harassment, or action of any other employee who is not the superintendent. Upon receipt of a complaint, the board president or his or her designee shall promptly and thoroughly investigate the complaint, and shall:

a) Coordinate with school district staff, other than the superintendent, to determine if another procedure in policy or law requires the complaint against the superintendent to follow another procedure. If so, the board president will coordinate handling the complaint through that procedure. If another procedure applies, such as in the case of allegations of sex discrimination against the superintendent, the board president or, at his or her discretion, the full board will serve only to hear any appeal by a party to the complaint.

b) Determine whether the complainant has discussed the matter with the superintendent.

   1) If the complainant has not, the board president or designee will urge or require the complainant to discuss the matter directly with the superintendent, if appropriate or required.

   2) If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should or must be pursued further.

c) Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting by the full board.

d) Respond to the complainant or appeal. If the complaint or appeal involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the president received the complaint.

e) Appoint or contract with other individuals qualified to assist the board through this process or any other applicable procedure used to address allegations against the superintendent.

No Retaliation. The school district prohibits retaliation against any person for filing a complaint or for participating in the complaint procedure in good faith.

Special Rules Regarding Educational Services and Related Services to Students with Disabilities. Students with disabilities and their families have specific rights outlined in state and federal law, including administrative

processes by which they may challenge the educational services being provided by the school district. Therefore, the appeal process contained in this policy may not be used to challenge decisions made by a student's individualized education plan (IEP) team or 504 team.

Complaints about the educational services provided a student with a disability, including but not limited to services provided to a student with an IEP, access to curricular and extracurricular activities, and educational placement must be submitted to the school district's Director of Special Education. The Director of Special Education will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of IDEA Parental Rights promulgated by the Nebraska Department of Education.

Complaints about the educational services provided a student with a disability pursuant to a Section 504 plan must be submitted to the school district's 504 Coordinator. The 504 Coordinator will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of Section 504 Parental Rights adopted by the board of education.

Complaints about the educational services provided to a student who is suspected of having a disability must be submitted in writing to the school district's Director of Special Education or to the district's 504 Coordinator. The Director of Special Education or 504 Coordinator will either refer the student for possible verification as a student with a disability or will provide prior written notice of the district's refusal to do so.

Bad Faith or Serial Filings. The purpose of the complaint procedure is to resolve complaints at the lowest level possible within the chain of command. Individuals who file complaints (a) without a good faith intention to attempt to resolve the issues raised; (b) for the purpose of adding administrative burden; (c) at a volume unreasonable to expect satisfactory resolution; or (c) for purposes inconsistent with the efficient operations of the district may be dismissed by the superintendent without providing final resolution other than noting the dismissal. There is no appeal from dismissals made pursuant to this section.

Computer Network Use by Students

Students are expected to use computers and the Internet as an educational resource. The following procedures and guidelines govern the use of computers and the Internet at school.

I. **Student Expectations in the Use of the Internet**

A. **Acceptable Use**

1. Students may use the Internet to conduct research assigned by teachers.
2. Students may use the Internet to conduct research for classroom projects.
3. Students may use the Internet to gain access to information about current events.
4. Students may use the Internet to conduct research for school-related activities.
5. Students may use the Internet for appropriate educational purposes.

B. **Unacceptable Use**

1. Students shall not use school computers to gain access to material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for educational uses.
2. Students shall not engage in any illegal or inappropriate activities on school computers, including the downloading and copying of copyrighted material.
3. Students shall not use e-mail, chat rooms, instant messaging, or other forms of direct electronic communications on school computers for any unauthorized or unlawful purpose or in violation of any school policy or directive.
4. Students shall not use school computers to participate in on-line auctions, on-line gaming or mp3 sharing systems including, but not limited to Aimster or Freenet and the like.
5. Students shall not disclose personal information, such as their names, school, addresses, or telephone numbers outside the school network.
6. Students shall not use school computers for commercial advertising or political advocacy of any kind without the express written permission of the system administrator.
7. Students shall not publish web pages that purport to represent the school district or the work of students at the school district without the express written permission of the system administrator.
8. Students shall not erase, rename, or make unusable

anyone else's computer files, programs or disks.

9. Students shall not share their passwords with fellow students, school volunteers or any other individuals, and shall not use, or try to discover, another user's password.
10. Students shall not copy, change or transfer any software or documentation provided by the school district, teachers or another student without permission from the system administrator.
11. Students shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called, but is not limited to, a bug, virus, worm, or Trojan Horse.
12. Students shall not configure or troubleshoot computers, networks, printers or other associated equipment, except as directed by a teacher or the system administrator.
13. Students shall not take home technology equipment (hardware or software) without permission of the system administrator.
14. Students shall not falsify electronic mail messages or web pages.

II. Enforcement

A. Methods of Enforcement

1. The district monitors all Internet communications, Internet usage, and patterns of Internet usage. Students have no right of privacy to any Internet communications or other electronic files. The computer system is owned by the school district. As with any school property, any electronic files on the system are subject to search and inspection at any time.
2. The school district uses a technology protection measure that blocks access to some Internet sites that are not in accordance with the policy of the school district. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.
3. Due to the nature of filtering technology, the filter may at times filter pages that are appropriate for student research. The system administrator may override the technology protection measure for the student to access a site with legitimate educational value that is wrongly blocked.
4. The school district staff will monitor students' use of the Internet through direct supervision and by monitoring

Internet use history to ensure enforcement of the policy.

B. Consequences for Violation of this Policy

1. Access to the school's computer system and to the Internet is a privilege, not a right. Any violation of school policy and rules may result in:
   a. Loss of computer privileges;
   b. Short-term suspension;
   c. Long-term suspension or expulsion in accordance with the Nebraska Student Discipline Act; and
   d. Other discipline as school administration and the school board deems appropriate.
2. Students who use school computer systems without permission and for non-school purposes may be guilty of a criminal violation and will be prosecuted.

III. **Protection of Students**

A. **Children's Online Privacy Protection Act (COPPA)**

1. The school will not allow companies to collect personal information from children under 13 for commercial purposes. The school will make reasonable efforts to disable advertising in educational computer applications.
2. This policy allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes.

B. **Education About Appropriate On-Line Behavior**

1. School district staff will educate students about appropriate online behavior, both in specific computer usage units and in the general curriculum.

Conferences

Students' academic success has been closely linked to parental involvement in school. The school district has formal parent-teacher conferences in the fall and spring.

In addition to formal conferences, classroom teachers will communicate with parents as necessary. Parents are encouraged to communicate with their student's teacher or the building principal to discuss parental concerns, student needs or any other issue.

Copyright and Fair Use

The school district complies with federal copyright laws. Students must comply with copyright laws when using school equipment or working on school projects and assignments. Federal law prohibits the unauthorized

reproduction of works of authorship, regardless of the medium in which they were created.

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. "Fair use" of a copyrighted work includes reproduction for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research. Students who are unsure whether their proposed reproduction of copyrighted material constitutes "fair use" should consult with their teacher or building principal, review the school district's copyright compliance policy, and review *Copyright for Students* found at https://www.whoishostingthis.com/resources/student-copyright/. You can find more information on copyright compliance requirements and permitted uses from the U.S. Copyright Office and the Library of Congress at the following site: http://www.loc.gov/teachers/usingprimarysources/copyright.html.

Damage to School Property

Students who damage school property either intentionally or unintentionally may be required to pay to replace or restore the property, at the discretion of the administration.

Dating Violence

Dating violence, as that term is defined by Nebraska law, will not be tolerated by the school district. Students who engage in dating violence on school grounds, in a school vehicle or at a school activity or that otherwise violates the Nebraska Student Discipline Act will receive consequences consistent with the Act and the district's student discipline policies.

The school district shall provide dating violence training to staff deemed appropriate by the administration and in accordance with Nebraska law.

Discrimination and Harassment

Students who believe that they have been the subject of unlawful discrimination or harassment due to their disability should contact the following Section 504 Coordinator: Dana Reinke at 402-723-4434, dreinke@heartlandschools.net or in person at school. Students who believe that they have been the subject of unlawful discrimination or harassment due to their sex should contact the following Title IX Coordinator: Josh Struckman at 402-723-4434, jstruckman@heartlandschools.net, 1501 Front Street, Henderson, NE 68371 or in person at school. Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact Dana Reinke at 402-723-4434, dreinke@heartlandschools.net or in person at school. Students may report

discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

Dress Code

The school administration and teachers will continue to encourage all to behave and dress in a fashion that reflects good taste and a style appropriate for a school day or school activity.

An individual's dress, personal appearance, and cleanliness, as well as behavior, should reflect a sensitivity to and a respect for others. The fact that a school will permit a wide variety in school clothes does not mean that all styles are equally appropriate. The final decision in those situations of disagreement will be resolved by the school administration after consultation with the student and parents/guardians.

Students will be expected to adhere to the following guidelines during school functions on or off school property:

1. Students will not be allowed to wear clothing, jewelry, or attire that presents a material risk to the safety or wellbeing to either themselves or anyone else.
2. Students will not be allowed to wear clothing, jewelry, or attire that materially interferes with the learning/instructional environment in school.
3. Students are not to wear clothing which excessively exposes the midriff. The wearing of pants, jeans, or shorts should not be worn in a sagging fashion below the waistline.
4. Clothing usually worn as undergarments may not be worn as outer garments - such items may include but are not limited to sports bras, spandex tops and boxer shorts.
5. Skirts, dresses and shorts - As a reference, the length of clothing should generally extend beyond a closed fist when your arms are at your side.
6. Clothing which promotes alcohol, tobacco/tobacco products (including nicotine products, vaping products, and e-cigarettes) or drugs, or which contain any inappropriate messages is prohibited. Inappropriate messages may include but are not limited to innuendos, entendres, profanity, implied profanity, hate speech and anything that would promote a violation of the law and/or the student code of conduct.
7. Shoes, boots or sandals must be worn at all times.
8. Students are not allowed to wear hats, caps, visors, hoods, or sunglasses in the school building during the school day. For special

occasions, exceptions may be allowed. These special occasions will be determined by the principal.

9. Mesh shirts must have a t-shirt worn under them.
10. All sleeveless shirts must have finished seams and edges. Clothing must also cover the area under the arm.

***Consideration will be made for students who wear special clothing as required by religious beliefs, disability, medical status or condition or to convey a particularized message protected by law. The final decision regarding attire and grooming will be made by the Principal or Superintendent. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school's guidelines, the student should contact the Principal for approval, and may also review such additional posting of prohibited items or grooming which may be available in the Principal's office.

Students who violate dress code guidelines will be required to correct the violation by changing into something appropriate at school or returning home to change. A detention or suspension may be given to make up the time away from school. Repeated dress code violations may result in more severe consequences. Significant, intentional, or repeated violations of the dress code may result in formal disciplinary consequences that may include detention or suspension.

Driving and Parking Personal Vehicles

Students who drive privately owned motor vehicles to school must obey the following rules:

1. Students may not move their vehicles during the school day without the permission of the building principal or superintendent. Students will not be allowed to sit in or be around their vehicles during the school day, without administrative permission.
2. Students must drive with care to ensure the safety of the pedestrians. Students may not drive carelessly or with excessive speed.
3. By driving personal vehicles to school and parking on school grounds, students consent to having that vehicle searched by school officials when they have reasonable suspicion that such a search will reveal a violation of school rules.

Drug Free Schools

The board of education has adopted policies to comply with the Federal Drug-Free Schools and Communities Act. Students are prohibited from using, possessing, or selling any drug, alcohol, or tobacco while on school grounds, at a school activity or in a school vehicle. In addition, students who participate in the school's activities program should refer to the

Activities Handbook which prohibits the use or possession of alcohol, controlled substances and tobacco at all times.

Any student who violates any school policy regarding drug, alcohol, and tobacco use will be disciplined, up to and including short-term suspension, long-term suspension, or expulsion from school and/or referral to appropriate authorities for criminal prosecution.

Emergency Contact Information

Parents must complete an emergency information card for each child enrolled in the district. The card should list the family physician's name, where parents or a responsible adult can be located, and any necessary emergency instructions. Parents must promptly inform the school if this contact information changes during the school year. Emergency contacts are requested to be individuals that reside within close proximity to the school.

Evacuations

The school district will hold routine evacuation drills throughout the school year. Classroom teachers will provide students with detailed instructions on building evacuations.

Eye Exams

All students enrolling in kindergarten or transferring into the school district from out of state must undergo a visual examination by a physician, a physician assistant, an advanced practice registered nurse, or an optometrist, which consists of testing for amblyopia, strabismus, and internal and external eye health, with testing sufficient to determine visual acuity, except that no such physical examination or visual evaluation shall be required of any child whose parent or guardian objects in writing. They must provide evidence of the vision examination within six months prior to entrance. The cost of such physical examination and visual evaluation shall be borne by the parent or guardian of each child who is examined.

Food Service Program

The school district provides a food service program that is designed to provide adequate nutrition and an educational experience for students.

Breakfast

The school will serve breakfast daily from 7:50 to 8:10 a.m. Students who qualify for free or reduced-price lunch also qualify for free or reduced-price breakfast. Meal charges are available on the school website.

Lunch
Lunch prices depend on the federal funding that the program receives. Meal charges are available on the school website.

Payment for Meals
Students are encouraged to pay for meals several weeks in advance. Payment should be made to the bookkeeper in the office.

Students who qualify for free meals will not be denied a reimbursable meal, even if they have accrued a negative balance from other food purchases. School staff may prohibit any students from charging a la carte or extra items if they do not have adequate balance in their account in hand or their account has a negative balance.

If a student repeatedly lacks funds to purchase a meal, has not brought a meal from home, and is not enrolled in a free meal program, the district will use its resources and contacts to protect the health and safety of the student. Failure or refusal of parents or guardians to provide meals for students may require mandatory reporting to child protection agencies as required by law.

Collection of Delinquent Meal Charge Debt
The school district is required to make reasonable efforts to collect unpaid meal charges. The building principal or his or her designee will contact households about unpaid meal charges and notify them again of the availability of the free and reduced meal program and/or establish payment plans and due dates by telephone, e-mail, or other written or oral communication. If these collection efforts are unsuccessful, the school district may pursue any other methods to collect delinquent debt as allowed by law.
Collection efforts may continue into a new school year.

Notice of Non-discrimination
In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, disability, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) Mail: U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410

(2) Fax: (202) 690-7442; or

(3) Email: program.intake@usda.gov

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

Field Trips

Classes occasionally take field trips off school property for educational enrichment. A student's parent, or "caregiver" as that term is defined in the Nebraska Strengthening Families Act, must authorize a student to participate in a field trip by signing a permission slip and providing it to the school before the field trip. Students who have not completed classroom work on time may not be allowed to attend field trips. Students must comply with the student code of conduct, any applicable extracurricular conduct codes, and all directives by trip chaperones.

First-Aid

First-aid items may only be used by school staff. Students who need first aid should ask for assistance from their classroom teacher or the nearest staff member.

Head Lice

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

1. Children will be sent home from school for live head lice. In the event a child has two (2) cases of live lice in a semester, the child will be sent home until free of both live lice and nits (eggs).
2. School staff will provide written treatment information and instructions, including how to check and identify head lice*.
3. A child who is sent home from school for head lice should miss no more than two (2) school days.
4. A child who has been sent from school due to head lice must come to the principal's office (or designated location) for inspection before returning to class.
5. A child who returns to class with nits (eggs) will be checked again in

7-10 days.

6. Families are encouraged to report head lice to the school office.
7. Classroom-wide or school-wide head checks will be conducted as needed in order to control the condition at school.
8. The student cannot ride the school bus until the district has cleared the student to return to school

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

Health Problems Limiting Activities

Parents who do not want their children to play outdoors or participate in physical education for health reasons must send a written request to school. If a student persistently requests to be excused from these activities, the building principal or classroom teacher may require a doctor's verification.

Parents should notify the principal or superintendent if their student has any special health problems such as diabetes, asthma, or the like.

Homebound Instruction

The school district may provide a student with instruction in his or her home and under parental supervision if the student is physically or mentally ill or injured and unable to attend regular classes for an extended period of time. Homebound instruction shall be provided when the student's physical and mental condition are such that the student can benefit from instruction and no other provision will meet the student's educational needs. If you believe that homebound instruction is appropriate for your child, please contact the building principal to initiate the appropriate process to determine eligibility.

Homeless Children and Youth

Homeless students generally include children who lack a fixed, regular, and adequate nighttime residence, as further defined by applicable state and federal law.

It is the school's policy not to stigmatize or segregate homeless students on the basis of their status of being homeless. Transportation for homeless students who enroll in the district shall be furnished by the district under the same guidelines applying to other students or if such transportation is necessary for compliance with federal law.

Each homeless child shall be provided services for which the child is eligible comparable to services provided to other students in the school selected regardless of residency. Homeless children shall be provided access to education and other services that such children need to ensure that they

have an opportunity to meet the same student performance standards to which all students are held.

If a homeless child registered to attend school in the district is receiving family reconciliation services pursuant to state law, the district will work in cooperation with any county or department of social services in the district to jointly develop an educational program for the child. The district's homeless coordinator is Kelsey Vnoucek who may be contacted at 402-723-4434.

Illness or Injury at School

Students who feel ill or are hurt while at school should seek immediate assistance from their classroom teacher or the nearest staff member. The school will contact parents to pick students up from school whenever necessary. When school officials determine that a student needs immediate medical attention but the parents cannot be reached by phone, emergency services will be summoned or the student will be taken directly to the doctor and/or hospital. Parents must complete an emergency information card for each child enrolled in the district. The card should list the family physician's name, where parents or a responsible adult can be located, and any necessary emergency instructions.

Students who are sent home from school with a temperature greater than 100 degrees fahrenheit may not return to school until they are twenty-four hours fever free without fever-reducing medication.

Immunizations

All students must furnish one of the following to school officials:

- proof of adequate immunizations for mumps, measles, rubella; diphtheria, pertussis, tetanus; polio; and hepatitis B series; or
- a signed parental statement of refusal to provide the immunization history. Homeless students who are in need of immunizations will be referred to the homeless coordinator, who shall assist in obtaining necessary immunizations or medical records.

Provisional Enrollment. Students who meet the statutory requirements for provisional enrollment shall be allowed to attend school for sixty days without the necessary immunizations.

Students who are excepted from the immunization requirement may be excluded from school in the event of an outbreak of any contagious disease in the school population.

Initiations and Hazing

Initiations and hazing by members of classes, clubs, athletic teams, or any other organization affiliated with the district are prohibited except as otherwise permitted by this policy. Any student engaging in hazing or non-approved initiations is subject to discipline as permitted by policy and law.

Initiations are defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of "hazing" as defined below. Initiations are prohibited except by permission of the superintendent.

Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person.

Lockers and Other School Property

The school district owns and exercises exclusive control over student lockers, desks, computer equipment, and other such property. Students should not expect privacy regarding usage of or items placed in or on school property, because school property is subject to search at any time by school officials. Periodic, random searches of lockers, desks, computers, and other such property may be conducted at the discretion of the administration. The assignment of a locker is on a temporary basis and may be revoked at any time. School officials may inspect student lockers without any particularized suspicion or reasonable cause.

Lost and Found

All lost and found articles are to be taken to the receptacles at the front lobby of the school. Students may claim lost articles there. Unclaimed articles will be donated to a local charity or otherwise disposed of at the conclusion of each semester.

Medications

Whenever possible, parents should arrange medication schedules to eliminate the need for giving medication during school hours. When it is necessary for school personnel to administer medication to students, the school district will comply with the Nebraska Medication Aide Act, the requirements of Title 92, Nebraska Administrative Code, Chapter 59, (promulgated by the Nebraska Department of Education and entitled *Methods of Competency Assessment of School Staff Who Administer Medication*), and all state and federal regulations. Parents and guardians who wish to have their child receive medication from school personnel must comply with the following procedures:

Prescription medication. (1) Parents/guardians must provide a physician's written authorization for the administration of the medication. (2) Parents/guardians must provide their own written permission for the administration of the medication. (3) The medication must be brought to school in the prescription container and must be properly labeled with the student's name, the physician's name, and directions for administering the medication.

Non-prescription medication. (1) Parents/guardians must provide written permission for the administration of the medication. (2) The medication must be brought to the school in the manufacturer’s container. (3) The container must be labeled with the child’s name and with directions for provision or administration of the medication

The district reserves the right to review and decline requests to administer or provide medications that are not consistent with standard pharmacological references, are prescribed in doses that exceed those recommended in standard pharmacological references, or that could be taken in a manner that would eliminate the need for giving them during school hours. The district may request parental authorization to consult with the student’s physician regarding any medication prescribed by such physician.

Media Center

Students must check out materials from the librarian on duty. Each borrower is responsible for all books checked out in his/her name. Each student is responsible for any fine that accumulated on a book charged to him/her. If a book is lost and not found by the end of the semester, the student must pay for it. Students must also pay for any damage they cause to library books.

Memorials

Memorials or plaques honoring deceased students are generally not allowed in or on the school grounds unless authorized by board policy. Dedications to students will not be allowed.

Scholarships in the deceased person's name will not be set up by the school. Scholarships set up by outside organizations or individuals, such as a foundation, will be allowed.

Opting Out of Assessments

The Board of Education has adopted a policy on approval and denial of state and federal assessment opt-out requests, which is based on requirements in law. The policy can be requested by contacting the Superintendent of Schools at 402-723-4434.

Parental Involvement

The school district recognizes the unique needs of students who are being served in its Title I program, and the importance of parent and family engagement in the Title I program. Parent and family engagement in the Title I Program shall include, but is not limited to:

1. An annual meeting to which all parents of participating children will be invited to inform parents of their school's participation under this part, to explain the requirements of this part, and the right of the parents to be involved. Invitations may take the form of notes sent with students or announcements in the school newsletter. Additional meetings may be scheduled, based upon need and interest for such meetings.

2. An explanation of the details for the child's and parents' participation, including but not limited to: curriculum objectives, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards, type and extent of participation, parental input in educational decisions, coordination, and integration with other Federal, State, and district programs, and evaluations of progress.

3. Opportunities for participation in parent involvement activities, such as training to help parents work with their children to improve achievement. A goal of these parent activities is to provide parents with opportunities to participate in decisions relating to the education of their students, where appropriate.

4. The district will, to the extent practicable, provide parents of limited English proficiency, parents with disabilities, parents with limited literacy, are economically disadvantaged, are of a racial or minority background or parents of migratory children with opportunities for involvement in the Title I Program. Communication to parents about student progress and the district's other Title I Program communications will be provided in the language used in the home to the extent practicable. Responses to parent concerns will be provided in a timely manner.

5. Opportunities for parent-teacher conferences, in addition to those regularly scheduled by the school district, if requested by the parents or as deemed necessary by school district staff.

6. The district will coordinate and integrate parental involvement programs and activities with other programs in the community. These may include cooperation with other community programs such as Head Start and preschools and other community services such as the public library.

7. The district will educate teachers, specialized instructional support personnel, principals, and other school leaders, with the assistance of parents in the value and utility of contributions of parents, how to reach out to, communicate with, and work with parents as equal partners.

Parties

Elementary classes may have seasonal parties during the year. Parents shall communicate with their student's classroom teacher for the teacher's rules regarding birthday and holiday parties. Invitations for private parties and non-school-sponsored events may not be distributed at school unless an invitation is provided to all members of the class.

Personal Items

The school provides the necessary equipment for classroom and school day activities. **Students should not bring items such as athletic equipment, electronic devices, toys, or other similar personal items to school unless they have the prior permission of their classroom teacher or a school administrator. The school is not responsible for damaged or lost personal items or equipment.**

Physical Education

The school district requires students to receive physical education to assist them in developing gross and fine motor skills. Students are not required to

wear P.E. uniforms, but are required to wear tennis shoes for P.E. Tennis shoes with wheels are not permitted.

Physical Exam

Students entering kindergarten and the seventh grade, and those entering school from another state, are statutorily required to show evidence that they have had a physical examination within six months prior to the date of entering school.

Pictures

The school district arranges for a photographer to be present at school in the fall to take class pictures. Parents will be notified of the date. Parents who want pictures of their students or of their student's class composite may purchase them directly from the photographer.

Playground Rules

Students must follow these rules to keep the playground safe when they are using the playground as part of the school day:

1. Students must obey the playground supervisor at all times.
2. Students may not enter the street/highway to retrieve a ball unless given permission by the playground supervisor.
3. Students must play away from the school windows.
4. Touch and flag football are permitted, but tackle football is prohibited.
5. Students may throw balls and other authorized play equipment. They may not throw rocks, gravel, snowballs, and clothing.
6. Students must use the playground equipment properly and in a safe manner.
7. Students may not leave the playground after they have arrived at school for the day.

Students who violate these rules will be disciplined with the loss of recess or other privileges, detention, and/or other consequences.

The school's playgrounds, equipment, and surrounding areas are generally not supervised. Staff will supervise students when the students are using these areas as part of the school day or as part of a school activity. At all other times and in all other circumstances, the school district does not provide supervision of its playgrounds, equipment, and surrounding areas.

Police Questioning and Apprehension

Police or other law enforcement officers may be called to the school at the request of school administration, or may initiate contact with the school in connection with a criminal investigation. The school district shall inform parents when law enforcement officers seek access to their student prior to the student being questioned unless the officers are investigating charges

that the student has been the victim of abuse or neglect. Members of the school district staff will comply with board policy regarding police questioning of students.

Protection of Student Rights

The Board of Education respects the rights of parents and their children and has adopted a Protection of Pupil Rights policy in consultation with parents to comply with the Protection of Pupil Rights Amendment (PPRA). The policy is available on the district's website or upon request from the district's administrative office. Parents may opt their child out of participation in activities identified by the Protection of Pupil Rights policy by submitting a written request to the superintendent. There are not any regularly scheduled surveys. If a survey is to be given, parents will be notified of the survey. Parents may have access to any survey or other material described in the Protection of Pupil Rights policy by submitting a written request to the superintendent.

Public Displays of Affection

Students may not engage in public displays of affection that are disruptive to the school environment or distracting to others. Prohibited conduct includes hugging, kissing, touching or any other display of affection that a staff member determines to be inappropriate.

Reasonable Suspicion Testing

Students may be required to submit to drug or alcohol testing if there is a reasonable suspicion that the student is under the influence of drugs or alcohol.

Rights of Custodial and Non-Custodial Parents

The school district will honor the parental rights of natural and adoptive parents unless those rights have been altered by a court.

The term "custodial parent" refers to a biological or adoptive parent to whom a court has given primary physical and legal custody of a child, and a person such as a caseworker or foster parent to whom a court has given legal custody of a child.

The district will not restrict the access of custodial and non-custodial parents to their students and their students' records, unless the district has been provided a copy of a court order that limits those rights. If the district is provided such a court order, school officials will follow the directives set forth in the order.

The district will provide the custodial parent with routine information about his or her child, including notification of conferences. The district will not

provide the non-custodial parent with such information on a routine basis, but will provide it upon the non-custodial parent's request unless it has been denied by the courts.

A non-custodial parent who wishes to attend conferences regarding his or her child will be provided information about conference times so both parents may attend a single conference. The district is not required to schedule separate conferences if both parents have been previously informed of scheduled conference times.

If either or both parents' behavior is disruptive, staff members may terminate a conference and reschedule it with appropriate modifications or expectations.

Secret Organizations

Secret organizations are prohibited. School officials shall not allow any person or representative of any such organization to enter upon school grounds or school buildings for the purpose of rushing or soliciting students to participate in any secret fraternity, society, or association.

School Day

The school day typically begins at 8:15 a.m. and ends at 3:28 p.m. Students are to leave the school grounds after dismissal. School staff will provide supervision for students on school grounds from 7:50 to 8:10 a.m. before the school day begins and until 3:35 after the school day ends. **There will be no supervision provided by the school before or after these times**. Parents must arrange for their children to leave school promptly at the end of the day.

Students leaving school for a planned absence will remain in their classroom until the parent or guardian has arrived at school and entered the front office. At this time, front office staff will notify the child to report to the front office. Students leaving or returning to school during the day are required to sign in and out in the front office.

Self-Management of Diabetes or Asthma/Anaphylaxis

Subject to school policy, the school district will work with the parent or guardian in consultation with appropriate medical professionals to develop a medical management plan for a student with diabetes, asthma, or anaphylaxis. Parents desiring to develop such a plan should contact the principal or designee.

EMERGENCY RESPONSE TO LIFE-THREATENING ASTHMA OR SYSTEMIC ALLERGIC REACTIONS (ANAPHYLAXIS)

DEFINITION: Life-threatening asthma consists of an acute episode of worsening airflow obstruction. Immediate action and monitoring are necessary.

A systemic allergic reaction (anaphylaxis) is a severe response resulting in cardiovascular collapse (shock) after the injection of an antigen (e.g. bee or other insect sting), ingestion of a food or medication, or exposure to other allergens, such as animal fur, chemical irritants, pollens or molds, among others. The blood pressure falls, the pulse becomes weak, **AND DEATH CAN OCCUR.** Immediate allergic reactions may require emergency treatment and medications.

LIFE-THREATENING ASTHMA SYMPTOMS: Any of these symptoms may occur:

- Chest tightness
- Wheezing
- Severe shortness of breath
- Retractions (chest or neck "sucked in")
- Cyanosis (lips and nail beds exhibit a grayish or bluish color)
- Change in mental status, such as agitation, anxiety, or lethargy
- A hunched-over position
- Breathlessness causing speech in one-to-two word phrases or complete inability to speak

ANAPHYLACTIC SYMPTOMS OF BODY SYSTEM: Any of the symptoms may occur within seconds. The more immediate the reaction, the more severe the reaction may become. Any of the symptoms present require several hours of monitoring.

- **Skin:** warmth, itching, and/or tingling of underarms/groin, flushing, hives
- **Abdominal:** pain, nausea and vomiting, diarrhea
- **Oral/Respiratory:** sneezing, swelling of face (lips, mouth, tongue, throat), lump or tightness in the throat, hoarseness, difficulty inhaling, shortness of breath, decrease in peak flow meter reading, wheezing reaction
- **Cardiovascular:** headache, low blood pressure (shock), lightheadedness, fainting, loss of consciousness, rapid heart rate, ventricular fibrillation (no pulse)
- **Mental status:** apprehension, anxiety, restlessness, irritability

EMERGENCY PROTOCOL:

1. CALL 911.
2. Summon school nurse if available. If not, summon designated trained, non-medical staff to implement an emergency protocol.

3. Check airway patency, breathing, respiratory rate, and pulse.
4. Administer medications (epinephrine auto injector and nebulized albuterol) per standing order.
5. Determine cause as quickly as possible.
6. Monitor vital signs (pulse, respiration, etc.).
7. Contact parents immediately and prescribing health care practitioner as soon as possible.
8. Any individual treated for symptoms with epinephrine at a school will be transferred to a medical facility.

STANDING ORDERS FOR RESPONSE TO LIFE-THREATENING ASTHMA OR ANAPHYLAXIS:

- Administer epinephrine auto injector junior for any child less than 60 pounds or adult epinephrine auto injector for any individual over 60 pounds into the muscle towards the front and outer side of the thigh.
- Follow with nebulized albuterol while awaiting EMS.
- If symptoms persist, repeat epinephrine auto injector followed by nebulized albuterol every fifteen minutes while awaiting EMS arrival.
- Administer CPR, if indicated.

Smoking and Tobacco

Smoking, including the possession or use of cigarettes, cigars, or other tobacco or tobacco derivative products; vapor products or electronic nicotine delivery systems; alternative nicotine products; or any other such look-alike or imitation product, is not permitted on school property at any time.

Sniffer (Drug) Dogs

The administration is authorized to use sniffer dogs to minimize the presence of illicit items on school grounds. Students and staff are specifically notified of the following:

1. Lockers may be sniffed by sniffer dogs at any time.
2. Vehicles parked on school property may be sniffed by sniffer dogs at any time.
3. Classrooms and other common areas may be sniffed by sniffer dogs at any time students and staff are not present.
4. If contraband of any kind is found, the student or staff member shall be subject to appropriate disciplinary action.

Standardized Assessments

Heartland Community Schools / PK - 6 Assessment Calendar			
	Fall	**Winter**	**Spring**

Preschool	Teaching Strategies GOLD		Teaching Strategies GOLD
Kindergarten	DIBELS 8th Edition	DIBELS 8th Edition	DIBELS 8th Edition
First Grade	DIBELS 8th Edition	DIBELS 8th Edition	DIBELS 8th Edition
Second Grade	DIBELS 8th Edition	DIBELS 8th Edition	DIBELS 8th Edition
		NWEA MAP (Reading / Math)	NWEA MAP (Reading / Math)
Third Grade	DIBELS 8th Edition	DIBELS 8th Edition	DIBELS 8th Edition
		NWEA MAP (Reading / Math)	NWEA MAP (Reading / Math)
			NSCAS (ELA / Math)
Fourth Grade	DIBELS 8th Edition	DIBELS 8th Edition	DIBELS 8th Edition
		NWEA MAP (Reading / Math)	NWEA MAP (Reading / Math / Science)
			NSCAS (ELA / Math)
			NWEA MAP (Reading / Math)
			NAEP - As required
Fifth Grade	DIBELS 8th Edition	DIBELS 8th Edition	DIBELS 8th Edition
		NWEA MAP (Reading / Math / Science)	NWEA MAP (Reading / Math)
			NSCAS (ELA / Math / Science)
Sixth Grade	DIBELS 8th Edition	DIBELS 8th Edition	DIBELS 8th Edition
		NWEA MAP (Reading / Math)	NWEA MAP (Reading / Math)
			NSCAS (ELA / Math)

KEY	
DIBELS	Dynamic Indicators of Basic Early Literacy Skills
NWEA MAP	Northwest Evaluation Association Measures of Academic Progress
NSCAS	Nebraska Student-Centered Assessment System
NAEP	National Assessment of Educational Progress

Student Assistance

Parents who believe their students have any learning, behavior, or emotional needs that they believe are not being addressed by the school district should contact the student's teacher. If appropriate, the teacher may convene the Student Assistance Team (SAT). The SAT

can explore possibilities and strategies that will best meet the educational needs of the student.

Student Fee Policy

The school district shall provide free instruction in accordance with the Nebraska State Constitution and Nebraska statutes. The district also provides activities, programs, and services that extend beyond the minimum level of constitutionally required free instruction. Under the Elementary and Secondary Student Fee Authorization Act, the district is permitted to charge students fees for these activities or to require students to provide specialized equipment and attire for certain purposes. This policy is subject to further interpretation or guidance by administrative or board regulations. Students are encouraged to contact their building administration, their teachers or their coaches, and sponsors for further specifics.

Definitions.

1. "Students" means students, their parents, guardians, or other legal representatives.

2. "Extracurricular activities" means student activities or organizations that (1) are supervised or administered by the district; (2) do not count toward graduation or advancement between grades; and (3) are not otherwise required by the district.

3. "Post-secondary education costs" means tuition and other fees associated with obtaining credit from a post-secondary educational institution.

Listing of Fees Charged by this District.

1. **Guidelines for Clothing Required for Specified Courses and Activities**. Students are responsible for complying with the district's grooming and attire guidelines and for furnishing all clothing required for any special programs, courses, or activities in which they participate. The teacher, coach, or sponsor of the activity will provide students with written guidelines that detail any special clothing requirements and explain why the special clothing is required for the specific program, course, or activity.

2. **Safety Equipment and Attire**. The district will provide students with all safety equipment and attire that is required by law. Building administrators will assure that (a) such equipment is available in the appropriate classes and areas of the school buildings, (b) teachers are directed to instruct students in the use of such devices, and (c) students use the devices as required. Students are responsible for using the devices safely and as instructed.

3. **Personal or Consumable Items**. The district does provide students with personal or consumable items for participation in courses and activities including, but not limited to, pencils, paper, pens, erasers, and notebooks. Students who wish to supply their own personal or consumable items may do so, as long as those items comply with the requirements of the district. The district will provide students with facilities, equipment, materials, and supplies, including books. Students are responsible for the careful and appropriate use of such property. Students will be charged for damage to school property caused by the student and will be held responsible for the reasonable replacement cost of any school property that they lose.

4. **Materials Required for Course Projects.** The school district will provide students with the materials necessary to complete all basic curricular projects. In courses where students choose to produce a project that requires materials beyond the basic materials provided by the district, the students will either furnish the materials, purchase the materials from the school, or purchase the materials from an outside vendor with an order form provided by the school.

5. **Technological Devices.** The district will provide students with the technological devices necessary to complete all basic curricular projects. As with all school property, students may be charged for damage to such devices.

6. **Copies of Student Files or Records**. The school district will charge a fee for making copies of a student's files or records for the student's parents or guardians. The Superintendent or the Superintendent's designee shall establish a schedule of student record fees. Students' parents have the right to inspect and review the students' files or records without the payment of a fee, and the district shall not charge a fee to search for or retrieve any student's files or records. The district will charge a fee of 25 cents per page for reproduction of student records.

7. **Transportation Costs.** The district may charge students reasonable fees for transportation services provided by the district to the extent permitted by federal and state statutes and regulations.

8. **Copies of Student Files or Records.** The district will charge a fee for making copies of a student's files or records for the parents or guardians of such students. The Superintendent or the Superintendent's designee shall establish a schedule of student record fees. Parents of students have the right to inspect and review the students' files or records without the payment of a fee, and the district shall not charge a fee to search for

or retrieve any student's files or records. The district will charge a fee of $0.05 per page for reproduction of student records.

9. **Participation in Before-School, After-School or Pre-Kindergarten Services**. The district will charge reasonable fees for participation in before-school, after-school or pre-kindergarten services offered by the district pursuant to statute. The maximum dollar amount for said fees will be $1,100 per year per student.

10. **Participation in Summer School or Night School.** The district will charge reasonable fees for participation in summer school or night school and may charge reasonable fees for correspondence courses.

11. **Charges for Food Consumed by Students**. The district will charge for items that students purchase from the district's breakfast and lunch programs. The fees charged for these items will be set according to applicable federal and state statutes and regulations. The district will charge students for the cost of food, beverages, and the like that students purchase from a school store, vending machine, booster club or from similar sources. Students may be required to bring money or food for field trip lunches and similar activities. The maximum dollar amount charged by the district for the breakfast and lunch programs is as follows:
    - Breakfast Program - Grades K-6
        - Regular Price - $1.95
        - Reduced Price - $0.30
    - Lunch Program - Grades K-6
        - Regular Price - $3.35
        - Reduced Price - $0.40

12. **Charges for Musical Extracurricular Activities.** Students who qualify for fee waivers under this policy will be provided, at no charge, the use of a musical instrument in optional music courses that are not extracurricular activities. The following list details the maximum dollar amount of all musical extracurricular activities fees and the equipment or attire required for participation in musical extracurricular activities:
    - $100 instruments directly rented from the school district

Waiver Policy.
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) materials for course projects, and (3) the use of a musical instrument in optional music courses that are not extracurricular activities. Actual participation in the free or reduced-price lunch program is not required to qualify for the waivers

provided in this section. The district is not obligated to provide any particular type or quality of equipment or the material to eligible students. Students who wish to be considered for waiver of a particular fee must submit a completed fee waiver application to their building principal.

Distribution of Policy.
This policy will be published in the Student Handbook or its equivalent that will be provided to students at no cost.

Voluntary Contributions to Defray Costs.
The district will, when appropriate, request donations of money, materials, equipment, or attire from parents, guardians and other members of the community to defray the costs of providing certain services and activities to students. These requests are not requirements, and staff members of the district are directed to communicate that fact clearly to students, parents, and patrons.

Fund-Raising Activities
Students may be permitted or required to engage in fund-raising activities to support various curricular and extracurricular activities in which they participate. Students who decline to participate in fund-raising activities are not eligible under this policy for waiver of the costs or fees which the fund-raising activity was meant to defray.

Student Illness

Students who suffer from a significant illness which has an actual or expected duration of six months or more may be eligible for accommodations and supports under Section 504 of the Rehabilitation Act or under the Individuals with Disabilities in Education Act. The school will provide accommodations to students who are returning to school after a prolonged absence due to illness, including pediatric cancer, through a 504 plan or an IEP, as appropriate. The student's plan will include informal or formal accommodations, modifications of curriculum and monitoring by medical or academic staff as determined by the student's IEP team or 504 committee. Parents and staff will engage in ongoing communication about the needs of a student who is facing these circumstances.

Students who become ill at school will be sent to the building office where the school nurse or other school employee will determine the appropriate response. When a child is too ill to remain at school, a school employee will contact the child's parent(s) and arrange for the child to be picked up or sent home. If an illness or injury requires immediate medical attention, school officials shall attempt to contact the child's parent(s) regarding treatment for the child. If the parents cannot be contacted, school officials may have the

child treated by an available physician. Students who show symptoms of a contagious disease may be sent home, and the district may require a physician's statement before allowing such students to return to school.

Student Use of AI Tools

As used in this section, artificial intelligence tools ("AI Tools") mean machine-based resources that use computer science, algorithms, large language models, and/or machine learning to perform tasks, answer questions, collect information, and respond to human-directed tasks, queries, and objectives. AI Tools include, but are not necessarily limited to, commercially-available resources like ChatGPT, Gemini, Claude and similar programs.

AI Tools may be useful to student learning. However, students and staff must ensure that student use of AI Tools should focus on using such tools as a resource and for background material, rather than using the AI Tools to complete the assignment. Therefore, AI Tools may only be used by students in accordance with the following requirements:

1. Students may not use AI tools on any assignment, test, or project unless the staff member has given express permission for the student to do so. Staff Member permission to use an AI tool on one assignment does not carry over to other assignments. Individual staff members will decide for each individual assignment the extent to which students may use AI Tools.

2. If a student uses any AI Tools in connection with a school assignment, the student must:
    a. Give proper attribution to the specific AI Tool(s) used to the same extent that students are expected to give proper attribution to other sources of information such as books, texts, encyclopedias, secondary sources, and other traditional media. Such attribution may include, but is not necessarily limited to, accurate quotations, citations, footnotes, endnotes, and/or bibliography entries.
    b. Never copy and paste the output from the AI Tool into the student's work as if the student wrote such section himself or herself.

3. Students may never use AI Tools to:
    a. Cheat on any assignment, test, or quiz;
    b. Help answer questions on a test or quiz without staff member permission;
    c. Make or share deepfakes or fake images, audio, or video of any real person;

d. Make or share sexual, nude, or intimate images of any real person—even if the image is fake or AI-made;
e. Bully, harass, threaten, intimidate or impersonate any person;
f. Place another student or staff member name, photo, voice, or personal information into an AI Tool without staff member authorization;
g. Use AI Tools to bypass accommodations, content filers, or school security.

4. A student may use AI Tools as an accommodation if his/her IEP team or Section 504 committee has approved use of the tool. The student must disclose the use of AI Tools to the staff member grading the assignment.

5. A student's failure to meet the requirements stated in this policy will constitute a violation of the district's prohibitions against cheating plagiarism and/or academic dishonesty, including but not necessarily limited to such prohibitions stated in the Student Handbook, which violation will subject the student to discipline up to and including expulsion.

6. The student requirements stated above are the minimum requirements for any student assignment. An individual teacher may impose more stringent requirements for any specific academic assignment or coursework.

Student Valuables

Students, not the school, are responsible for their personal property. Students are cautioned not to bring large amounts of money or items of value to school. If it is necessary to bring valuable items or more money than is needed to pay for lunch, leave the money or valuables with a staff member in the school office for temporary safe-keeping. Even then, the school is not in a position to guarantee that the student's property will not be subject to loss, theft, or damage.

Tardiness

Students will be considered tardy to school if they are not seated in their assigned class or ready and attentive in their assigned area when the bell rings at 8:15 a.m.

Telephone Calls

Use of the office may be used only with permission of staff. Use of the phone is not an excuse to be tardy to class.

Threat Assessment and Response

The board of education is committed to providing a safe environment for members of the school community. Students, staff and patrons are urged to immediately report any statements or behavior that makes the observer fearful or uncomfortable about the safety of the school environment.

- **Definitions**

A **threat** is an expression of willful intent to physically or sexually harm someone or to damage property in a way that indicates that an individual poses a danger to the safety of school staff, students or other members of the school community.

The threat may be expressed/communicated behaviorally, orally, visually, in writing, electronically, or through any other means.

A **transient threat** is an expression of anger or frustration that can be quickly or easily resolved.

A **substantive threat** is an expression of serious intent to harm others which includes, but is not limited to, any threat which involves a detailed plan and means

A **threat assessment** is a fact-based process emphasizing an appraisal of observed (or reasonably-observable) behaviors to identify potentially dangerous or violent situations, to assessment them and to manage/address them. Threat assessment is the process of distinguishing "transient" threats from serious ones in a systematic, data-informed way.

The threat assessment process is distinct from student disciplinary procedures. The mere fact that the district is conducting a threat assessment does not by itself necessitate suspension, expulsion or emergency exclusion without complying with state law and board policy related governing those actions.

The threat assessment process is distinct from specialized instruction which a student with a disability may receive from the school district. The school district will not change a student's educational placement as that term is used in

the Individuals with Disabilities in Education Act *solely* as part of a threat assessment.

- **Obligation to Report Threatening Statements or Behaviors.**

All staff and students must report **substantive threats** to a member of the administration immediately and comply with any other mandatory reporting obligations. Staff and students who are unsure whether a threat is substantive or transient should report the situation. Staff and students must make such report regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were threatened or who were the focus of the threatening behavior. Staff and students must also make such reports regardless of where or when the threat was made or the threatening behavior occurred.

THREATS OR ASSAULTS WHICH REQUIRE IMMEDIATE INTERVENTION SHOULD BE REPORTED TO THE POLICE AT 911.

3. Threat Assessment Team

A threat assessment team (team) shall be assembled by the superintendent or their designee. This team may include at least the superintendent of schools, building principal(s), and school counselor(s). It also could include information technology staff, a school nurse, and members of the mental health profession who would be willing to work with the school. The team may not include parents or board members. Members of the school crisis team may also serve on the threat assessment team.

Not every team member need participate in every threat assessment. If the threat has been made by or is directed towards, a student with a disability, the threat assessment team must include a staff member who is knowledgeable about special education services or Section 504 of the Rehabilitation Act, as appropriate. Neither the student nor their student's family members are part of the threat assessment team.

Under the direction of the superintendent, or their designee, the team is responsible for assisting in investigating reported threats that are determined to be potentially substantive threats to school safety, evaluating the significance of each threat, and devising an appropriate response. The threat assessment team shall work closely with the crisis team in planning for crisis situations. The threat assessment team shall be familiar with mental health resources available to students, staff and patrons and shall collaborate with local mental health service providers as appropriate.

4. Threat Assessment Investigation and Response

When a threat is reported, the school administrator shall initiate an initial inquiry/triage and, in consultation with members of the threat assessment team, make a determination of the seriousness of the threat as expeditiously as possible. The school administrator must contact law enforcement if the administrator believes that an individual poses a clear and immediate threat of serious violence.

If there is no reasonably apparent imminent threat present or once such an imminent threat is contained, the superintendent will meet with a threat assessment team to evaluate and respond to the threatening behavior. The superintendent may, but is not required to, review the following types of information:

1. Review of the threatening behavior and/or communication;
2. Interviews with the individuals involved including students, staff members, and family members as necessary and/or appropriate;
3. Review of school and other records for any prior history or interventions with the students involved;
4. Any other investigatory methods that a law enforcement unit determines to be reasonable and useful.
5. The superintendent must confer with at least on member of the school's guidance counseling staff as part of his/her investigation. If the threat has been made by, or is directed towards, a student with a disability, the superintendent must confer with a staff member who is knowledgeable about special education services or Section 504 of the Rehabilitation Act, as appropriate.

At the conclusion of the investigation, the superintendent will determine what, if any, response to the threat is appropriate. The superintendent is authorized to disclose the results of his/her investigation to law enforcement and to the target(s) of any threatened acts.

The superintendent may refer the individual of concern to the appropriate school administrator for consequences under the school's student discipline policy or, if appropriate, report the results of his/her investigation to the student's individualized education plan team.

Regardless of threat assessment activities, disciplinary action and referral to law enforcement will occur consistent with board policy and Nebraska law.

5. Communication with the Public about Reported Threats

To the extent possible, the superintendent will keep members of the school community informed about substantive threats and about the District's response to those threats. This communication may include oral announcements, written communication sent home with students, and

communication through print or broadcast media. However, the superintendent will not reveal the identity of the individual of concern or of any target(s) of threatened violence unless permitted by law.

6. Coordination with the Crisis Team After Resolution of Threat

The superintendent will confer with the district's crisis team after a threat has been investigated to provide the crisis team with information that the crisis team may use in assessing or revising the district's All-Hazard School's Safety Plan.

Transportation Services

The district operates school buses as a convenience for students and parents. They represent a substantial investment, and students are expected to care for and respect them.

Transportation to School

Students who ride the bus to school will arrive in time for them to eat breakfast at school. Parents must contact their bus driver if a student will not ride the bus on a given day. Bus drivers endeavor to adhere to their schedule, and will wait for riders only a short period of time so as not to jeopardize the time remaining for the rest of their schedule.

Non-resident or option enrollment students may ride the buses, in accordance with policy 5005.

Bus Regulations

Riding school vehicles is a privilege, not a right. The bus drivers have the same authority as teachers while transporting students. Students must comply with the following rules and all school conduct rules and directives while riding in school vehicles. In addition, students must also comply with the student code of conduct while riding in school vehicles. If misconduct is recurring, the student will not be allowed to ride the bus.

a) **Rules of Conduct on School Vehicles:**

1) Students must obey the driver promptly.
2) Students must wait in a safe place for the bus to arrive, clear of traffic and away from where the vehicle stops.
3) Students are prohibited from fighting, engaging in bullying, harassment, or horseplay.
4) Students must enter the bus without crowding or disturbing others and go directly to their assigned seats.
5) Students must remain seated and keep aisles and exits clear while the vehicle is moving.
6) Students are prohibited from throwing or passing objects on, from, or into vehicles.

7) Students may not use profane language, obscene gestures, tobacco, alcohol, drugs, or any other controlled substance on the vehicles.
8) Students may not carry weapons, look-a-like weapons, hazardous materials, nuisance items, or animals onto the vehicle.
9) Students may carry on conversations in ordinary tones, but may not be loud or boisterous and should avoid talking to the driver while the vehicle is in motion. Students must be absolutely quiet when the vehicle approaches a railroad crossing and any time the driver calls for quiet.
10) Students may not open windows without permission from the driver. Students may not dangle any item (e.g. legs, arms, backpacks) out of the windows.
11) Student must secure any item or items that could break or produce injury if tossed about the inside of the vehicle if the vehicle were involved in an accident
12) Student must respect the rights and safety of others at all times.
13) Students must help keep the vehicle clean, sanitary, and orderly. Students must remove all personal items and trash upon exiting.
14) Students may not leave or board the vehicle at locations other than the assigned stops at home or school unless approved prior to departure by the superintendent or designee.
15) Video cameras may be placed on buses, at random, to monitor student behavior on the bus.

b) **Consequences**

Drivers must promptly report all student misconduct to the administration. These reports may be oral or written. Students who violate the Rules for Conduct will be referred to their building principal for discipline. Disciplinary consequences may include a note home to parents, suspension of bus riding privileges, exclusion from extracurricular activities, in-school suspension, short- term or long-term suspension from school, and/or expulsion.

These consequences are not progressive, and school officials have discretion to impose any listed punishment they deem appropriate, in accordance with state and federal law and board policy.

c) Records

Records of vehicle misconduct will be forwarded to the appropriate building principal and will be maintained in the same manner as other student discipline records. Reports of serious misconduct may be forwarded to law enforcement.

Requests to be dropped off at a point **not** on the regular route will not be accommodated, unless extenuating circumstances arise and the request is approved by the transportation director or administration.

Students who are not regular route riders may not ride the bus home with a friend, unless the parent of the non-route student presents written permission to the bus driver ahead of time. The written permission should include the date, the non-route rider's name, the signature of the non-rider's parent, and the place approved for drop off. Such requests may not be granted if they cause overcrowding of the vans or buses (Vans-10 riders only, plus driver).

Transportation to Activities

The school district provides transportation to students who are participating in school-sponsored events and they must ride to those events in a school vehicle. Students who wish to take private transportation home from a school event must submit a release form to the sponsor that has been signed by that student's parent.

Video Surveillance, Recordings, and Photographs

The Board of Education has authorized the use of video cameras on school district property to ensure the health, welfare, and safety of all staff, students and visitors, and to safeguard District facilities and equipment. Video cameras may be used in locations deemed appropriate by the Superintendent. If a video surveillance recording captures a student or other building user violating school policies or rules or local, state, or federal laws, it may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

Recordings Made by Parents/Guardians and Patrons. Parents/guardians and patrons may make recordings of school activities intended to be public in a non-disruptive manner including things like athletic contests and school board meetings to the extent permitted by law unless otherwise lawfully restricted by the administration. Parents/guardians or patrons may not make recordings if they are volunteering or visiting school during the school day without permission of the administration or supervising staff member and subject to this policy, such as recording their

child's classroom activities or recess. Parents may not record meetings with administrators or staff, including meetings related to a student's IEP or 504 Plan. Violation of this policy will result in immediate termination of any meeting that is being recorded and may be grounds for exclusion from school property, loss of volunteer privileges, or other restrictions deemed appropriate by the administration.

Recordings Made by Students. This policy applies to students during the school day on school grounds; when being transported to and from school activities or programs in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or by his or her designee; or at a school-sponsored activity or athletic event. Students may make recordings of school activities in a non-disruptive manner including things like athletic contests and other extracurricular performances to the extent permitted by law. Students generally are not permitted to record classroom instruction or members of the school community during the school day without the express consent of a staff member or as required by the student's education plan. Student use of assistive technology that has the capacity to record and/or transmit recordings (e.g. AngelSense) must be approved by the student's education team or administration. Students remain subject to all other district policies and rules. In no event shall recordings be taken or made in restrooms, locker rooms, or other areas where there is a reasonable expectation of privacy. Students who violate this policy may be subject to discipline up to and including expulsion.

Visitors

All visitors must report to the office upon entering the main entrance, to sign in and receive a visitor's pass at all times. All visitors are also required to check out in the district office prior to exiting the building. This includes the beginning (before school) and end of the school day. Parents are asked to postpone their visits to school until after the first three weeks to ensure a smooth transition. Visitations by parents should be kept to an hour in length, and cleared 24 hours in advance with the principal. Visits by parents to classrooms are encouraged; provided the visits do not disrupt the educational program, individual students, or create a safety concern.

Students who wish to have friends or family visit during the school day may do so provided the principal's office has been notified a minimum of 24 hours prior to the visit. Additionally, a student will only be allowed to visit during lunch and/or recess.

Weather-Related School Closing

The Superintendent will occasionally announce an emergency early school dismissal, late start, or cancellation of school due to extreme heat, snow, or ice. Information related to late starts or school closures will be shared in a

variety of ways to help ensure that you have access to this information in an accurate, timely, and reliable manner. This information will also be provided via phone and email through our automated messaging service, School Messenger. Through social media, this information will be shared on the Heartland Facebook and Twitter pages – you can follow these accounts or find them on the homepage of our website. This information will also be provided to the following media outlets: KAWL (1370 AM), KHAS, KLKN, NTV, and KOLN. Our goal will be to make decisions as early as reasonably possible in order to provide parents, students, and staff with as much advance notice as is possible. If decisions can be made the night before a late start or a cancellation, we'll communicate that information no later than 10 PM. If closure decisions cannot be made the night before, our goal regarding early-morning decisions will be to communicate with you between 6:00 AM - 6:30 AM.

Parents should assume that school is open and a regular schedule is being followed if there is no announcement concerning the school district. Please do not call the school or individual staff members to find out whether school is being canceled. Parents who do not believe it is safe to transport their students to school may keep their students home after contacting the district office.

If schools are closed due to severe weather conditions, all after-school activities will be canceled.

Withdrawal From School

Students who are moving from the district must notify the school office.

Work Permits

The building principal or other authorized school official shall be responsible for the issuance of work permits for children in accordance with state law.

SECTION TWO

ACADEMIC INFORMATION

Grades

Students will receive letter grades on report cards. The following scale will be used to assign letter grades and a grade point average from a percent:

ELEMENTARY GRADING SYSTEM

A+	98-100	4.00	C+	82-84	2.33
A	95-97	4.00	C	80-81	2.00
A-	93-94	3.67	C-	78-79	1.67
B+	90-92	3.33	D+	75-77	1.33
B	87-89	3.00	D	72-74	1.00
B-	85-86	2.67	D-	70-71	.67

E	Excellent
S	Satisfactory Work
N	Needs Improvement

Each teacher will define the grading procedures to be used in their classes.

Homework

Classroom teachers will often assign homework. Parents who have questions about homework or concerns about class work should contact the teacher via school email. Questions not resolved by the teacher should be referred to the administration.

Each student is expected to spend some time preparing for studies outside of school hours. The amount of time that is needed will depend upon each student. Normally, at least an hour a day should be spent in preparing for an average assignment.

Students who struggle to complete assignments or who must spend an inordinate amount of time completing an assignment should seek the help and advice of their teachers and consult with the principal and/or the guidance counselor.

Report Cards

Report cards are sent home the week following the end of the nine-week reporting period. Letter grades are used to designate a student's progress. A grade of "F" (failing) carries no credit. A grade of "I" (incomplete) received at the end of a grading period must be made up within two weeks or missing assignments will receive grades of "0" and those grades will be averaged into the final grade. No incompletes will be given at the end of the fourth

quarter, as all course work must be completed by the end of the fourth quarter.

SECTION THREE

STUDENT DISCIPLINE

General Discipline Philosophy

The school district has the authority to discipline students who behave inappropriately on the way to school, at school, during lunch, on the way home, and at all school activities (home and away or any time while on school or district property).

The school district's discipline is guided by the following principles:

6. The school district's discipline policy is intended to ensure that students take responsibility for their behavior.
7. Behavior expectations and the consequences for failing to meet those expectations will be clearly communicated to all students and their parents.
8. The severity of consequences for violating behavior expectations will generally be progressive in nature. That is, sanctions will increase with each instance of misconduct; however, each instance will be assessed on its own facts, and sanctions will be imposed based on the severity of the misconduct.
9. Parents play a vital role in supporting and reinforcing the school district's expectations of their students.
10. Behavior expectations apply to all students; consequences are enforced consistently without regard to a student's academic record or achievement.

Extracurricular activities, including athletics, cheerleading, band, chorus, and club activities, are governed by the Student Activity Handbook. Students who are involved in extracurricular activities may face consequences related to the activity in addition to the consequences discussed in this handbook.

The school district reserves the right to refer to the appropriate non-school agency any act or conduct of its students which may constitute a crime under federal, state, county, or local law. The administration will cooperate with these agencies in their investigations.

Forms of School Discipline

Administrative and teaching personnel may take actions regarding student behavior that are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but need not be limited to, counseling of students, parent conferences, referral to restorative justice practices or services, rearrangement of schedules, requirements that a student remain in school

after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions during the day or mandatory attendance at Saturday school. When in-school suspensions, after-school assignments, Saturday School, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures; a failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school. District administrators may develop building-specific protocols for the imposition of student discipline.

In this section, references to "Principal" shall include building principals, the principal's designee, or other appropriate school district administrators.

For purposes of this section, "Parent" means parent, guardian, or educational decisionmaker of the student. "Educational decisionmaker" means a person designated or ordered by a court to make educational decisions on behalf of a child.

Any statement, notice, recommendation, determination, or similar action specified in this section shall be effectively given at the time written evidence thereof is delivered personally to or upon receipt of certified or registered mail or upon actual knowledge by a student or his or her parent.

Any student who is suspended or expelled from school pursuant to this section may not participate in any school activity during the duration of that exclusion including adjacent school holidays and weekends. The student activity eligibility of a student who is mandatorily reassigned shall be determined on a case-by-case basis by the principal of the building to which the student is reassigned.

After School Sessions and Detentions

Teachers and administrators may require students to stay after school or to serve a detention when the student violates any of the rules contained in this handbook or violates classroom-specific conduct rules set by individual teachers.

- <u>After-school sessions and detentions</u> will begin at the time of dismissal and are to be served in the central office or the room designated by the building principal. <u>A student who fails to attend an after-school session may be given a detention by the teacher or may face additional disciplinary consequences up to and including long-term suspension and/or expulsion.</u>

In-School Suspension
The building administrator may require a student to serve in-school suspension. Students may be required to attend up to six hours per day of school-sponsored suspension a day at a designated location where they will study and participate in campus clean up. There will be zero tolerance for behavior problems from students placed in in-school suspension. Students not completing their In-School Suspension will face further disciplinary action.

Emergency Exclusion
Students may be emergency excluded from school pursuant to the board's separate policy on emergency exclusion or state law.

Short-Term Suspension
The Principal or the Principal's designee may exclude a student from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:

1. Any of the conduct described in the subsections under "Grounds for Long-Term Suspension, Expulsion, or Mandatory Reassignment" below irrespective of the location at which such misconduct; or

2. Other violations of rules and standards of behavior adopted by the board of education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

1. The Principal shall make a reasonable investigation of the facts and circumstances. Short-term suspension shall be imposed only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.

2. After the principal has determined that a short-term suspension is necessary, but prior to commencement of the short-term suspension, the student and the parent will be given oral and written notice of the charges against the student. They will be advised of what the student is accused of having done, an explanation of the evidence the authorities have, and an opportunity to present evidence of the student's version of the facts.

3. Within 24 hours or such additional time as is reasonably necessary following the suspension (not to exceed an additional 48 hours), the Principal will send a written statement to the student and the student's

parent, describing: the student's conduct, misconduct, or violation of the rule or standard; the reasons for the action taken; the actions made by the school to try to discontinue or alleviate the behavior of the student prior to considering suspension; resources the school is able to provide or recommend to assist the student; and how the school plans to handle such behavior in the future, including an actionable plan aimed at maximizing strategies to keep the student in school.

An opportunity will be given to the student, and the student's Parent, to have a conference with the Principal ordering the short-term suspension before or at the time the student returns to school and shall document such effort in writing. The Principal shall determine who, in addition to the Parent, is to attend the conference. If no conference has been held, a Parent may submit a written request to the suspending principal before the student returns to school.

4. Students who are short-term suspended will be given the opportunity to complete classwork, including but not limited to examinations, under the following conditions:

Firearms. No student may bring, possess, handle, or transmit a firearm on school grounds, in a school owned vehicle, or at a school activity or event off school grounds, except as permitted by this policy.

Definition of Firearm. The term "firearm," as defined in 18 U.S.C. 921, means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or firearm silencer, or any destructive device (excluding an antique firearm).

Exceptions Regarding Firearms. The only exceptions for a student to bring or possess a weapon, including a firearm, are as follows:

1. The issuance of firearms to or possession of firearms by members of the Reserve Officers Training Corps when training or
2. Firearms which may lawfully be possessed by the person receiving instruction under the immediate supervision of an adult instructor who may lawfully possess firearms.

Consequences - Firearm. Any student who brings a firearm, as that term is defined in 18 United States Code 921, to school will be expelled from school for one calendar year. The superintendent of schools and the board of education shall have the authority to modify the expulsion requirement on a case-by-case basis.

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

Pre-Kindergarten through Second Grade Students
An elementary school shall not suspend a student in pre-kindergarten through second grade unless the student:

1. Brings a deadly weapon as defined in section 28-109 on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or his or her designee, or at a school-sponsored activity or athletic event; or
2. Engages in violent behavior capable of causing physical harm to another student or school employee.

Expulsion

1. **Meaning of Expulsion.** Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.

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

the school board or board of education or a committee of such board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise, the student may be readmitted by action of the Superintendent.

3. **Suspension of Enforcement of an Expulsion**: Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program/plan and to such other consequences which the school district deems appropriate.

4. **Alternative School or Pre-expulsion Procedures.** The school shall provide either an alternative school, class or educational program for expelled students or shall follow the pre-expulsion procedures outlined in Neb. Rev. Stat. 79-266.

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

The following conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, subject to the procedural provisions of the Student Discipline Act, Neb. Rev. Stat. § 79-254 through 79-296, when such activity occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event:

11. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes. The board has determined that the use of synthetic media such as deepfakes may constitute "similar conduct";
12. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
13. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
14. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
15. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (*see also board policy on weapons and firearms*);

16. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103.02 or being under the influence of a controlled substance or alcoholic liquor (*note: the term "under the influence" for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant*);
17. Public indecency as defined in section 28-806, except that this prohibition shall apply only to students at least twelve years of age but less than nineteen years of age;
18. Engaging in bullying as defined in section 79-2,137 and in these policies;
19. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults that occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section 28-319, sexual assault in the second degree as defined in section 28-320, sexual assault of a child in the second or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 28-319.01, as such sections now provide or may hereafter from time to time be amended;
20. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
21. A repeated violation of any of the following rules, or a single violation if the conduct amounts to a criminal act, if such violations constitute a substantial interference with school purposes:
    a. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, sex, national origin, or religion;
    b. Dressing or grooming in a manner which violates the school district's dress code and/or is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distracting or indecent to the extent that it interferes with the learning and educational process;

c. Violating school bus rules as set by the school district or district staff;
d. Possessing, using, selling, or dispensing tobacco, drug paraphernalia, an electronic nicotine delivery system, or a tobacco imitation substance or packaging, regardless of form, including cigars, cigarettes, chewing tobacco, and any other form of tobacco, tobacco derivative product or imitation, or electronic cigarettes, vapor pens, etc.;
e. Possessing, using, selling, or dispensing any drug paraphernalia or imitation of a controlled substance regardless of whether the actual substance possessed is a controlled substance by Nebraska law;
f. Possession of pornography, including creation, possession, dissemination, accessing, sale, or any other use of synthetic media, such as deepfakes;
g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically), including creation, possession, dissemination, accessing, sale, or any other use of synthetic media, such as deepfakes;
h. Engaging in initiations, defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of "hazing" as defined below. Initiations are prohibited except by permission of the superintendent;
i. Engaging in hazing as defined by state law and this policy. Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Under state criminal law, hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person. For purposes of school rules, hazing also includes any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's

willingness to participate; personal servitude; restrictions on personal hygiene; yelling, swearing and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; binge drinking and drinking games; sexual simulation and sexual assault;

j. Bullying which shall include cyber-bullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send e-mail to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target;
k. Violation of the district's computer acceptable computer use policy are subject to discipline, up to and including expulsion;
l. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a simulated or "look-a-like" weapon;
m. Using any object to simulate possession of a weapon;
n. Knowingly making a false statement or knowingly submitting false information during the Title IX grievance process or any other school investigation or making a materially false statement in bad faith in the course of a Title IX grievance proceeding or any other school investigation; and
o. Any other violation of a rule or regulation established by a school district staff member pursuant to authority delegated by the board.

The length of any suspension, expulsion, or mandatory reassignment shall be as provided or allowed by law.

Reporting Requirement to Law Enforcement

Violations of this section will result in a report to law enforcement if:

1. The violation includes possession of a firearm;
2. The violation results in child abuse;
3. It is a violation of the Nebraska Criminal Code that the administration believes cannot be adequately addressed by discipline from the school district;
4. It is a violation of the Nebraska Criminal Code that endangers the health and welfare of staff or students; or
5. It is a violation of the Nebraska Criminal Code that interferes with school purposes.

Due Process Afforded to Students Facing Long-term Suspension or Expulsion

The following procedures shall be followed regarding any long-term suspension, expulsion, or mandatory reassignment:

1. The decision to recommend discipline shall be made within two school days after learning of the alleged student misconduct. On the date of the decision to discipline, the Principal shall file with the Superintendent a written charge and a summary of the evidence supporting such charge.

2. The Principal shall serve the student and the student's Parent with a written notice by registered or certified mail or personal service within two school days of the date of the decision to recommend long-term suspension or expulsion. The 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, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student;
b. The penalty, if any, which the principal has recommended in the charge and any other penalty to which the student may be subject;
c. Resources the school is able to provide or recommend to assist the student;
d. How the school plans to handle such behavior in the future, including an actionable plan aimed at maximizing strategies to keep the student in school;
e. A statement that, before long-term suspension, expulsion, or mandatory reassignment can be invoked, the student has a right to a hearing, upon request, and that if the student is suspended pending the outcome of the hearing, the student may complete classwork and homework, including, but not limited to, examinations, missed during the period of suspension pursuant to district guidelines which shall not require the student to

attend the school district's alternative programs for expelled students in order to complete classwork or;

f. A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;
g. A statement that the principal, legal counsel for the school, the student, the student's Parent, or the student's representative has the right (i) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and (ii) to know the identity of the witnesses to appear at the hearing and the substance of their testimony; and
h. A form on which the student, the student's Parent, may request a hearing, to be signed by such parties and delivered to the principal or superintendent in person or by registered or certified mail to the address provided on the form.

3. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.

4. Nothing in this policy shall preclude the student, student's Parent or representative(s) from discussing and settling the matter with appropriate school personnel prior to the time the long-term suspension, expulsion, or mandatory reassignment takes effect.

5. If a hearing is requested within five days after receipt of the notice, the Superintendent shall recommend appointment of a hearing examiner within two school days after receipt of the hearing request. The student or the student's Parent may request designation of a hearing examiner other than the hearing examiner recommended by the superintendent if notice of the request is given to the superintendent within two school days after receipt of the superintendent's recommended appointment. Upon receiving such request, the superintendent must provide one alternative hearing examiner who is not an employee of the school district or otherwise currently under contract with the school district and whose impartiality may not otherwise be reasonably questioned. The student or the student's parent Parent must, within five school days, select a hearing examiner to conduct the hearing who was recommended or provided as an alternative hearing examiner, and shall notify the superintendent

in writing of the selection. The superintendent must appoint the selected hearing examiner upon receipt of such notice.

6. The hearing examiner must, within two school days after being appointed, give written notice to the principal, the student, and the student's Parent of the time and place for the hearing.

7. The hearing shall be held within a period of five school days after appointment of the hearing examiner, but such time may be changed by the hearing examiner for good cause with consent of the parties. No hearing shall be held upon less than two school days' actual notice to the principal, the student, and the student's Parent, except with the consent of all the parties.

8. The principal or legal counsel for the school, the student, and the student's Parent, or representative have the right to receive a copy of all records and written statements referred to in the Student Discipline Act as well as the statement of any witness in the possession of the school board or board of education no later than forty-eight hours prior to the hearing.

9. If a hearing is requested more than five school days following the receipt of the written notice, but not more than thirty calendar days after receipt, the Superintendent shall appoint a hearing examiner. The hearing will be held according to the requirements of section 79-269. The student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.

10. 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.

In the event a hearing is requested, the hearing, hearing procedures, the student's rights and any appeals or judicial review permitted by law shall be governed by the applicable provisions of the Nebraska Student Discipline Act (Neb. Rev. Stat. § 79-254 to 79-294).

SECTION FOUR

School Wellness

The school district is committed to providing a school environment that enhances learning and the development of lifelong wellness. The goals outlined in this policy were determined and selected after reviewing and considering evidence-based strategies.*

1. Goals for Nutrition Promotion and Education

a. The district will promote healthy food and beverage choices for all students, as well as encourage participation in school meal programs by such methods as implementing evidence-based healthy food promotion techniques through the school meal programs and promoting foods and beverages that meet or exceed the USDA Smart Snacks in School nutrition standards.

b. The health curriculum will include information on good nutrition and healthy living habits.

c. Teachers will incorporate information on nutrition and wellness into the classroom curriculum as appropriate.

d. The district will collaborate with public and private entities to promote student wellness.

e. Water will be made available to students throughout the school day.

2. Goals for Physical Activity

a. The school district’s curriculums shall include instruction on physical activity and habits for healthy living.

b. Students will be encouraged to engage in physical activities throughout the school day and will be provided with opportunities to do so.

c. The district encourages parents and guardians to support their children's participation in physical activity, to be physically active role models, and to include physical activity in family events.

3. Goals for Other School-Based Activities Designed to Promote Student Wellness

a. The district will participate in state and federal child nutrition programs as appropriate.

b. The district will provide professional development, support, and resources for staff about student wellness.

c. Students will be provided sufficient time in which to eat school-provided meals.

d. The district's lunchrooms will be attractive and well-lighted.

e. The district will allow other health-related entities to use school facilities for activities such as health clinics and screenings so long as the activities meet the district's requirements and criteria for the use of facilities.

f. The district may partner with other individuals or entities in the community to support the implementation of this policy.

g. The district will strive to provide physical activity breaks for all students, recess for elementary students, and before and after school activities, as well as encourage students to use active transport (walking, biking, etc.)

h. The district will use evidence-based strategies to develop, structure, and support student wellness.

4. Standards and Nutrition Guidelines for All Foods and Beverages Sold to Students on the School Campus and During the School Day

a. The district will ensure that student access to foods and beverages meet federal, state and local laws and guidelines including, but not limited to:

   i. USDA National School Lunch and School Breakfast nutrition standards

   ii. USDA Smart Snacks in School nutrition standards.

b. The district will offer students a variety of age-appropriate, healthy food and beverage selections with plenty of fruits, vegetables, and whole grains aimed at meeting the nutrition needs of students within their calorie requirements in order to promote student health and reduce childhood obesity.

5. Standards for All Foods and Beverages Provided, But Not Sold to Students During the School Day

The district may provide a list of healthy party ideas or food and beverage alternatives to parents, teachers, and students for classroom parties, rewards and incentives, or classroom snacks. The district discourages the use of food and beverages as a reward or incentive for performance or behavior.

6. Food and Beverage Marketing

Marketing and advertising is only allowed on school grounds or at school activities for foods and beverages that meet or exceed the USDA Smart Snacks in School nutrition standards, except as follows:

a. This requirement does not apply to marketing that occurs at events outside of school hours such as after school sporting or any other events, including school fundraising events.

b. The district will not immediately replace menu boards, coolers, tray liners, beverage cups, and other food service equipment with depictions of noncompliant products or logos to comply with the new USDA Smart Snacks in Schools nutrition requirements. All previously purchased products will be used, and all existing contracts honored.

c. All equipment that currently displays noncompliant marketing materials will not be removed or replaced (e.g., a score board with a Coca-Cola logo). However, as the district reviews and considers new contracts, and as scoreboards or other such durable equipment are replaced or updated over time, any products that are marketed and advertised will meet or exceed the USDA Smart Snacks in School nutrition standards

7. Public Participation

Parents, students, representatives of the school food authority, teachers, school health professionals, board members, school administrators, and

members of the general public shall be allowed to provide their input to the school district during the wellness policy adoption and review process.

8. Competitive Foods (Includes Food and Beverages Sold in Vending Machines, School Stores, and Fundraisers)

a. Definitions. "Competitive food" means all food and beverages other than meals reimbursed under programs authorized by the Richard B. Russell National School Lunch Act and the Child Nutrition Act of 1966 available for sale to students on the school campus during the school day. For the purpose of competitive food standards implementation, "school day" means the period from the midnight before to 30 minutes after the end of the official school day.
b. Applicability. Except as otherwise allowed by the Nebraska Department of Education (NDE) or applicable law, all competitive food sold during the school day must meet the USDA Smart Snacks Standards and the nutrition standards found in 7 CFR § 210.11. The competitive food restrictions do not apply to food sold during non-school day hours, weekends, and off-campus fundraising events such as concessions during after-school sporting events, school plays or concerts; or to bulk food items that are sold for consumption at home. (Ex: frozen pizzas, cookie dough tubs, etc.)
c. Fundraiser Exemptions. A special exemption is allowed for the sale of food and/or beverages that do not meet the competitive food standards as required in this section for the purpose of conducting an infrequent school-sponsored fundraiser. The specially exempted fundraisers must not take place more than the frequency specified by NDE during such periods that schools are in session. No specially exempted fundraiser foods or beverages may be sold in competition with school meals in the food service area during the meal service.
d. Other Exemptions. The only other nutrition exemptions from the competitive food requirements are those found in 7 CFR § 210.11.
e. Other Limitations. No competitive food can be sold to children anywhere on school premises beginning one half hour before breakfast and/or lunch service until one half hour after meal service unless all proceeds earned during these time periods go to the school nutrition program.

9. Triennial Assessment

The school board shall assess and review this policy at least every three years to determine:

a. Compliance with this policy;

b. How this policy compares to NDE model wellness policies;

c. Progress made in attaining the goals of this policy.

The school board will update or modify this policy as appropriate.

10. Public Notice

In addition to identifying the topic on its meeting agenda as required by the Open Meetings Act, the school district will provide notice of this policy at least annually to the public and other stakeholders identified in this policy by one or more of the following methods: on its webpage, in its newsletter, in the student and employee handbooks, newspaper advertisements, direct mailings, electronic mail, and public postings.

In addition to identifying the topic on its meeting agenda as required by the Open Meetings Act, the school district will provide notice of the Triennial Assessment and progress reports towards meeting the goals in this policy using one or more of those same methods.

11. Recordkeeping

The District will retain records to document compliance with the requirements of the wellness policy at its central office.

12. Operational Responsibility

The superintendent is responsible for coordinating the implementation of this policy and for monitoring the district's progress in meeting the goals established by this policy. The superintendent will periodically report to the board on the district's progress in implementing this policy.

* These strategies include, but are not necessarily limited to, those cited in the Alliance for a Healthier Generation's Model Wellness Policy (Updated June 2020 to Reflect the USDA Final Rule) found at https://api.healthiergeneration.org/resource/2.

Title IX Policy

As required by Title IX of the Education Amendments of 1972, it is the policy of the district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any of the district's programs or activities, or in regards to admission or employment. Any person may report sex discrimination, including sexual harassment. This report must be made by any means to the district's Title IX Coordinator whose contact information can be found on the district's website and in the district's student and staff handbooks. Any other inquiries regarding the application of this policy should be referred to the Title IX Coordinator.

SECTION FIVE

ELEMENTARY STUDENT HANDBOOK RECEIPT

This Student Handbook is distributed in accordance with Nebraska State Law, Section 79-262, paragraph three which states in part: "Rules and Standards which form the basis for discipline shall be distributed to students and parents at the beginning of each school year or at the time of enrollment…"

Parents (or guardians) and students are required to sign & return the receipt form below before August 20, 2026.

PARENT/STUDENT AGREEMENT

I have been provided access to the Student Handbook which is, at all times, available on the school website describing the Heartland Community School District's discipline policies, regulations, rules, and expectations to be followed by students enrolled in the Heartland Community School, including the Drug Free School Policy. My child and I understand that we must comply with these policies.

RECOGNITION OF POTENTIAL AMENDMENTS OR SUPPLEMENTS

The rules and information provided in this handbook may be supplemented or amended by the School District's administration at any time, consistent with applicable law and board policy. All parents shall be provided notice of any such changes by the district's regular means of contact. By signing below, you agree that you will read any such information and communications, discuss them with your child, and recognize that you must comply with all rules, procedures, and requirements as they apply at that time.

Parent's Signature: _____Date _____

Parent's Printed Name: _____

Student's Signature: _____Date _____

HEARTLAND COMMUNITY SCHOOLS

STUDENT HANDBOOK
Grades 7-12

2026-2027

1501 Front Street
Henderson, NE 68371
Phone: (402) 723-4434
Fax: (402) 723-4431

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WELCOME

Dear Students and Parents:

On behalf of the faculty, administration, and board of education, we welcome you to another school year. We are looking forward to helping your children reach their learning potential and achieve their educational goals in the upcoming year.

Please read this handbook carefully. Students and their parents are responsible for knowing the rules, regulations, and procedures covered in this handbook. The student handbook is an extension of school policies and has the force and effect of board policy when approved by the board of education.

This handbook contains information of value to every student and parent. It contains explanations of school regulations and procedures necessary for our school to run smoothly and efficiently. If you are ever in doubt about what is the right thing to do, ask a classroom teacher, speak with the building principal, or contact my office.

Sincerely,

Jeremy Klein
Superintendent

Intent of Handbook

This handbook is intended to be used by students, parents, and staff as a guide to the rules, procedures, and general information about this school district. Students and their parents must become familiar with the handbook, and parents should use it as a resource and assist their children in following the rules contained in it. The use of the word "parents" refers to any adult who has the responsibility for making education-related decisions about a child, including, but not limited to biological parents, adoptive parents, legal guardians, and adults acting in loco parentis.

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

Notice of Nondiscrimination

The school district does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The school district prohibits sex discrimination in any education program or activity in any education program or activity that it operates.

Students who believe that they have been the subject of unlawful discrimination or harassment due to their disability, or that have other related concerns or questions, should contact the following Section 504 Coordinator: Kelsey Vnoucek at 402-723-4434 (phone number), kvnoucek@heartlandschools.net (e-mail address) or in person at school.

Students who believe that they have been the subject of unlawful discrimination or harassment due to their sex, or that have other related concerns or questions, should contact the Title IX Coordinator: Josh Struckman at 402-723-4434 (phone number), jstruckman@heartlandschools.net (e-mail address), 1501 Front Street, Henderson, NE 68371 (mailing address) or in person at school.

Students who believe that they have been the subject of unlawful discrimination or harassment due to their race, color, or national origin, or that have other related concerns or questions, should contact the following Title VI Coordinator: Jeremy Klein at 402-723-4434 (phone number), jklein@heartlandschools.net (e-mail address), 1501 Front Street, Henderson, NE 68371 (mailing address) or in person at school.

Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact the secondary principal at 402-723-4434 (phone number), tcarr@heartlandschools.net (e-mail address) or in person at school. Students may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

For additional prohibited discrimination and related information, please review school district Policy 3053 – Nondiscrimination.

MISSION STATEMENT

EMPOWERING EXCELLENCE - Every Student, Every Day

HEARTLAND COMMUNITY SCHOOLS
2026 - 2027 SCHOOL CALENDAR

August 2026

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2026

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2026

Su	Mo	Tu	We	Th	Fr	Sa
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
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November 2026

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29	30					

December 2026

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27	28	29	30	31		

Aug. 7	New Teacher Orientation
Aug. 10-12	Teacher Inservice
Aug. 13	K-12 Classes Begin (11:40 Dismissal)
Sept. 7	No School - Labor Day
Sept. 14	No School - Professional Development
Oct. 9	Last Day - 1st Quarter
Oct. 12	First Day - 2nd Quarter
Oct. 19	No School - Professional Development
Oct. 19	PTC 4:30 PM - 8:30 PM
Oct. 20	PTC 4:30 PM - 8:30 PM
Nov. 25-27	No School - Thanksgiving Break
Dec. 18	Last Day - 1st Semester (Regular Dismissal)
Dec. 21	No School - Professional Development
Dec. 22-31	No School - Holiday Break
Dec. 23-27	NSAA Moratorium

Jan. 1	No School - Holiday Break
Jan. 4-5	No School - Professional Development
Jan. 6	Classes Resume / 1st Day - 2nd Semester
Jan. 15	No School - Mid-Winter Break
Feb. 12	No School - Mid-Winter Break
Mar. 5	No School - Professional Development
Mar. 8	PTC 4:30 PM - 8:30 PM
Mar. 9	PTC 4:30 PM - 8:30 PM
Mar. 10	Last Day - 3rd Quarter
Mar. 11	No School - Professional Development
Mar. 12	No School - Winter Break
Mar. 15	First Day - 4th Quarter
Mar. 26	No School - Spring Break
Mar. 29	No School - Spring Break
Apr. 13	No School - Staff Workday (HS Track Invite)
May 5	Seniors' Last Day
May 9	Graduation
May 14	Last Day - 2nd Semester (11:30 Dismissal)
May 17	Teacher Inservice

January 2027

Su	Mo	Tu	We	Th	Fr	Sa
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February 2027

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March 2027

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April 2027

Su	Mo	Tu	We	Th	Fr	Sa
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May 2027

Su	Mo	Tu	We	Th	Fr	Sa
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- Beginning/End of Term
- No School - Professional Development
- No School - Break
- Parent-Teacher Conferences
- Early Dismissal
- Event
- Curriculum Development

1st Quarter	40	Student Days
	44	Teacher Days
2nd Quarter	46	Student Days
	49	Teacher Days
3rd Quarter	43	Student Days
	47	Teacher Days
4th Quarter	42	Student Days
	45	Teacher Days
1st Semester	86	Student Days
	93	Teacher Days
2nd Semester	85	Student Days
	92	Teacher Days
School Year	171	Student Days
	185	Teacher Days

Additional days for students and/or staff will be added to the end of the year if it is determined to be necessary.

NSAA DATES	
Start of Fall Practices	Aug. 10
District Golf	Oct. 5-6
State Golf	Oct. 12-13
State Football 1st Rd.	Oct. 30
State Volleyball	Nov. 4-5-6-7
Start of Winter Practices	Nov. 16
District One-Act	Week of Nov. 30
NSAA Moratorium	Dec. 23-27
Girls State Basketball	Mar. 3-4-5-6
Boys State Basketball	Mar. 10-11-12-13
Start of Spring Practices	Mar. 1
District Music	Week of Apr. 19
District Track	May 13
District Golf	May 17-18
State Track	May 21-22
State Golf	May 25-26

Heartland Community Schools
1501 Front Street
Henderson, NE 68371
Phone: 402-723-4434
www.heartlandschools.org

ADOPTED 3/9/26

SCHOOL PERSONNEL 7-12 SECONDARY STAFF		
Jeremy Klein	Superintendent	Superintendent's Office
Tim Carr	Secondary Principal	Principal's Office
Dana Reinke	Elem Principal, SPED Director	Elem Office
Eric Allgood	Asst. JH FB	
Ashton Brown	Asst. VB	
Blake Burgess	Assistant FB, Asst.	
Chad Buzek	Ind. Tech, B & G Golf	Ag Shop
Stephanie Buzek	Math, Tech Coor., Head Track	Mac Lab
Sydni Fousek	Resource	200B
Kelsey Gooder	Art, Journalism	210
Mark Hiebner	Instrumental Music	Music
Noah Jones	Social Studies, Asst. FB, Asst. B BB	109
Lisa Kroeker	One Act Play, All School Play	
Kelsey Linabery	Vocal Music, Musical	Music
Gina Mestl	Media Specialist	Library
Stephanie Miller	Ag, FFA	Ag Shop
Paige Peters	Head HS Girls BB, Asst. Boys Golf	
Tami Peters	Title I	
Amy Pinney	English, Speech, Cheer	103
Christine Quiring	Asst. JH VB, Asst HS Girls BB	
Anne Regier	Family & Consumer Science	106
Carrie Regier	Science, Math, JH VB, JH Robotics, Quiz Bowl	201
Marc Regier	Science, Asst. B BB	401
Les Reinke	P.E., Social Studies, Head JH FB, Head JH Girls BB	208
Amy Rotter	Resource	200a
Heidi Ruhl	Math, Quiz Bowl, Math Team, NHS, Asst. Track	107
Malaina Schlautman	Asst. Track	
Meghan Siebert	Asst. JH Girls BB	
Rachael Strong	English, Asst. One Act	206
Josh Struckman	Spanish, Activities Dir.	112

Austin Stuhr	Asst. Track	
Corbin Tessman	Asst. Track	
Kelsey Vnoucek	School Counselor	Counselor Office
Erik Wetjen	PE, Health, JH Boys BB, Asst. Track	Gym
Deb Wilhelm	Speech Pathologist	405
Karma Yantzie	Computer, Business, FBLA	108
Office: Janet May, Tammy Ott, Dandi Cabanting		
Maintenance: Matthew Quiring (Head Maintenance), Lance Ruhl, Rick Thiesen		
Cooks: Valorie Quiring-Food Manager; Lunchroom Assistants: Michelle Goertzen, Lindsay Mierau, Laini Meyer		
Board of Education: Tyler Newton, President; Ryan Goertzen, Vice President; Tammy Ott, Secretary; Lacey Gloystein; Jennifer Hiebner, and Jeb Mierau.		

SECTION ONE

BASIC SCHOOL RULES AND GENERAL PRACTICES

Attendance

Required Attendance

Every person residing in the school district who has legal or actual charge or control of any child who is of mandatory attendance age shall cause that child to attend a public or private school regularly unless the child has graduated from high school or has been allowed to disenroll pursuant to this policy.

Mandatory Attendance Age

All children who are or will turn six years old before January 1 of the current school year are of mandatory attendance age. Children who have not turned eighteen years of age are of mandatory attendance age.

Exceptions

This policy does not apply when attendance is made impossible or impracticable by severe weather conditions or by the mental or physical illness of the student or a child whom the student is parenting.

A child who will not reach age 7 before January 1 of the current school year may be excused from mandatory attendance if the child's parent or guardian completes an affidavit affirming that alternative educational arrangements

have been made for the child. A copy of the required affidavit is attached to this policy.

Discontinuing Enrollment – 5- Year- Old Students
The person seeking to discontinue the enrollment of a student who will not reach six years of age prior to January 1 of the current school year shall submit a signed, written request to the superintendent using the form which is attached to this policy. The school district may request written verification or documentation that the person signing the form has legal or actual charge or control of the student. The school district shall discontinue the enrollment of any student who satisfies these requirements. Any student whose enrollment is discontinued under this subsection shall not be eligible to reenroll in this school district until the beginning of the following school year unless otherwise required by law.

Discontinuing Enrollment – 16- and 17- Year- Old Students
Only children who are at least 16 years of age may be disenrolled from the district. The person seeking to discontinue the child's enrollment shall submit a signed, written request that demonstrates that the student meets the district's legal criteria allowing for disenrollment to the superintendent using the applicable district form. The district will follow the procedures outlined on the attached form in considering requests to disenroll.

Only children disenrolling to attend a non-accredited school may be exempt from this policy. The person with legal or actual charge or control of the child must provide the superintendent with a copy of the signed request submitted to the State Department of Education for attending non-accredited schools. The superintendent may confirm the validity of the submission with the State Department of Education.

Prohibition on Discontinuing Enrollment – Abuse or Neglect Investigation
Upon notice from the Department of Health and Human Services, the District shall not facilitate the transfer or disenrollment of a student whose parent, guardian, or educational decisionmaker is subject to an active investigation by the Department for fourteen days or until further notice from the Department, whichever occurs first..

Attendance Officer
Each building principal is designated as an attendance officer for the district. Each building principal, at his or her discretion, may delegate these responsibilities to any other qualified individual. The attendance officer is responsible for enforcing the provisions of state law relating to compulsory attendance. This responsibility includes but is not limited to filing a report

with the county attorney of the county in which a student resides. Compensation for the duties of attendance officer is included in the salary for the superintendent or designee.

Excused Absences – Physical or Mental Illness
Absences shall be excused by a parent, guardian, or educational decision maker, as defined in section 79-530, of the child for physical or mental illness and as documented by a credentialed health professional, provided the documentation supports such absence. In the instance of chronic illness, documentation shall be reviewed each semester.

The following absences will be considered excused if they are confirmed by communication to the school from the student's parent/guardian:

1. Severe weather
2. Medical appointments for the student or for a child whom the student is parenting.
3. Death or serious illness of the student’s family member
4. Attending a funeral, wedding or graduation
5. Appearance at court or for other legal matters
6. Observance of religious holidays of the student's own faith
7. College planning visits
8. Personal or family vacations

Excessive Absenteeism
When a student receives 5 unexcused absences or the hourly equivalent in any semester, the Attendance Officer may send written notification of the student’s total absences to the student’s parent or guardian. When a student receives 10 unexcused absences or the hourly equivalent in any school year, the Attendance Officer will send written notification of the student’s total absences to the student’s parent or guardian and offer to meet with the student’s parents or guardians to discuss any barriers to the student’s attendance. When a student receives 15 unexcused absences or the hourly equivalent in any school year, the Attendance Officer will send written notification of the student’s total absences to the student’s parent or

guardian and shall schedule a meeting with relevant stakeholders to discuss and address any barriers to the student's attendance, unless the Attendance Officer determines that such a meeting would not be productive in facilitating the student's regular attendance.
When a student is absent more than twenty days per year or the hourly equivalent and any portion of the absences is unexcused, the Attendance Officer may file a report with the county attorney of the county in which the student resides. For example, if the student accumulates 23 days of excused absences due to documented illness and is tardy one time, the Attendance Officer may file a report with the appropriate county attorney.

Absences due to illness
The school district will contact parents if a student becomes ill at school. A student who is absent due to illness has two days for every day of absence to complete missed assignments.

Planned absences
Parents who know in advance that a student will be absent must call the school or send a written note at the earliest possible date. Students who will be absent for reasons that can be anticipated, such as routine medical appointments and school activities, must complete any work required by the teacher before the absence. Parents should make every attempt to schedule medical and other appointments after school hours when possible.

Students are obligated to:
1) Complete all class work in advance for any absence that can be anticipated.
2) Attend school from 10:45 a.m. to 3:30 p.m. before attending practice or participating in a scheduled student activity except in cases of family emergencies or prearranged absences.
3) Check out and in the school office if leaving or returning to school during the school day.
4) Make up any and all work that is assigned by teachers as make-up work for the instructional time that has been missed.

Parents are obligated to:
1) Call the appropriate building office to inform the school of the reason for each absence.
2) Submit a doctor's statement, if requested, for each period of absence due to illness that exceeds five days.

Pregnant and Parenting Students

The District will not discriminate in its education program or activity against any student based on the student's current, potential, or past pregnancy. Students who are pregnant or parenting are encouraged to continue participating in the district's educational and extracurricular programs. Students who anticipate deviations from their regular school experience or accrue absences due to pregnancy or parenting should notify their building principal as early as possible to discuss their educational programming in collaboration with the Title IX Coordinator.

Make-up Work

Written make-up work may be assigned for each day missed regardless of the type of absence. If make-up work is not completed, students will receive no credit for the work required. The time each student is allowed will be determined by the teacher.

The student has the responsibility to contact teachers, initially, regarding make-up assignments.

For excused absences, two school days will be allowed to make up the work for each day missed with a maximum of ten (10) days allowed to complete make up work. If requested, assignment sheets will be prepared for students who are ill. If parents or students request assignment sheets the school should be contacted by no later than 10:00 a.m.

Band

Students may participate in the elementary band and begin taking band lessons in the 5th grade. Students in grades 7-8 may participate in the middle school band; grades 9-12 may participate in the high school band. Instruments will be provided by students or the school as provided by school policy. Fees may be charged as allowed or provided in the Public Elementary and Secondary Student Fee Authorization Act and the school's student fee policy or other applicable policy.

Bills

Students should pay bills for supplies, fines, shop materials, clothing orders, etc. in the school bookkeeper's office. Any check for these payments should be made out to Heartland Community Schools unless otherwise instructed. Pursuant to board policy, the district will assess an additional penalty of $30 for any check returned from the bank for insufficient funds.

When students purchase items of significant value, such as class rings and letter jackets, they must make payment at the time of purchase or when the order is placed.

Books and Supplies

Students must take care of books and other supplies provided by the district. The school will assess fines for damage to books and school property.

Students must supply their own consumable items such as pens, pencils, tablets, notebooks, erasers, and crayons. Each classroom teacher will prepare a supply list for students at the beginning of the school year.

Breastfeeding and Lactation

In order to accommodate lactating and breastfeeding students, the district will provide reasonable opportunities to express breast milk or breastfeed in a place, other than a bathroom, which is shielded from view and free from intrusion from district students, employees, and the public. The district will also provide a location for students to store expressed breast milk in or near the location designated for students to express milk to create the least amount of disruption to the student's participation in class or activities.

Students who wish or need to express breast milk on a regular schedule must work with school administrators to create a schedule that accommodates the student's needs while facilitating education to the maximum extent possible.

In order to prevent interference with the educational process, no student shall express breast milk within school classrooms or buses. Nothing in this policy limits the authority of the administration to impose consequences consistent with the Student Discipline Act and other state and federal law.

Bulletin Boards

Bulletin boards are maintained throughout the building to communicate general information, material, and school announcements. Students should check the bulletin boards carefully each school day. A written copy of daily announcements will be posted on the main bulletin board by the offices.

Bulletin board or electronic publishing space may be provided for the use of students and student organizations for notices relating to matters of general interest to students. The following general limitations apply to all posting or publishing:

1. All postings must be approved by the appropriate building principal or designee. Students may not post any material containing any statement or expression that is libelous, obscene, or vulgar; that

would violate board of education policies, including the student code of conduct; or that is otherwise inappropriate for the school environment.

2. All postings must identify the student or the student organization posting or publishing the notice.

3. Material shall be removed after a reasonable time to assure full access to the bulletin boards or electronic publishing media.

Bullying

Students are prohibited from engaging in any form of bullying. The Centers for Disease Control and Prevention defines bullying as "any unwanted aggressive behavior(s) by another youth or group of youths who are not siblings or current dating partners that involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated." Nebraska statute defines bullying as "an ongoing pattern of physical, verbal or electronic abuse." The District's administrators will consider these definitions when determining whether any specific situation constitutes bullying. Both of these definitions include both in-person and cyberbullying behaviors.

The disciplinary consequences for bullying will depend on the severity, frequency, duration, and effect of the behavior and may result in sanctions up to and including suspension or expulsion. Students who believe they are being bullied should immediately inform a teacher or the building principal.

Reporting Bullying

Students who experience or observe bullying behavior must immediately report what happened to a teacher or administrator. Students may always confer with their parents or guardians about bullying they experience or witness, but the students must also ultimately report the situation to a teacher or administrator.

Bullying Investigations

School district staff will investigate allegations of bullying using the same practices and procedures that the district observes for student disciplinary matters. In no circumstance will school district staff be deliberately indifferent to allegations of bullying.

These guidelines are established to respond specifically to bullying behavior.

1. Step One: The first time school personnel become aware of a possible harassment or bullying situation, the accused student will be informed that such a complaint has been filed. At that time a warning will

be given regarding this kind of behavior. The consequences for this kind of behavior in the future will be clearly outlined for the student. If, in the school's opinion, the first occurrence of harassment behavior is severe, the school may move immediately to any of the four steps in the harassment policy. In other words, the policy may or may not be used sequentially. Moreover, at any stage the student may be disciplined under the student code by actions which may include expulsion, in the event the conduct is also a violation of other provisions of the student code.

2. Step Two: The second time school personnel become aware of a harassment incident, the student's parents will be notified. A conference will be requested at that time. If it is determined that the student has harassed another student, consequences will be assigned. A student may stay on the second step as long as school authorities feel the consequences are effectively correcting the harassment behaviors. If it is determined that there is no basis for the harassment accusation, no consequences will be assigned. If the school determines that a student is intentionally making a false accusation against another student, an appropriate response will be made.

3. Step Three: If the school authorities determine that the student continues to harass another student or the student fails to agree to not harass in the future, the school may assign the student to the Harassment Program level set forth which the school authorities determine to be appropriate.

4. Step Four: If a student fails to respond positively to the corrective measures of the Harassment Program, the student will be suspended from school for a minimum of five school days, up to expulsion. School authorities will determine the action necessary to insure a safe learning environment for all students.

HARASSMENT AND BULLYING PROGRAM LEVELS

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

1. Level I: The guidelines for a Level I placement are listed below:
   a. The length of the assignment will be for a minimum of two weeks.
   b. The student will report to the office no later than 8:00 a.m. each morning.
   c. The student will eat on campus at an assigned table.
   d. The student will report to an assigned room at the end of the day, and will remain until 3:45 p.m. This will allow all other students to leave the school grounds in safety.

2. Level II: The guidelines for this level are listed below:
   a. The length of the assignment will be for a minimum of two weeks.
   b. The student will report to the office no later than 8:00 a.m. the morning.
   c. The student will eat on campus at an assigned table.
   d. The student will report to an assigned room at the end of the day, and remain until 3:45.
   e. The student will remain in class at the end of each period. The student will be under direct teacher supervision during passing time. The teacher will dismiss the student at the end of the passing period. The student will then have three minutes to get to his/her next class.
3. Level III: This is a long-term assignment. The guidelines are listed below.

   All items listed in Level II will be used, except the length of the assignment will be no less than six weeks, and may remain in effect until the end of the school year and continue into the next, if determined to be appropriate.

Cafeteria Rules

1. All food must be consumed in the areas designated by the school.
2. After students have eaten, they must return trays to the kitchen. All straws, papers, milk cartons should be deposited in the trash cans. All leftover food should be scraped off the tray on to the correct container. Forks and spoons should be placed in the pan with water, NOT THROWN AWAY!
3. Students are to use proper manners including eating quietly.
4. Students may not throw food or other items.
5. Second servings are available to those who have made an effort to clean their trays and have requisite funds as required by board policy.
6. Students should remain at their tables until they are dismissed.
7. Parents who wish their child to eat lunch away from school must provide a written authorization to the student's building principal.
8. Students must treat lunch personnel with respect.
9. Students who violate the above rules will be disciplined.

Cell Phones and Other Electronic Devices

Possession and/or use of cell phones and electronic communication devices is permitted on a limited basis. Permitted and prohibited actions are outlined herein. This section is intended to address the most common instances and does not include all possible instances. The assumption should be made that unless specifically permitted, the possession or use of a cell phone or electronic communication device is prohibited. It shall be within the authority of the principal to enforce these regulations with clear and broad distinction.

Electronic communication device means any device which transmits by electronic means any writing, sound, visual image, or data of any nature to another electronic communication device. This includes personally owned electronic tablets, "smart" watches, earbuds, headphones, and gaming devices. The term "electronic communication device" includes a cell phone. Any reference to a "cell phone" in these regulations shall be interpreted as to include both cell phones and any other electronic communication devices. For the purposes of this regulation, the term "cell phone" or "electronic communication device" shall not include a computer, tablet, or device provided to a student by the district for legitimate school purposes that would otherwise be prohibited by these or other regulations.

Students in grades 7-12 are subject to these regulations at all times during the school day, at all times while on school property, at all times while in a school-owned vehicle, at all times while engaged in a school-directed activity, and at all times while under the direction/supervision/authority of the school or its authorized personnel.

Students are at all times responsible for their devices. The school assumes no responsibility for the supervision, care, safety, or condition of personal cell phones or electronic communication devices.

Use

Use of a cell phone or other electronic device is broadly defined as a device being held, grasped, carried, worn, viewed, listened to, or interacted with by any kinesthetic, sensory, electronic, or voice-activated means. Common examples might include sending, receiving, or viewing messages via text, chat, or email. Other common examples might include sending, receiving, or engaging in conventional telephonic communications (i.e. phone calls). Additional examples might include utilizing or downloading applications (apps) and listening/streaming any audio or audio-visual content. Use shall also include the emitting of sound via alert, notification, ring/ringtone by a cell phone or device due to a failure of the device to either be powered off or placed on a silenced setting. The vibration of a phone or device when placed on a silenced setting shall not constitute use unless such vibration is of a nature where it clearly creates a distraction, disruption, or risk to safety.

Permissible Possession
When any student exceeds the limits of permissible possession, they will be considered to be engaging in prohibited use of a cell phone and/or electronic communication device.

For students in grades 7-12, permissible possession includes the momentary holding or grasping of a cell phone while at one's locker for the purposes of silencing, securing, or storing a cell phone. For students in grades 7-12 permissible possession includes the transport of a phone by a student from their locker to the school office for the purpose of requesting use. Permissible use shall not include the viewing or use of a cell phone in a hallway or at one's locker during the school day when such use is otherwise restricted.

Individualized Education Plan
Students in grades 7-12 may possess a cell phone or electronic communication device to the extent as is required by a student's individualized education program developed under the Special Education Act and its rules and regulations.

504 Plan
Students in grades 7-12 may possess a cell phone or electronic communication device to the extent as is required by a plan developed for the student under section 504 of federal statutes.

Official Health Care Plan
Students in grades 7-12 may possess a cell phone or electronic communication device to the extent as is necessary to monitor or manage a student's official health care plan that is filed with the school.

Grades 9-12 During The School Day
Unless otherwise specifically prohibited by another regulation or by the direction of an adult authorized by the principal, students in grades 9-12 are permitted to possess a cell phone or electronic communication device at times when use of such devices is otherwise prohibited during the school day provided that such possession does not constitute use. Permitted possession is allowed during the school day as a means of making communication in emergency circumstances possible should such a need arise. Any possession that causes a disruption, creates a distraction, interferes with the learning environment, creates a legitimate safety risk, or impedes the reasonable and necessary actions of another person will not be permitted.

For students in grades 9-12, permissible possession during the school day requires that any cell phone or electronic communication device either be turned off or set on a silenced setting (i.e. a phone may vibrate in a manner that is not disruptive, but it may not emit a ring or ringtone of any type or at any volume). Permitted possession may include storing or transporting a cell phone in a pants pocket or in a book bag in such a manner that the phone is not considered to be in the general view of the student or others, and the phone cannot, or is not, being held, grasped, carried, viewed, used, or interacted with by any kinesthetic, sensory, electronic, or voice-activated means.

Grades 7-8 During The School Day

Students in grades 7-8 will be required to store their cell phones and electronic communication devices in their hallway locker from 7:45 AM to 3:30 PM (9:45 AM when there is a 2-hour late start to the school day). Devices must either be either powered off or kept on a silenced setting while being stored in a locker.

Grades 7-12 Smart Watches

Smart watches may be visibly worn by students in grades 7-12 during the school day provided that they are not being viewed, used, or interacted with by any kinesthetic, sensory, electronic, or voice-activated means for the purpose of electronically sending or receiving data. Students may not visibly wear smart watches or other wearables in a manner that causes a disruption or otherwise violates any other school rule.

Grades 7-12 Classroom Management Discretion

Unless otherwise specifically prohibited or permitted by another regulation, it shall be within the discretion of the classroom teacher, or supervising adult, to require students to place/store their cell phone or electronic communication device in a secure, central location within the classroom during any specific instructional period or any specific testing/assessment period.

Unless otherwise specifically prohibited or permitted by another regulation, it shall be within the discretion of the classroom teacher, or supervising adult, to require students to place/store their cell phone or electronic communication device in a secure, central location within the classroom prior to exiting the classroom during any specific instructional period or any specific testing/assessment period (e.g. exiting to use the restroom).

Grades 7-12 School Owned Or Provided Vehicles

Students in grades 7-12 may possess a cell phone or electronic communication device when riding in a school-owned or school-provided vehicle. Unless otherwise allowed by the driver, teacher, coach, or sponsor, such devices should be stored away out of plain sight and either powered off or placed on a silenced setting. School-provided vehicles shall include any mode of transport provided by the school for the transportation of students as part of a student's participation in a school-related activity.

Grades 7-12 School Activity
Unless otherwise specifically prohibited or permitted by another regulation, the possession of cell phones or electronic communication devices while directly or actively participating in a school activity is prohibited unless otherwise allowed by the principal, teacher, coach, or sponsor. Activity shall include occasions that are commonly referred to as a practices, games, competitions, meets, events, etc. This regulation is in place regardless of the time and/or location of the school activity. For the purposes of this regulation, school activity will include any dance under the sponsorship or direction of the school.

Permissible Use
When any student exceeds the limits of permissible use, they will be considered to be engaging in prohibited use of a cell phone and/or electronic communication device.

Individualized Education Plan
Students in grades 7-12 may use a cell phone or electronic communication device to the extent as is required by a student's individualized education program developed under the Special Education Act and its rules and regulations.

504 Plan
Students in grades 7-12 may use a cell phone or electronic communication device to the extent as is required by a plan developed for the student under section 504 of federal statutes.

Official Health Care Plan
Students in grades 7-12 may use a cell phone or electronic communication device to the extent as is necessary to monitor or manage a student's official health care plan that is filed with the school.

Grades 7-12 Prior To The School Day
Unless otherwise specifically prohibited by another regulation or by the direction of an adult authorized by the principal, on days when school is in session, students in grades 7-12 will be permitted to use their cell phones in

common areas on school property prior to the start of the school day up to 25 minutes prior to the time that instruction would typically begin within the building (e.g. 7:45 AM on a normal school day or 9:45 AM for a 2-hr late start). Common areas shall mean hallways, lobbies, viewing/spectating areas, gymnasiums, cafeterias, sidewalks, parking lots, and building approaches. Common areas shall not include classrooms, media centers, weight rooms, shop areas, restrooms, or locker rooms.

Grades 7-12 After The School Day

Unless otherwise specifically prohibited by another regulation or by the direction of an adult authorized by the principal, on days when school is in session, students in grades 7-12 will be permitted to use their cell phones in common areas on school property after the final dismissal bell of the day (e.g. 3:30 PM on a normal school day). Common areas shall mean hallways, lobbies, viewing/spectating areas, gymnasiums, cafeterias, sidewalks, parking lots, and building approaches. Common areas shall not include classrooms, media centers, weight rooms, shop areas, restrooms, or locker rooms.

Grades 9-12 During The School Day (The Lunch Period)

Unless otherwise specifically prohibited by another regulation or by the direction of a supervising adult, on days when school is in session, students in grades 9-12 will be permitted to use a cell phone during their lunch period. Permitted cell phone use during a student's lunch time is limited to the cafeteria and the space that is both immediately adjacent to the cafeteria and directly visible from the cafeteria. Cafeteria shall mean the general space that is regularly intended for students to sit and eat during lunchtime.

Grades 9-12 During The School Day (Special Occasions)

Unless otherwise specifically prohibited by another regulation or by the direction of an adult authorized by the principal, on days when school is in session, students in grades 9-12 may be permitted to use their cell phones in common areas on school property for the purpose of taking photos and/or video during specific occasions/events. Examples might include public performances, pep rallies, etc. that occur during the school day. Common areas shall mean hallways, lobbies, viewing/spectating areas, gymnasiums, cafeterias, sidewalks, parking lots, and building approaches. Common areas shall not include classrooms, media centers, weight rooms, shop areas, restrooms, or locker rooms. Such exceptions shall be made under the direction of the principal and may be limited to either specific times, specific locations, or both.

Grades 7-8 During The School Day

On days when school is in session, students in grades 7-8 are entirely prohibited from using a cell phone or electronic communication device from 7:45 AM to 3:30 PM (9:45 AM when there is a 2-hour late start to the school day). There are two exceptions to this prohibition, these exceptions are outlined in the sections titled, "Request To Use In Office Section" and "Emergency Use".

Grades 7-12 Request To Use In The Office

Students in grades 7-12 wishing to use their cell phone during the school day at times when their cell phone use is otherwise prohibited must 1) report to the office, 2) obtain permission to use their phone from either office staff or administrative staff, 3) use their phone immediately inside of the office area, and 4) use their cell phone only for the requested purpose. Such use shall be restricted only to matters of an urgent nature. Excessive or superfluous requests will be denied.

Grades 7-12 Non-School Days

Unless otherwise specifically prohibited by another regulation or by the direction of an adult authorized by the principal, on days when school is not in session (e.g. weekends, breaks, etc.) students in grades 7-12 will be permitted to use their cell phones in common areas on school property. Common areas shall mean hallways, lobbies, viewing/spectating areas, gymnasiums, cafeterias, sidewalks, parking lots, and building approaches. Common areas shall not include classrooms, media centers, weight rooms, shop areas, restrooms, or locker rooms.

Grades 7-12 School Owned Or Operated Vehicles

Unless otherwise specifically prohibited or permitted by another regulation, the use of cell phones or electronic communication devices on school-owned or school-provided vehicles by students in grades 7-12 is prohibited unless otherwise allowed by the driver, coach, or sponsor. School-provided vehicle shall include any mode of transport provided by the school for the transportation of students as part of a student's participation in a school-related activity.

Grades 7-12 School Activity

Unless otherwise specifically prohibited or permitted by another regulation, the use of cell phones or electronic communication devices by students in grades 7-12 while directly or actively participating in a school activity is prohibited unless otherwise allowed by the principal, teacher, coach, or sponsor. Activity shall include occasions that are commonly referred to as a practices, games, competitions, meets, events, etc. This regulation is in place regardless of the time and/or location of the school activity. For the

purposes of this regulation, school activity will include any dance under the sponsorship or direction of the school.

Emergency Use
Unless otherwise specifically prohibited by another regulation or by the direction of an adult authorized by the principal, students may use a cell phone for necessary and reasonable communication in times where a clear and material emergency or perceived threat of danger exists. Examples may include a vehicular accident, a natural disaster, calling for aid due to serious injury, calling for aid due to a mental or physical health crisis, instances where serious harm or injury to oneself or others is imminent, during times of crisis when conventional lines of communication between parents, students, and the school may not be adequate or practical.

Standing Prohibitions
Any use or possession of a cell phone or electronic communication devices that causes a disruption to the learning environment, causes a material disruption to the operations of the school, or reasonably creates any risk to safety is at all times prohibited.

Smart Glasses
- The possession of smart/AI glasses/eyewear/contacts is at all times prohibited.
- The use of smart/AI glasses/eyewear/contacts is at all times prohibited.

Areas Of Heightened Risk
- Except for cases of an emergency, the use of cell phones and is at all times prohibited inside of shop areas.
- Except for cases of an emergency, the use of cell phones and electronic devices is at all times prohibited inside of kitchen/concessions areas.
- Except for cases of an emergency, the use of cell phones and electronic devices is at all times prohibited inside of weight room areas.

Mass Coordination Events
- Except for cases of an emergency, the use of cell phones and electronic devices is at all times prohibited during safety drills.
- Except for cases of an emergency, the use of cell phones and electronic devices is at all times prohibited during times of mass staging, mass mobilizing, or mass directing as part of a crisis-response event.

Restrooms & Locker Rooms

- Except for cases of an emergency, the use of cell phones and electronic devices is at all times prohibited inside of restrooms.
- Except for cases of an emergency, the use of cell phones and electronic devices is at all times prohibited inside of locker rooms.

Expectations Of Privacy

- Except for cases of an emergency, the use of cell phones and electronic devices is at all times prohibited at any time or in any place where there is an expectation of privacy.
- The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise may constitute a crime under state and/or federal law. Any person engaged in these activities while on school grounds, in a school vehicle or at a school activity will be subject to the disciplinary procedures of the student code of conduct. Any student found to be in possession of obscene, pornographic, lewd, or otherwise illegal images or photographs will be promptly referred to law enforcement and/or other state or federal agencies, which may result in arrest, criminal prosecution, and possible inclusion on sex offender registries.

Transmitting Photos, Images, Sounds Of Others

Students shall not use electronic devices for recording or transmitting photographs, images or sounds of other persons without direct administrative approval and consent of all person(s) being recorded, other than the recording of persons participating in school activities that are open to the public.

Consequences For Violations And Rules For Confiscation

Violations of this policy may result in disciplinary action including, but not limited to, suspension or expulsion from school.

Under normal circumstances, the following progression of consequences will be utilized in response to the prohibited use or the prohibited possession of a cell phone or electronic communication device by a student. The principal is authorized to deviate from this progression when any offense includes aggravating circumstances.

1. First offense: confiscation by school personnel – student will pick up device at the end of the day.
2. Second offense: confiscation by school personnel – parent/guardian may pick up the device at the end of the day.

3. Third offense: confiscation by school personnel – parent/guardian may pick up the device at the end of the day and the student will serve detention.
4. After the Third Offense: confiscation - follow the handbook for cumulative misconduct.

Cheating, Plagiarism, and Academic Dishonesty

Students may not cheat, plagiarize, or otherwise participate in any academic dishonesty in any form. Prohibited behavior includes:

- Obtaining, attempting to obtain, or aiding another person to obtain credit for work by any dishonest or deceptive means.
- Lying.
- Copying another person's work or answers.
- Discussing the answers or questions on a test or assignment unless specifically authorized by the teacher.
- Taking or receiving copies of a test without the permission of the teacher.
- Using or displaying notes, "cheat sheets," or other sources of unauthorized information.
- Using the ideas or work of another person as if they were your own without giving proper credit to the source.
- Submitting work or any portion of work completed by another person.
- Failing to give credit for ideas, statements, facts, or conclusions which rightfully belong to another person.
- Failing to use quotation marks or other appropriate means of attribution when quoting directly from another person or source.

A student who cheats, plagiarizes, or otherwise participates in any academic dishonesty is subject to discipline, up to and including expulsion.

Child Abuse and Neglect

School employees will report suspected abuse or neglect of a child as required by state law and school policy. Nebraska law defines abuse or neglect as knowingly, intentionally, or negligently causing or permitting a minor child or an incompetent or disabled person to be (1) placed in a situation that endangers his or her life or physical or mental health; (2) cruelly confined or cruelly punished; (3) deprived of necessary food, clothing, shelter or care; (4) left unattended in a motor vehicle, if such child is six years of age or younger; (5) sexually abused; (6) placed in a situation to be sexually exploited through sex trafficking of a minor as defined in state law or by allowing, encouraging, or forcing such person to engage in debauchery, public indecency, or obscene or pornographic photography,

films, or depictions; or (7) placed in a situation to be a trafficking victim as defined in state law.

Class Dismissal

Classes are in session from the ringing of the tardy bell until the teacher dismisses the class. The bell at the end of the period is not a dismissal bell, and students may not leave their classrooms until they have been excused by their classroom teacher.

Classroom Behavior

Student behavior and attitude in the classroom must be cooperative and serious. All students must:

- arrive to class on time;
- prepare for class with all necessary materials;
- be considerate of others;
- respond promptly to all directions of the teacher; and
- take care of school property and the property of others.

Teachers will establish classroom conduct rules that students must obey.

Closed Campus

Students may not leave the building without permission from the administration.

Coats and Boots

Elementary students must wear coats outdoors when the weather makes it advisable. The staff will decide when coats are required for recess.

Elementary students may choose to wear overshoes or boots when the playground is wet or muddy. Waterproof boots worn to school should be taken off and regular shoes worn during the day. Boots worn to school must be marked with the student's name. Boots are not permitted on gymnasium floors.

Communicable Diseases

Any student who has contracted a contagious disease may be restricted from attendance at school until the student is no longer contagious. The school district uses the Title 173- Nebraska Health and Human Services/Control of Communicable Disease, Chapter 3 of the Nebraska Administrative Code as a "best practice" guideline for contagious and infectious diseases. If there are questions regarding the communicability of your child's health condition or if you know your child has contracted a contagious or communicable disease or condition not otherwise specified in board policy or this handbook, please call 402-723-4434.

Communicating with Parents

Parents shall be kept informed of student progress, grades, and attendance through report cards, progress reports, and parent/teacher conferences. The school district will notify parents if their students are failing or close to failing. The school district will endeavor to notify parents of failing students prior to entry of the failing grade on the student's report card. Parents will also be notified of their student's possible failure to meet graduation requirements. Other pertinent information will be communicated to parents by mail or by personal contact. Official transcripts of student progress, grades, and attendance will be sent to other school systems upon the student's transfer when the district receives a written request signed by the student's parent or guardian or upon being notified that the student has enrolled in another school.

Complaint Procedure

Good communication helps to resolve many misunderstandings and disagreements. This complaint procedure applies to complaints unless the complaint is subject to a different procedure required by law, policy or contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems at the lowest level of the chain of command. When those efforts do not resolve matters satisfactorily, including matters involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age, a complainant should follow the procedures set forth in any specific policy addressing those areas or the procedures set forth below. Allegations of sex discrimination covered by Title IX will be addressed through the board's Title IX policy.

References to "coordinator" in this policy refer to the board-designated coordinator for the applicable area, such as the Section 504 Coordinator for allegations of disability-based discrimination.

Under this policy, factual conclusions will be based on a preponderance of the evidence.

Complaint and Appeal Process.

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if complainant reasonably believes speaking directly to the person would

subject complainant or complainant's student to discrimination or harassment.

2. The second step is for the complainant to speak to the building principal, coordinator, superintendent of schools, or president of the board of education, as set forth below. Anyone with questions about the appropriate person to speak with may request clarification from the superintendent.

    a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.

    b) Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.

    c) Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.

    d) Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may also be submitted at any time during the complaint procedure to the applicable coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268-0599.

3. When a complainant submits a complaint to an administrator or coordinator, the administrator or coordinator shall first determine whether another applicable procedure is required by policy or law and if so, direct the complaint to the appropriate person to follow that procedure. If not, the administrator or coordinator will promptly and thoroughly investigate the complaint, and shall:

    a) Determine whether the complainant has discussed the matter with the respondent.

        1) If the complainant has not, urge the complainant to discuss the matter directly with the respondent, if appropriate.

        2) If the complainant refuses to discuss the matter with the respondent, the administrator or coordinator shall, in his or

her sole discretion, determine whether the complaint should or must be pursued further.

b) Strongly encourage the complainant to reduce his or her concerns to writing.

c) Interview the complainant and, if necessary, the respondent against whom the complaint is filed, to determine:

1) All relevant details of the complaint;

2) All witnesses and documents which the complainant believes support the complaint;

3) The action or solution which the complainant seeks.

d) Respond to the complainant. If the complaint involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the administrator or coordinator receives the complaint.

4. If either the complainant or the respondent is not satisfied with the decision, he or she may appeal the decision to the superintendent. The superintendent may assign a qualified designee to hear any appeal.

a) The appeal must be in writing.

b) This appeal must be received by the superintendent no later than three (3) calendar days from the date of the decision.

c) For complaints addressed through other applicable procedures that do not include a separate investigatory process, the superintendent will investigate as he or she deems appropriate.

d) The superintendent will prepare a written decision and provide it to the complainant and any other person entitled by law to receive the appeal decision. For complaints involving discrimination or harassment, the superintendent shall submit the decision within 180 calendar days after the superintendent received complainant's written appeal. Appeals to the superintendent from complaints involving discrimination or harassment are final once the superintendent delivers the written decision, as are all other appeals/complaints to the

superintendent unless the complaint can be appealed on the limited grounds to appeal to the board below.

5. The board's role is to set policy, establish and implement a budget, and evaluate the superintendent. The board does not manage the daily operations of the school district entrusted to its administration unless required by law or policy. Because of the board's statutory roles, it does not hear complaints or appeals that may involve oversight or discipline of students, staff, or others, unless those involve the superintendent as discussed below. The board does not hear complaints or appeals based on allegations of discrimination or harassment unless otherwise required by law. The board will hear appeals only in the following circumstances:

   a) When the complaint is about a board policy, not implementation of the policy;

   b) When the complaint involves the budget or school expenditures that have been or must be approved by the board; or

   c) When the board is required by law, policy, or contract to hear a complaint or appeal.

6. If a complaint involves those limited grounds and a party is not satisfied with the superintendent's decision regarding the complaint or appeal, he or she may appeal the decision to the board.

   a) This appeal must be in writing.

   b) This appeal must be received by the board president no later than ten (10) calendar days from the date the superintendent communicated his/her decision to the complainant.

   c) This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment allegations against the superintendent shall be promptly and thoroughly investigated by the board president or a designee.

   d) The board president will notify the complainant and any other person legally required to receive the decision in writing of its decision. If the complaint involves discrimination or harassment allegations against the Superintendent, the board president shall

submit the decision within 180 calendar days after receiving the written appeal.

e) There is no appeal from any decision of the board unless authorized by law.

7. Formal complaints about the superintendent shall be filed with the president of the board. However, complaints about the superintendent do not include disagreement with the superintendent's decision on appeal based on a complaint of discrimination, harassment, or action of any other employee who is not the superintendent. Upon receipt of a complaint, the board president or his or her designee shall promptly and thoroughly investigate the complaint, and shall:

a) Coordinate with school district staff, other than the superintendent, to determine if another procedure in policy or law requires the complaint against the superintendent to follow another procedure. If so, the board president will coordinate handling the complaint through that procedure. If another procedure applies, such as in the case of allegations of sex discrimination against the superintendent, the board president or, at his or her discretion, the full board will serve only to hear any appeal by a party to the complaint.

b) Determine whether the complainant has discussed the matter with the superintendent.

1) If the complainant has not, the board president or designee will urge or require the complainant to discuss the matter directly with the superintendent, if appropriate or required.

2) If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should or must be pursued further.

c) Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting by the full board.

d) Respond to the complainant or appeal. If the complaint or appeal involves discrimination or harassment, the response shall be in

writing and shall be submitted within 180 calendar days after the president received the complaint.

e) Appoint or contract with other individuals qualified to assist the board through this process or any other applicable procedure used to address allegations against the superintendent.

No Retaliation. The school district prohibits retaliation against any person for filing a complaint or for participating in the complaint procedure in good faith.

Special Rules Regarding Educational Services and Related Services to Students with Disabilities. Students with disabilities and their families have specific rights outlined in state and federal law, including administrative processes by which they may challenge the educational services being provided by the school district. Therefore, the appeal process contained in this policy may not be used to challenge decisions made by a student's individualized education plan (IEP) team or 504 team.

Complaints about the educational services provided a student with a disability, including but not limited to services provided to a student with an IEP, access to curricular and extracurricular activities, and educational placement must be submitted to the school district's Director of Special Education. The Director of Special Education will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of IDEA Parental Rights promulgated by the Nebraska Department of Education.

Complaints about the educational services provided a student with a disability pursuant to a Section 504 plan must be submitted to the school district's 504 Coordinator. The 504 Coordinator will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of Section 504 Parental Rights adopted by the board of education.

Complaints about the educational services provided to a student who is suspected of having a disability must be submitted in writing to the school district's Director of Special Education or to the district's 504 Coordinator. The Director of Special Education or 504 Coordinator will either refer the student for possible verification as a student with a disability or will provide prior written notice of the district's refusal to do so.

Bad Faith or Serial Filings. The purpose of the complaint procedure is to resolve complaints at the lowest level possible within the chain of command.

Individuals who file complaints (a) without a good faith intention to attempt to resolve the issues raised; (b) for the purpose of adding administrative burden; (c) at a volume unreasonable to expect satisfactory resolution; or (c) for purposes inconsistent with the efficient operations of the district may be dismissed by the superintendent without providing final resolution other than noting the dismissal. There is no appeal from dismissals made pursuant to this section.

Computer Network Use by Students

Students are expected to use computers and the Internet as an educational resource. The following procedures and guidelines govern the use of computers and the Internet at school.

I. **Student Expectations in the Use of the Internet**

A. **Acceptable Use**

1. Students may use the Internet to conduct research assigned by teachers.
2. Students may use the Internet to conduct research for classroom projects.
3. Students may use the Internet to gain access to information about current events.
4. Students may use the Internet to conduct research for school-related activities.
5. Students may use the Internet for appropriate educational purposes.

B. **Unacceptable Use**

1. Students shall not use school computers to gain access to material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for educational uses.
2. Students shall not engage in any illegal or inappropriate activities on school computers, including the downloading and copying of copyrighted material.
3. Students shall not use e-mail, chat rooms, instant messaging, or other forms of direct electronic communications on school computers for any unauthorized or unlawful purpose or in violation of any school policy or directive.
4. Students shall not use school computers to participate in on-line auctions, on-line gaming or mp3 sharing systems including, but not limited to Aimster or Freenet and the like.
5. Students shall not disclose personal information, such as their names, school, addresses, or telephone numbers outside the school network.

6. Students shall not use school computers for commercial advertising or political advocacy of any kind without the express written permission of the technology coordinator.
7. Students shall not publish web pages that purport to represent the school district or the work of students at the school district without the express written permission of the technology coordinator..
8. Students shall not erase, rename, or make unusable anyone else's computer files, programs or disks.
9. Students shall not share their passwords with fellow students, school volunteers or any other individuals, and shall not use, or try to discover, another user's password.
10. Students shall not copy, change or transfer any software or documentation provided by the school district, teachers or another student without permission from the technology coordinator.
11. Students shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called, but is not limited to, malware, a bug, virus, worm, or Trojan Horse.
12. Students shall not configure or troubleshoot computers, networks, printers or other associated equipment, except as directed by a teacher or the technology coordinator.
13. Students shall not take home technology equipment (hardware or software) without permission of the technology coordinator.
14. Students shall not falsify electronic mail messages or web pages.
15. Students shall not attempt to bypass or bypass the internet filter.
16. Students shall not access or attempt to access social media sites and computer games without specific permission from a teaching or administrative staff member.
17. Students should not physically alter or disassemble a computer in any way.
18. Students shall not add outside email accounts other than Heartland Community Schools or a specific college/university for a course they are taking.

II. **Enforcement**

A. Methods of Enforcement

1. The district monitors all Internet communications, Internet usage, and patterns of Internet usage. Students have no right of privacy to any Internet communications or other electronic files. The computer system is owned by the school district. As with any school property, any electronic files on the system are subject to search and inspection at any time.
2. The school district uses a technology protection measure that blocks access to some Internet sites that are not in accordance with the policy of the school district. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.
3. Due to the nature of filtering technology, the filter may at times filter pages that are appropriate for student research. The system administrator may override the technology protection measure for the student to access a site with legitimate educational value that is wrongly blocked.
4. The school district staff will monitor students' use of the Internet through direct supervision and by monitoring Internet use history to ensure enforcement of the policy.

B. Consequences for Violation of this Policy

1. Access to the school's computer system and to the Internet is a privilege, not a right. Any violation of school policy and rules may result in:
   a. Loss of computer privileges;
   b. Short-term suspension;
   c. Long-term suspension or expulsion in accordance with the Nebraska Student Discipline Act; and
   d. Other discipline as school administration and the school board deems appropriate.
2. Students who use school computer systems without permission and for non-school purposes may be guilty of a criminal violation and will be prosecuted.

III. Protection of Students

A. Children's Online Privacy Protection Act (COPPA)

1. The school will not allow companies to collect personal information from children under 13 for commercial purposes. The school will make reasonable efforts to disable advertising in educational computer applications.
2. This policy allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for

education purposes.

B. **Education About Appropriate On-Line Behavior**

1. School district staff will educate students about appropriate online behavior, both in specific computer usage units and in the general curriculum.

Conferences

Students' academic success has been closely linked to parental involvement in school. The school district has formal parent-teacher conferences in the fall and spring.

In addition to formal conferences, classroom teachers will communicate with parents as necessary. Parents are encouraged to communicate with their student's teacher or the building principal to discuss parental concerns, student needs or any other issue.

Copyright and Fair Use

The school district complies with federal copyright laws. Students must comply with copyright laws when using school equipment or working on school projects and assignments. Federal law prohibits the unauthorized reproduction of works of authorship, regardless of the medium in which they were created.

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. "Fair use" of a copyrighted work includes reproduction for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research. Students who are unsure whether their proposed reproduction of copyrighted material constitutes "fair use" should consult with their teacher or building principal, review the school district's copyright compliance policy, and review *Copyright for Students* found at https://www.whoishostingthis.com/resources/student-copyright/. You can find more information on copyright compliance requirements and permitted uses from the U.S. Copyright Office and the Library of Congress at the following site: http://www.loc.gov/teachers/usingprimarysources/copyright.html.

Damage to School Property

Students who damage school property either intentionally or unintentionally may be required to pay to replace or restore the property, at the discretion of the administration.

Dating Violence

Dating violence, as that term is defined by Nebraska law, will not be tolerated by the school district. Students who engage in dating violence on school grounds, in a school vehicle or at a school activity or that otherwise violates the Nebraska Student Discipline Act will receive consequences consistent with the Act and the district's student discipline policies.

The school district shall provide dating violence training to staff deemed appropriate by the administration and in accordance with Nebraska law.

Discrimination and Harassment

Students who believe that they have been the subject of unlawful discrimination or harassment due to their disability should contact the following Section 504 Coordinator: Kelsey Vnoucek at 402-723-4434 (phone number), kvnoucek@heartlandschools.net (e-mail address) or in person at school. Students who believe that they have been the subject of unlawful discrimination or harassment due to their sex should contact the following Title IX Coordinator: Josh Struckman at 402-723-4434 (phone number), jstruckman@heartlandschools.net (e-mail address), 1501 Front St. Henderson, NE 68371 (mailing address) or in person at school. Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact Tim Carr at 402-723-4434 (phone number), tcarr@heartlandschools.net (e-mail address) or in person at school. Students may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

Dress Code

The school administration and teachers will continue to encourage all to behave and dress in a fashion that reflects good taste and a style appropriate for a school day or school activity.

An individual's dress, personal appearance, and cleanliness, as well as behavior, should reflect a sensitivity to and a respect for others. The fact that a school will permit a wide variety in school clothes does not mean that all styles are equally appropriate. **The final decision in those situations of disagreement will be resolved by the school administration after consultation with the student and parents/guardians.**

Students will be expected to adhere to the following guidelines during school functions on or off school property:

1. Students will not be allowed to wear clothing, jewelry, or attire that presents a material risk to the safety or wellbeing to either themselves or anyone else.
2. Students will not be allowed to wear clothing, jewelry, or attire that materially interferes with the learning/instructional environment in school.
3. Students are not to wear clothing which excessively exposes the midriff. The wearing of pants, jeans, or shorts should not be worn in a sagging fashion below the waistline.
4. Clothing usually worn as undergarments may not be worn as outer garments - such items may include but are not limited to sports bras, spandex tops and boxer shorts.
5. Skirts, dresses and shorts - As a reference, the length of clothing should generally extend beyond a closed fist when your arms are at your side.
6. Clothing which promotes alcohol, tobacco/tobacco products **(including nicotine products, vaping products, and e-cigarettes)** or drugs, or which contain any inappropriate messages is prohibited. Inappropriate messages may include but are not limited to innuendos, entendres, profanity, implied profanity, hate speech and anything that would promote a violation of the law and/or the student code of conduct.
7. Shoes, boots or sandals must be worn at all times.
8. Students are not allowed to wear hats, caps, visors, hoods, or sunglasses in the school building during the school day. For special occasions, exceptions may be allowed. These special occasions will be determined by the principal.
9. Mesh shirts must have a t-shirt worn under them.
10. All sleeveless shirts must have finished seams and edges. Clothing must also cover the area under the arm.

***Consideration will be made for students who wear special clothing as required by religious beliefs, disability, medical status or condition or to convey a particularized message protected by law. The final decision regarding attire and grooming will be made by the Principal or

Superintendent. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school's guidelines, the student should contact the Principal for approval, and may also review such additional posting of prohibited items or grooming which may be available in the Principal's office.

Students who violate dress code guidelines will be required to correct the violation by changing into something appropriate at school or returning home to change. A detention or suspension may be given to make up the time away from school. Repeated dress code violations may result in more severe consequences. Significant, intentional, or repeated violations of the dress code may result in formal disciplinary consequences that may include detention or suspension.

Driving and Parking Personal Vehicles

Students who drive privately owned motor vehicles to school must obey the following rules:

1. Students may not move their vehicles during the school day without the permission of the building principal or superintendent. Students will not be allowed to sit in or be around their vehicles during the school day, without administrative permission.
2. Students must drive with care to ensure the safety of the pedestrians. Students may not drive carelessly or with excessive speed.
3. By driving personal vehicles to school and parking on school grounds, students consent to having that vehicle searched by school officials when they have reasonable suspicion that such a search will reveal a violation of school rules.

Drug Free Schools

The board of education has adopted policies to comply with the Federal Drug-Free Schools and Communities Act. Students are prohibited from using, possessing, or selling any drug, alcohol, or tobacco while on school grounds, at a school activity or in a school vehicle. In addition, students who participate in the school's activities program should refer to the Activities Handbook which prohibits the use or possession of alcohol, controlled substances and tobacco at all times.

Any student who violates any school policy regarding drug, alcohol, and tobacco use will be disciplined, up to and including short-term suspension,

long-term suspension, or expulsion from school and/or referral to appropriate authorities for criminal prosecution.

Emergency Contact Information

Parents must complete an emergency information card for each child enrolled in the district. The card should list the family physician's name, where parents or a responsible adult can be located, and any necessary emergency instructions. Parents must promptly inform the school if this contact information changes during the school year. Emergency contacts are requested to be individuals that reside within close proximity to the school.

Evacuations

The school district will hold routine evacuation drills throughout the school year. Classroom teachers will provide students with detailed instructions on building evacuations.

Eye Exams

All students enrolling in kindergarten or transferring into the school district from out of state must undergo a visual examination by a physician, a physician assistant, an advanced practice registered nurse, or an optometrist , which consists of testing for amblyopia, strabismus, and internal and external eye health, with testing sufficient to determine visual acuity, except that no such physical examination or visual evaluation shall be required of any child whose parent or guardian objects in writing. They must provide evidence of the vision examination within six months prior to entrance. The cost of such physical examination and visual evaluation shall be borne by the parent or guardian of each child who is examined.

Food Service Program

The school will serve breakfast daily from 7:50 to 8:10 a.m. Students who qualify for free or reduced-price lunch also qualify for free or reduced-price breakfast. Meal charges are available on the school website. .

Lunch

Lunch prices depend on the federal funding that the program receives. Meal charges are available on the school website.

Payment for Meals

Students are encouraged to pay for meals several weeks in advance. Payment should be made to the bookkeeper in the office.

Students who qualify for free meals will not be denied a reimbursable meal, even if they have accrued a negative balance from other food purchases. School staff may prohibit any students from charging a la carte or extra

items if they do not have adequate balance in their account in hand or their account has a negative balance.

If a student repeatedly lacks funds to purchase a meal, has not brought a meal from home, and is not enrolled in a free meal program, the district will use its resources and contacts to protect the health and safety of the student. Failure or refusal of parents or guardians to provide meals for students may require mandatory reporting to child protection agencies as required by law.

Collection of Delinquent Meal Charge Debt

The school district is required to make reasonable efforts to collect unpaid meal charges. The building principal or his or her designee will contact households about unpaid meal charges and notify them again of the availability of the free and reduced meal program and/or establish payment plans and due dates by telephone, e-mail, or other written or oral communication. If these collection efforts are unsuccessful, the school district may pursue any other methods to collect delinquent debt as allowed by law.

Collection efforts may continue into a new school year.

Notice of Non-discrimination

In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, disability, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

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

(2) Fax: (202) 690-7442; or

(3) Email: program.intake@usda.gov

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the school district. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the

Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

Field Trips

Classes occasionally take field trips off school property for educational enrichment. A student's parent, or "caregiver" as that term is defined in the Nebraska Strengthening Families Act, must authorize a student to participate in a field trip by signing a permission slip and providing it to the school before the field trip. Students who have not completed classroom work on time may not be allowed to attend field trips. Students must comply with the student code of conduct, any applicable extracurricular conduct codes, and all directives by trip chaperones.

First-Aid

First-aid items may only be used by school staff. Students who need first aid should ask for assistance from their classroom teacher or the nearest staff member.

Head Lice

Students found to have live head lice or louse eggs will not be permitted at school and will be sent home. Upon discovering the presence of any indication of lice or louse eggs the student's parent(s) or guardian(s) will be notified, and if appropriate will be asked to pick up the student from school immediately.

Students will not be permitted to return to school until the district finds that no live lice or eggs can be detected. The parent(s) or guardian(s) will be required to treat the student and accompany the student to school to be examined.

The student cannot ride the school bus until the district has cleared the student to return to school.

Health Problems Limiting Activities

Parents who do not want their children to play outdoors or participate in physical education for health reasons must send a written request to school. If a student persistently requests to be excused from these activities, the building principal or classroom teacher may require a doctor's verification.

Parents should notify the principal or superintendent if their student has any special health problems such as diabetes, asthma, or the like.

Homebound Instruction

The school district may provide a student with instruction in his or her home and under parental supervision if the student is physically or mentally ill or injured and unable to attend regular classes for an extended period of time. Homebound instruction shall be provided when the student's physical and mental condition are such that the student can benefit from instruction and no other provision will meet the student's educational needs. If you believe that homebound instruction is appropriate for your child, please contact the building principal to initiate the appropriate process to determine eligibility.

Homeless Children and Youth

Homeless students generally include children who lack a fixed, regular, and adequate nighttime residence, as further defined by applicable state and federal law.

It is the school's policy not to stigmatize or segregate homeless students on the basis of their status of being homeless. Transportation for homeless students who enroll in the district shall be furnished by the district under the same guidelines applying to other students or if such transportation is necessary for compliance with federal law.

Each homeless child shall be provided services for which the child is eligible comparable to services provided to other students in the school selected regardless of residency. Homeless children shall be provided access to education and other services that such children need to ensure that they have an opportunity to meet the same student performance standards to which all students are held.

If a homeless child registered to attend school in the district is receiving family reconciliation services pursuant to state law, the district will work in cooperation with any county or department of social services in the district to jointly develop an educational program for the child. The district's homeless coordinator is Kelsey Vnoucek, who may be contacted at 402-723-4434.

Illness or Injury at School

Students who feel ill or are hurt while at school should seek immediate assistance from their classroom teacher or the nearest staff member. The school will contact parents to pick students up from school whenever necessary. When school officials determine that a student needs immediate medical attention but the parents cannot be reached by phone, emergency services will be summoned or the student will be taken directly to the doctor and/or hospital. Parents must complete an emergency information card for each child enrolled in the district. The card should list the family physician's

name, where parents or a responsible adult can be located, and any necessary emergency instructions.

Students who are sent home from school with a temperature greater than 100 degrees fahrenheit may not return to school until they are twenty-four hours fever free without fever-reducing medication.

Immunizations

All students must furnish one of the following to school officials:

- proof of adequate immunizations for mumps, measles, rubella; diphtheria, pertussis, tetanus; polio; and hepatitis B series; or
- a signed parental statement of refusal to provide the immunization history. Homeless students who are in need of immunizations will be referred to the homeless coordinator, who shall assist in obtaining necessary immunizations or medical records.

Provisional Enrollment. Students who meet the statutory requirements for provisional enrollment shall be allowed to attend school for sixty days without the necessary immunizations.

Students who are excepted from the immunization requirement may be excluded from school in the event of an outbreak of any contagious disease in the school population.

Initiations and Hazing

Initiations and hazing by members of classes, clubs, athletic teams, or any other organization affiliated with the district are prohibited except as otherwise permitted by this policy. Any student engaging in hazing or non-approved initiations is subject to discipline as permitted by policy and law.

Initiations are defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of "hazing" as defined below. Initiations are prohibited except by permission of the superintendent.

Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person,

forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person.

Lockers and Other School Property

The school district owns and exercises exclusive control over student lockers, desks, computer equipment, and other such property. Students should not expect privacy regarding usage of or items placed in or on school property, because school property is subject to search at any time by school officials. Periodic, random searches of lockers, desks, computers, and other such property may be conducted at the discretion of the administration. The assignment of a locker is on a temporary basis and may be revoked at any time. School officials may inspect student lockers without any particularized suspicion or reasonable cause.

Lost and Found

All lost and found articles are to be taken to the receptacles at the front lobby of the school. Students may claim lost articles there. Unclaimed articles will be donated to a local charity or otherwise disposed of at the conclusion of each semester.

Medications

Whenever possible, parents should arrange medication schedules to eliminate the need for giving medication during school hours. When it is necessary for school personnel to administer medication to students, the school district will comply with the Nebraska Medication Aide Act, the requirements of Title 92, Nebraska Administrative Code, Chapter 59, (promulgated by the Nebraska Department of Education and entitled *Methods of Competency Assessment of School Staff Who Administer Medication*), and all state and federal regulations. Parents and guardians who wish to have their child receive medication from school personnel must comply with the following procedures:

Prescription medication. (1) Parents/guardians must provide a physician's written authorization for the administration of the medication. (2) Parents/guardians must provide their own written permission for the administration of the medication. (3) The medication must be brought to school in the prescription container and must be properly labeled with the student's name, the physician's name, and directions for administering the medication.

Non-prescription medication. (1) Parents/guardians must provide written permission for the administration of the medication. (2) The medication

must be brought to the school in the manufacturer's container. (3) The container must be labeled with the child's name and with directions for provision or administration of the medication

The district reserves the right to review and decline requests to administer or provide medications that are not consistent with standard pharmacological references, are prescribed in doses that exceed those recommended in standard pharmacological references, or that could be taken in a manner that would eliminate the need for giving them during school hours. The district may request parental authorization to consult with the student's physician regarding any medication prescribed by such physician.

Media Center

Students must check out materials from the librarian on duty. Each borrower is responsible for all books checked out in his/her name. A fine of five cents per day per book may be charged for overdue books. Each student is responsible for any fine that accumulated on a book charged to him/her. If a book is lost and not found by the end of the semester, the student must pay for it. Students must also pay for any damage they cause to library books.

Memorials

Memorials or plaques honoring deceased students are generally not allowed in or on the school grounds unless authorized by board policy. Dedications to students will not be allowed.

Scholarships in the deceased person's name will not be set up by the school. Scholarships set up by outside organizations or individuals, such as a foundation, will be allowed.

Opting Out of Assessments

The Board of Education has adopted a policy on approval and denial of state and federal assessment opt-out requests, which is based on requirements in law. The policy can be requested by contacting the Superintendent of Schools at 402-723-4434.

Parental Involvement

The school district recognizes the unique needs of students who are being served in its Title I program, and the importance of parent and family engagement in the Title I program. Parent and family engagement in the Title I Program shall include, but is not limited to:

1. An annual meeting to which all parents of participating children will be invited to inform parents of their school's participation

under this part, to explain the requirements of this part, and the right of the parents to be involved. Invitations may take the form of notes sent with students or announcements in the school newsletter. Additional meetings may be scheduled, based upon need and interest for such meetings.

2. An explanation of the details for the child's and parents' participation, including but not limited to: curriculum objectives, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards, type and extent of participation, parental input in educational decisions, coordination, and integration with other Federal, State, and district programs, and evaluations of progress.

3. Opportunities for participation in parent involvement activities, such as training to help parents work with their children to improve achievement. A goal of these parent activities is to provide parents with opportunities to participate in decisions relating to the education of their students, where appropriate.

4. The district will, to the extent practicable, provide parents of limited English proficiency, parents with disabilities, parents with limited literacy, are economically disadvantaged, are of a racial or minority background or parents of migratory children with opportunities for involvement in the Title I Program. Communication to parents about student progress and the district's other Title I Program communications will be provided in the language used in the home to the extent practicable. Responses to parent concerns will be provided in a timely manner.

5. Opportunities for parent-teacher conferences, in addition to those regularly scheduled by the school district, if requested by the parents or as deemed necessary by school district staff.

6. The district will coordinate and integrate parental involvement programs and activities with other programs in the community. These may include cooperation with other community programs such as Head Start and preschools and other community services such as the public library.

7. The district will educate teachers, specialized instructional support personnel, principals, and other school leaders, with the assistance of parents in the value and utility of contributions of

parents, how to reach out to, communicate with, and work with parents as equal partners.

Personal Items

The school provides the necessary equipment for classroom and school day activities. **Students should not bring items such as athletic equipment, electronic devices, toys, or other similar personal items to school unless they have the prior permission of their classroom teacher or a school administrator. The school is not responsible for damaged or lost personal items or equipment.**

Physical Education

The school district requires students to receive physical education to assist them in developing gross and fine motor skills. Students are not required to wear P.E. uniforms.

Physical Exam

Students entering kindergarten and the seventh grade, and those entering school from another state, are statutorily required to show evidence that they have had a physical examination within six months prior to the date of entering school.

Pictures

The school district arranges for a photographer to be present at school in the fall to take class pictures. Parents will be notified of the date. Included in the individual packet is a class composite. Parents who want pictures of their students or of their student's class composite may purchase them directly from the photographer.

Playground Rules

Students must follow these rules to keep the playground safe when they are using the playground as part of the school day:

1. Students must obey the playground supervisor at all times.
2. Students may not enter the street/highway to retrieve a ball unless given permission by the playground supervisor.
3. Students must play away from the school windows.
4. Touch and flag football are permitted, but tackle football is prohibited. Students may only play football on grassy areas.
5. Students may throw balls and other authorized play equipment. They may not throw rocks, gravel, snowballs, and clothing.
6. Students must use the playground equipment properly and in a safe manner.
7. Students may not leave the playground after they have arrived at school for the day.

Students who violate these rules will be disciplined with the loss of recess or other privileges, detention, and/or other consequences.

The school's playgrounds, equipment, and surrounding areas are generally not supervised. Staff will supervise students when the students are using these areas as part of the school day or as part of a school activity. At all other times and in all other circumstances, the school district does not provide supervision of its playgrounds, equipment, and surrounding areas.

Police Questioning and Apprehension

Police or other law enforcement officers may be called to the school at the request of school administration, or may initiate contact with the school in connection with a criminal investigation. The school district shall inform parents when law enforcement officers seek access to their student prior to the student being questioned unless the officers are investigating charges that the student has been the victim of abuse or neglect. Members of the school district staff will comply with board policy regarding police questioning of students.

Protection of Student Rights

The Board of Education respects the rights of parents and their children and has adopted a Protection of Pupil Rights policy in consultation with parents to comply with the Protection of Pupil Rights Amendment (PPRA). The policy is available on the district's website or upon request from the district's administrative office. Parents may opt their child out of participation in activities identified by the Protection of Pupil Rights policy by submitting a written request to the superintendent. There are not any regularly scheduled surveys. If a survey is to be given, parents will be notified of the survey. Parents may have access to any survey or other material described in the Protection of Pupil Rights policy by submitting a written request to the superintendent.

ACT Exam

Students taking the ACT Exam will be prompted to complete a short, optional questionnaire addressing a number of topics. If you wish to review this questionnaire prior to the administration of the exam, please submit a written request to the superintendent.

Public Displays of Affection

Students may not engage in public displays of affection that are disruptive to the school environment or distracting to others. Prohibited conduct includes hugging, kissing, touching or any other display of affection that a staff member determines to be inappropriate.

Reasonable Suspicion Testing

Students may be required to submit to drug or alcohol testing if there is a reasonable suspicion that the student is under the influence of drugs or alcohol.

Rights of Custodial and Non-Custodial Parents

The school district will honor the parental rights of natural and adoptive parents unless those rights have been altered by a court.

The term "custodial parent" refers to a biological or adoptive parent to whom a court has given primary physical and legal custody of a child, and a person such as a caseworker or foster parent to whom a court has given legal custody of a child.

The district will not restrict the access of custodial and non-custodial parents to their students and their students' records, unless the district has been provided a copy of a court order that limits those rights. If the district is provided such a court order, school officials will follow the directives set forth in the order.

The district will provide the custodial parent with routine information about his or her child, including notification of conferences. The district will not provide the non-custodial parent with such information on a routine basis, but will provide it upon the non-custodial parent's request unless it has been denied by the courts.

A non-custodial parent who wishes to attend conferences regarding his or her child will be provided information about conference times so both parents may attend a single conference. The district is not required to schedule separate conferences if both parents have been previously informed of scheduled conference times.

If either or both parents' behavior is disruptive, staff members may terminate a conference and reschedule it with appropriate modifications or expectations.

Secret Organizations

Secret organizations are prohibited. School officials shall not allow any person or representative of any such organization to enter upon school grounds or school buildings for the purpose of rushing or soliciting students to participate in any secret fraternity, society, or association.

School Day

The school day typically begins at 8:15 a.m. and ends at 3:30 p.m. Students are to leave the school grounds after dismissal. School staff will

provide supervision for students on school grounds 15 minutes before the school day begins and 30 minutes after the school day ends. **There will be no supervision provided by the school before or after these times**. Parents must arrange for their children to leave school promptly at the end of the day.

Self-Management of Diabetes or Asthma/Anaphylaxis

Subject to school policy, the school district will work with the parent or guardian in consultation with appropriate medical professionals to develop a medical management plan for a student with diabetes, asthma, or anaphylaxis. Parents desiring to develop such a plan should contact the school principal, 402-723-4434.

Smoking and Tobacco

Smoking, including the possession or use of cigarettes, cigars, or other tobacco or tobacco derivative products; vapor products or electronic nicotine delivery systems; alternative nicotine products; or any other such look-alike or imitation product, is not permitted on school property at any time.

Sniffer (Drug) Dogs

The administration is authorized to use sniffer dogs to minimize the presence of illicit items on school grounds. Students and staff are specifically notified of the following:

1. Lockers may be sniffed by sniffer dogs at any time.
2. Vehicles parked on school property may be sniffed by sniffer dogs at any time.
3. Classrooms and other common areas may be sniffed by sniffer dogs at any time students and staff are not present.
4. If contraband of any kind is found, the student or staff member shall be subject to appropriate disciplinary action.

Standardized Assessments

Heartland Community Schools / PK - 12 Assessment Calendar			
	Fall	**Winter**	**Spring**
Seventh Grade		NWEA MAP (Reading / Math)	NWEA MAP (Reading / Math / Science)
			NSCAS (ELA / Math)
Eighth Grade		NWEA MAP (Reading / Math / Science)	NWEA MAP (Reading / Math)

			NSCAS (ELA / Math / Science)
			NAEP - As required
Ninth Grade	CCRA+	NWEA MAP (Reading / Math)	NWEA MAP (Reading / Math)
Tenth Grade	PSAT / NMSQT (Optional)	NWEA MAP (Reading / Math)	NWEA MAP (Reading / Math / Science)
			PreACT
Eleventh Grade	PSAT / NMSQT (Optional)	NWEA MAP (Reading / Math / Science)	NWEA MAP (Reading / Math)
		ASVAB (Optional)	NSCAS ACT
		Accuplacer (Optional)	
Twelfth Grade		ASVAB (Optional)	CCRA+
		Accuplacer (Optional)	NAEP - As required

KEY	
NWEA MAP	Northwest Evaluation Association Measures of Academic Progress
NSCAS	Nebraska Student-Centered Assessment System
PreACT / ACT	Preliminary American College Test / American College Test
CCRA+	College and Career Readiness Assessment
PSAT / NMSQT	Preliminary SAT / National Merit Scholarship Qualifying Test
ASVAB	Armed Services Vocational Aptitude Battery
Accuplacer	Accurate placement test for placement in college-level or developmental courses
NAEP	National Assessment of Educational Progress

Student Assistance

Parents who believe their students have any learning, behavior, or emotional needs that they believe are not being addressed by the school district should contact the student's teacher. If appropriate, the teacher may convene the Student Assistance Team (SAT). The SAT can explore possibilities and strategies that will best meet the educational needs of the student.

Student Fee Policy

The school district shall provide free instruction in accordance with the Nebraska State Constitution and the Nebraska statutes. The district also provides activities, programs, and services that extend beyond the minimum level of constitutionally required free instruction. Under the Public Elementary and Secondary Student Fee Authorization Act, the district is permitted to charge students fees for these activities or to require students

to provide specialized equipment and attire for certain purposes. This policy is subject to further interpretation or guidance by administrative or board regulations. Students are encouraged to contact their building administration, their teachers or their coaches, and sponsors for further specifics.

A. Definitions.

1. "Students" means students, their parents, guardians or other legal representatives.
2. "Extracurricular activities" means student activities or organizations that (1) are supervised or administered by the district; (2) do not count toward graduation or advancement between grades; and (3) are not otherwise required by the district.
3. "Post-secondary education costs" means tuition and other fees associated with obtaining credit from a post-secondary educational institution.

B. Listing of Fees Charged by this District.

1. Guidelines for Clothing Required for Specified Courses and Activities.

Students are responsible for complying with the district's grooming and attire guidelines and for furnishing all clothing required for any special programs, courses or activities in which they participate. The teacher, coach, or sponsor of the activity will provide students with written guidelines that detail any special clothing requirements and explain why the special clothing is required for the specific program, course or activity.

2. Safety Equipment and Attire.

The district will provide students with all safety equipment and attire that is required by law. Building administrators will assure that (a) such equipment is available in the appropriate classes and areas of the school buildings, (b) teachers are directed to instruct students in the use of such devices, and (c) students use the devices as required. Students are responsible for using the devices safely and as instructed.

3. Personal or Consumable Items.

The district does not provide students with personal or consumable items for participation in courses and activities including, but not limited to, pencils, paper, pens, erasers and notebooks. Students who wish to supply their own personal or consumable items may do so, as long as those items comply with the requirements of the district. The district will provide students with facilities, equipment, materials and

supplies, including books. Students are responsible for the careful and appropriate use of such property. Students will be charged for damage to school property caused by the student and will be held responsible for the reasonable replacement cost of any school property that they lose.

4. Materials Required for Course Projects.
The district will provide students with the materials necessary to complete all basic curricular projects. In courses where students choose to produce a project that requires materials beyond the basic materials provided by the district, the students will furnish the materials, purchase the materials from the school, or purchase the materials from an outside vendor with an order form provided by the school.

5. Technological Devices
The district will provide students with the technological devices necessary to complete all basic curricular projects. As with all school property, students may be charged for damage to such devices. To protect against such potential losses, students and parents may, but are not required, to purchase insurance coverage for the devices.

- Computer Insurance Fee: $30
    - Allows students to possess their assigned computers outside of school.

6. Extracurricular Activities.
The district may charge students a fee to participate in extracurricular activities to cover the district's reasonable costs in offering such activities. The district may require students to furnish specialized equipment and clothing that is required for participation in extracurricular activities, or may charge a reasonable fee for the use of district-owned equipment or attire. Attached to this policy is a list of the fees charged for particular activities. The coach or sponsor will provide students with additional written guidelines detailing the fees charged, the equipment and/or clothing required, or the usage fee charged. The guidelines will explain the reasons that fees, equipment and/or clothing are required for the activity. The following list details the maximum dollar amount of all extracurricular activities fees and the specifications for any equipment or attire required for participation in extracurricular activities:

- Student Activity Card: $25
    - Covers admission to all extracurricular events.
- FBLA: $35
    - Covers dues and an organizational shirt.
- FFA: $100

o Covers dues and jackets.

- Cheerleading, Dance Team:
  - o Students must purchase uniforms and shoes selected by the sponsor and/or student group.
- Football:
  - o Students must provide their own football shoes, undergarments, and mouthguards.
- Golf:
  - o Students must provide their own golf shoes, undergarments, clubs, and any personalized attire.
- Track and Basketball:
  - o Students must provide their own shoes, undergarments, and any personalized attire.
- Volleyball:
  - o Students must provide their own shoes, undergarments, knee pads, shorts, and any personalized attire.

7. Post-Secondary Education Costs.

Some students enroll in postsecondary courses while still enrolled in the district's high school. For a postsecondary course in which students receive high school credit (dual-credit) or a course being taken as part of an approved accelerated or differentiated curriculum program, the district may offer the course without charge for tuition, transportation, books, or other fees. Students who choose to apply for post-secondary education credit that is not dual-credit or offered as part of an approved accelerated or differentiated curriculum program must pay tuition and all other fees associated with obtaining credits from a post-secondary educational institution. As a general rule, students must pay all costs associated with such post-secondary courses. The costs of these courses will vary.

8. Transportation Costs.

The district may charge students reasonable fees for transportation services provided by the district to the extent permitted by federal and state statutes and regulations.

9. Copies of Student Files or Records.

The district will charge a fee for making copies of a student's files or records for the parents or guardians of such students. The Superintendent or the Superintendent's designee shall establish a schedule of student record fees. Parents of students have the right to inspect and review the students' files or records without the payment of a fee, and the district shall not charge a fee to search for or retrieve any student's files or records. The district will charge a fee of $0.05 per page for reproduction of student records.

10. Participation in Before-and-After-School or Pre-Kindergarten Services. The district will charge reasonable fees for participation in before-and- after school or pre-kindergarten services offered by the district pursuant to statute. The maximum dollar amount for said fees will be $1,100 per year per student.

11. Participation in Summer School or Night School.
The district will charge reasonable fees for participation in summer school or night school and may charge reasonable fees for correspondence courses.

12. Charges for Food Consumed by Students.
The district will charge for items that students purchase from the district's breakfast and lunch programs. The fees charged for these items will be set according to applicable federal and state statutes and regulations. The district will charge students for the cost of food, beverages, and the like that students purchase from a school store, vending machine, booster club or from similar sources. Students may be required to bring money or food for field trip lunches and similar activities. The maximum dollar amount charged by the district for the breakfast and lunch programs is as follows:
- Breakfast Program – Grades K-6
  - Regular Price $1.95
  - Reduced Price $0.30
- Breakfast Program – Grades 7-12
  - Regular Price $1.95
  - Reduced Price $0.30
- Lunch Program – Grades K-6
  - Regular Price $3.35
  - Reduced Price $0.40
- Lunch Program – Grades 7-12
  - Regular Price $3.50
  - Reduced Price $0.40

13. Charges for Musical Extracurricular Activities.
Students who qualify for fee waivers under this policy will be provided, at no charge, the use of a musical instrument in optional music courses that are not extracurricular activities. The following list details the maximum dollar amount of all musical extracurricular activities fees and the equipment or attire required for participation in musical extracurricular activities:
- Band:

o $50 shoe rental
o $50 uniform cleaning
o $100 instruments directly rented from the school district
● Choir:
o $50 uniform cleaning

14. Contributions for Junior and Senior Class Extracurricular Activities. Students are eligible to participate in a number of unique extracurricular activities during their last two years in high school, including prom, various senior recognitions, and graduation. In order to fund these extracurricular activities, the school district will ask each student to make a contribution to their class's fund. This contribution is completely voluntary. Students who chose not to contribute to the class fund are still eligible to participate in the extra activities. The suggested donation to the class fund will be $200.

C. Waiver Policy.
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) materials for course projects, and (3) the use of a musical instrument in optional music courses that are not extracurricular activities. Actual participation in the free or reduced-price lunch program is not required to qualify for the waivers provided in this section. The district is not obligated to provide any particular type or quality of equipment or other material to eligible students. Students who wish to be considered for waiver of a particular fee must submit a completed fee waiver application to their building principal.

D. Distribution of Policy.
This policy will be published in the Student Handbook or its equivalent that will be provided to students at no cost.

E. Voluntary Contributions to Defray Costs.
The district will, when appropriate, request donations of money, materials, equipment or attire from parents, guardians and other members of the community to defray the costs of providing certain services and activities to students. These requests are not requirements and staff members of the district are directed to clearly communicate that fact to students, parents and patrons.

F. Fund-Raising Activities
Students may be permitted or required to engage in fund-raising

activities to support various curricular and extracurricular activities in which they participate. Students who decline to participate in fund-raising activities are not eligible under this policy for waiver of the costs or fees which the fund-raising activity was meant to defray.

Student Illness

Students who suffer from a significant illness which has an actual or expected duration of six months or more may be eligible for accommodations and supports under Section 504 of the Rehabilitation Act or under the Individuals with Disabilities in Education Act. The school will provide accommodations to students who are returning to school after a prolonged absence due to illness, including pediatric cancer, through a 504 plan or an IEP, as appropriate. The student's plan will include informal or formal accommodations, modifications of curriculum and monitoring by medical or academic staff as determined by the student's IEP team or 504 committee. Parents and staff will engage in ongoing communication about the needs of a student who is facing these circumstances.

Students who become ill at school will be sent to the building office where the school nurse or other school employee will determine the appropriate response. When a child is too ill to remain at school, a school employee will contact the child's parent(s) and arrange for the child to be picked up or sent home. If an illness or injury requires immediate medical attention, school officials shall attempt to contact the child's parent(s) regarding treatment for the child. If the parents cannot be contacted, school officials may have the child treated by an available physician. Students who show symptoms of a contagious disease may be sent home, and the district may require a physician's statement before allowing such students to return to school.

Student Government

Students are encouraged to formulate and participate in elective and representative student government activities. The organization, operation, and scope of the student government shall be administered by the superintendent or designee.

Student Records

The Family Education Rights and Privacy Act ("FERPA") provides parents certain rights with respect to their student's education records. These rights include the right to inspect and review the student's education records within 45 days of the date the school receives a request for access; and the right to request the amendment of the student's education records that you believe to be inaccurate.

If parents believe one of their student's records is inaccurate, they should write to the school principal, clearly identify the part of the record they want changed, and specify why they believe it is inaccurate. If the school decides not to amend the record as requested, it will notify the parents of the decision and advise them of their right to a hearing regarding the request for amendment.

Directory Information. FERPA and the Nebraska Public Records Law authorize school districts to make "directory information" available for review at the request of non-school individuals. These laws also give parents and guardians a voice in the decision-making process regarding the disclosure of directory information regarding their children. The school district has designated the following as directory information:

> name and grade, name of parent and/or guardian, address, telephone number, including the student's cell phone number, e-mail address, date and place of birth, dates of attendance, the image or likeness of students in pictures, videotape, film or other medium, major field of study, participation in activities and sports, degrees and awards received, social media usernames and handles, weight and height of members of athletic teams, most recent previous school attended, certain class work which may be published onto the Internet, classroom assignment and/or home room teacher, student ID number, user ID, or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems (but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password, or other factor known or possessed only the authorized user). Directory information does not include a student's social security number.

Directory information about students may be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that market or manufacture class rings, sell student photographs or publish student yearbooks.

Federal law requires school districts to provide military recruiters and institutions of higher education with the names, addresses, and telephone listings of high school students unless parents have notified the school district in writing that they do not want this information disclosed without prior written parental consent. Military recruiters will be granted the same access to a student in a high school grade as is provided to postsecondary educational institutions or to prospective employers of such students.

Parents who ***OBJECT*** to the disclosure of any directory information about their student should write a letter to the principal. This letter should specify the particular categories of directory information that the parents do not wish to have released about their child or the particular types of outside organizations to which they do not wish directory information to be released. This letter must be received by the school district no later than September 1 or the current school year.

Non-Directory Information

All of the other personally identifiable information about students that is maintained in the school district's education records will generally not be disclosed to anyone outside the school system except under one of two circumstances: (1) in accordance with the provisions of the FERPA statutes and related administrative regulations, or (2) in accordance with the parent's written instructions.

One FERPA exception permits disclosure to school officials with legitimate educational interests without consent. A school official includes, but is not necessarily limited to, a teacher or other educator, administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); school board member; volunteer; contractor or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, representative of the district's insurance providers, auditor, medical consultant, therapist, or a third-party website operator who has contracted with the school district or its agent to offer online programs for the benefit of students and/or the district; members of law enforcement acting on behalf of the school district; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a "legitimate educational interest" if the official needs to review an education record in order to fulfill a school-related professional, contractual, statutory, or regulatory responsibility.

The district will share information with the Department of Education necessary to comply with the requirement of state law that all third- year high school students take a college entrance exam. Any redisclosure of information related to the administration of this exam shall be governed by the agreement between the Nebraska Department of Education and the third-party testing company.

Transfer of Records Upon Student Enrollment
Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. The school is not obligated to inform parents when it makes a disclosure under this provision.

Complaints
Individuals who wish to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA may contact the Office that administers FERPA:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Student Schedule Changes

Student schedule changes may be made without penalty during the first five school days of each semester. Drop and Add slips are to be obtained from the office of the Guidance Counselor and must be signed by the guidance counselor and building principal before they are presented to the teacher of the class that is to be added or dropped.

Student Use of AI Tools

As used in this section, artificial intelligence tools ("AI Tools") mean machine-based resources that use computer science, algorithms, large language models, and/or machine learning to perform tasks, answer questions, collect information, and respond to human-directed tasks, queries, and objectives. AI Tools include, but are not necessarily limited to, commercially-available resources like ChatGPT, Gemini, Claude and similar programs.

AI Tools may be useful to student learning. However, students and staff must ensure that student use of AI Tools should focus on using such tools as a resource and for background material, rather than using the AI Tools to complete the assignment. Therefore, AI Tools may only be used by students in accordance with the following requirements:

1. Students may not use AI tools on any assignment, test, or project unless the staff member has given express permission for the student to do so. Staff Member permission to use an AI tool on one assignment does not carry over to other assignments. Individual staff members will decide for each individual assignment the extent to which students may use AI Tools.
2. If a student uses any AI Tools in connection with a school assignment,

the student must:

a. Give proper attribution to the specific AI Tool(s) used to the same extent that students are expected to give proper attribution to other sources of information such as books, texts, encyclopedias, secondary sources, and other traditional media. Such attribution may include, but is not necessarily limited to, accurate quotations, citations, footnotes, endnotes, and/or bibliography entries.

b. Never copy and paste the output from the AI Tool into the student's work as if the student wrote such section himself or herself.

3. Students may never use AI Tools to:

a. Cheat on any assignment, test, or quiz;

b. Help answer questions on a test or quiz without staff member permission;

c. Make or share deepfakes or fake images, audio, or video of any real person;

d. Make or share sexual, nude, or intimate images of any real person—even if the image is fake or AI-made;

e. Bully, harass, threaten, intimidate or impersonate any person;

f. Place another student or staff member name, photo, voice, or personal information into an AI Tool without staff member authorization;

g. Use AI Tools to bypass accommodations, content filers, or school security.

4. A student may use AI Tools as an accommodation if his/her IEP team or Section 504 committee has approved use of the tool. The student must disclose the use of AI Tools to the staff member grading the assignment.

5. A student's failure to meet the requirements stated in this policy will constitute a violation of the district's prohibitions against cheating plagiarism and/or academic dishonesty, including but not necessarily limited to such prohibitions stated in the Student Handbook, which violation will subject the student to discipline up to and including expulsion.

6. The student requirements stated above are the minimum requirements for any student assignment. An individual teacher may impose more stringent requirements for any specific academic assignment or coursework.

Tardiness

TARDINESS

Punctuality is an important quality for the student to possess. Just as in the work world,
tardiness cannot be tolerated, so also the school must have a sound and firm policy in the matter.

Tardy #	1	2	3	4	5	6	7	8	9	10	11	12
Consequence	W	W	W	D	D	D	D	D	D	D	D	D

W=warning D=detention (30 min.)

Students who are tardy, will receive the following consequence(s):

After 3 tardies: Warning

For the 4th tardy, and each tardy following, a 30 minute detention will be served.

Telephone Calls

The school's telephone may be used only with permission of staff.

Threat Assessment and Response

The board of education is committed to providing a safe environment for members of the school community. Students, staff and patrons are urged to immediately report any statements or behavior that makes the observer fearful or uncomfortable about the safety of the school environment.

- **Definitions**

A **threat** is an expression of willful intent to physically or sexually harm someone or to damage property in a way that indicates that an individual poses a danger to the safety of school staff, students or other members of the school community.

The threat may be expressed/communicated behaviorally, orally, visually, in writing, electronically, or through any other means.

A **transient threat** is an expression of anger or frustration that can be quickly or easily resolved.

A **substantive threat** is an expression of serious intent to harm others which includes, but is not limited to, any threat which involves a detailed plan and means

A **threat assessment** is a fact-based process emphasizing an appraisal of observed (or reasonably-observable) behaviors to identify potentially dangerous or violent situations, to assessment them and to manage/address them. Threat assessment is the process of distinguishing "transient" threats from serious ones in a systematic, data-informed way.

The threat assessment process is distinct from student disciplinary procedures. The mere fact that the district is conducting a threat assessment does not by itself necessitate suspension, expulsion or emergency exclusion without complying with state law and board policy related governing those actions.

The threat assessment process is distinct from specialized instruction which a student with a disability may receive from the school district. The school district will not change a student's educational placement as that term is used in the Individuals with Disabilities in Education Act *solely* as part of a threat assessment.

- **Obligation to Report Threatening Statements or Behaviors.**

All staff and students must report **substantive threats** to a member of the administration immediately and comply with any other mandatory reporting obligations. Staff and students who are unsure whether a threat is substantive or transient should report the situation. Staff and students must make such report regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were threatened or who were the focus of the threatening behavior. Staff and students must also make such reports regardless of where or when the threat was made or the threatening behavior occurred.

THREATS OR ASSAULTS WHICH REQUIRE IMMEDIATE INTERVENTION SHOULD BE REPORTED TO THE POLICE AT 911.

3. Threat Assessment Team

A threat assessment team (team) shall be assembled by the superintendent or their designee. This team may include at least the superintendent of schools, building principal(s), and school counselor(s). It also could include information technology staff, a school nurse, and members of the mental

health profession who would be willing to work with the school. The team may not include parents or board members. Members of the school crisis team may also serve on the threat assessment team.

Not every team member need participate in every threat assessment. If the threat has been made by or is directed towards, a student with a disability, the threat assessment team must include a staff member who is knowledgeable about special education services or Section 504 of the Rehabilitation Act, as appropriate. Neither the student nor their student's family members are part of the threat assessment team.

Under the direction of the superintendent, or their designee, the team is responsible for assisting in investigating reported threats that are determined to be potentially substantive threats to school safety, evaluating the significance of each threat, and devising an appropriate response. The threat assessment team shall work closely with the crisis team in planning for crisis situations. The threat assessment team shall be familiar with mental health resources available to students, staff and patrons and shall collaborate with local mental health service providers as appropriate.

4. Threat Assessment Investigation and Response

When a threat is reported, the school administrator shall initiate an initial inquiry/triage and, in consultation with members of the threat assessment team, make a determination of the seriousness of the threat as expeditiously as possible. The school administrator must contact law enforcement if the administrator believes that an individual poses a clear and immediate threat of serious violence.

If there is no reasonably apparent imminent threat present or once such an imminent threat is contained, the superintendent will meet with a threat assessment team to evaluate and respond to the threatening behavior. The superintendent may, but is not required to, review the following types of information:

1. Review of the threatening behavior and/or communication;
2. Interviews with the individuals involved including students, staff members, and family members as necessary and/or appropriate;
3. Review of school and other records for any prior history or interventions with the students involved;
4. Any other investigatory methods that a law enforcement unit determines to be reasonable and useful.
5. The superintendent must confer with at least on member of the school's guidance counseling staff as part of his/her investigation. If

the threat has been made by, or is directed towards, a student with a disability, the superintendent must confer with a staff member who is knowledgeable about special education services or Section 504 of the Rehabilitation Act, as appropriate.

At the conclusion of the investigation, the superintendent will determine what, if any, response to the threat is appropriate. The superintendent is authorized to disclose the results of his/her investigation to law enforcement and to the target(s) of any threatened acts.

The superintendent may refer the individual of concern to the appropriate school administrator for consequences under the school's student discipline policy or, if appropriate, report the results of his/her investigation to the student's individualized education plan team.

Regardless of threat assessment activities, disciplinary action and referral to law enforcement will occur consistent with board policy and Nebraska law.

5. Communication with the Public about Reported Threats

To the extent possible, the superintendent will keep members of the school community informed about substantive threats and about the District's response to those threats. This communication may include oral announcements, written communication sent home with students, and communication through print or broadcast media. However, the superintendent will not reveal the identity of the individual of concern or of any target(s) of threatened violence unless permitted by law.

6. Coordination with the Crisis Team After Resolution of Threat

The superintendent will confer with the district's crisis team after a threat has been investigated to provide the crisis team with information that the crisis team may use in assessing or revising the district's All-Hazard School's Safety Plan.

Transportation Services

The district operates school buses as a convenience for students and parents. They represent a substantial investment, and students are expected to care for and respect them.

Transportation to School

Students who ride the bus to school will arrive in time for them to eat breakfast at school. Parents must contact their bus driver if a student will not ride the bus on a given day. Bus drivers endeavor to adhere to their

schedule, and will wait for riders only a short period of time so as not to jeopardize the time remaining for the rest of their schedule.

Non-resident or option enrollment students may ride the buses, in accordance with policy 5005.

Bus Regulations

Riding school vehicles is a privilege, not a right. The bus drivers have the same authority as teachers while transporting students. Students must comply with the following rules and all school conduct rules and directives while riding in school vehicles. In addition, students must also comply with the student code of conduct while riding in school vehicles. If misconduct is recurring, the student will not be allowed to ride the bus.

a) **Rules of Conduct on School Vehicles:**

1) Students must obey the driver promptly.
2) Students must wait in a safe place for the bus to arrive, clear of traffic and away from where the vehicle stops.
3) Students are prohibited from fighting, engaging in bullying, harassment, or horseplay.
4) Students must enter the bus without crowding or disturbing others and go directly to their assigned seats.
5) Students must remain seated and keep aisles and exits clear while the vehicle is moving.
6) Students are prohibited from throwing or passing objects on, from, or into vehicles.
7) Students may not use profane language, obscene gestures, tobacco, alcohol, drugs, or any other controlled substance on the vehicles.
8) Students may not carry weapons, look-a-like weapons, hazardous materials, nuisance items, or animals onto the vehicle.
9) Students may carry on conversations in ordinary tones, but may not be loud or boisterous and should avoid talking to the driver while the vehicle is in motion. Students must be absolutely quiet when the vehicle approaches a railroad crossing and any time the driver calls for quiet.
10) Students may not open windows without permission from the driver. Students may not dangle any item (e.g. legs, arms, backpacks) out of the windows.
11) Student must secure any item or items that could break or produce injury if tossed about the inside of the vehicle if the vehicle were involved in an accident
12) Student must respect the rights and safety of others at all times.

13) Students must help keep the vehicle clean, sanitary, and orderly. Students must remove all personal items and trash upon exiting.
14) Students may not leave or board the vehicle at locations other than the assigned stops at home or school unless approved prior to departure by the superintendent or designee.
15) Video cameras may be placed on buses, at random, to monitor student behavior on the bus.

b) **Consequences**

Drivers must promptly report all student misconduct to the administration. These reports may be oral or written. Students who violate the Rules for Conduct will be referred to their building principal for discipline. Disciplinary consequences may include a note home to parents, suspension of bus riding privileges, exclusion from extracurricular activities, in-school suspension, short- term or long-term suspension from school, and/or expulsion.

These consequences are not progressive, and school officials have discretion to impose any listed punishment they deem appropriate, in accordance with state and federal law and board policy.

c) Records

Records of vehicle misconduct will be forwarded to the appropriate building principal and will be maintained in the same manner as other student discipline records. Reports of serious misconduct may be forwarded to law enforcement.

Requests to be dropped off at a point **not** on the regular route will not be accommodated, unless extenuating circumstances arise and the request is approved by the transportation director or administration.

Students who are not regular route riders may not ride the bus home with a friend, unless the parent of the non-route student presents written permission to the bus driver ahead of time. The written permission should include the date, the non-route rider's name, the signature of the non-rider's parent, and the place approved for drop off. Such requests may not be granted if they cause overcrowding of the vans or buses (Vans-10 riders only, plus driver).

Transportation to Activities

The school district provides transportation to students who are participating in school-sponsored events and they must ride to those events in a school vehicle. Students who wish to take private transportation home from a school event must submit a release form to the sponsor that has been signed by that student's parent.

Video Surveillance, Recordings, and Photographs

The Board of Education has authorized the use of video cameras on school district property to ensure the health, welfare, and safety of all staff, students and visitors, and to safeguard District facilities and equipment. Video cameras may be used in locations deemed appropriate by the Superintendent. If a video surveillance recording captures a student or other building user violating school policies or rules or local, state, or federal laws, it may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

Recordings Made by Parents/Guardians and Patrons. Parents/guardians and patrons may make recordings of school activities intended to be public in a non-disruptive manner including things like athletic contests and school board meetings to the extent permitted by law unless otherwise lawfully restricted by the administration. Parents/guardians or patrons may not make recordings if they are volunteering or visiting school during the school day without permission of the administration or supervising staff member and subject to this policy, such as recording their child's classroom activities or recess. Parents may not record meetings with administrators or staff, including meetings related to a student's IEP or 504 Plan. Violation of this policy will result in immediate termination of any meeting that is being recorded and may be grounds for exclusion from school property, loss of volunteer privileges, or other restrictions deemed appropriate by the administration.

Recordings Made by Students. This policy applies to students during the school day on school grounds; when being transported to and from school activities or programs in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or by his or her designee; or at a school-sponsored activity or athletic event. Students may make recordings of school activities in a non-disruptive manner including things like athletic contests and other extracurricular performances to the extent permitted by law. Students generally are not permitted to record classroom instruction or members of the school community during the school day without the express consent of a staff member or as required by the student's education plan. Student use of assistive technology that has the capacity to record and/or transmit recordings (e.g. AngelSense) must be approved by the student's education team or administration. Students

remain subject to all other district policies and rules. In no event shall recordings be taken or made in restrooms, locker rooms, or other areas where there is a reasonable expectation of privacy. Students who violate this policy may be subject to discipline up to and including expulsion.

Weather-Related School Closing

The Superintendent will occasionally announce an emergency early school dismissal, late start, or cancellation of school due to extreme heat, snow, or ice. Information related to late starts or school closures will be shared in a variety of ways to help ensure that you have access to this information in an accurate, timely, and reliable manner. This information will also be provided via phone and email through our automated messaging service, School Messenger. Through social media, this information will be shared on the Heartland Facebook and Twitter pages – you can follow these accounts or find them on the homepage of our website. This information will also be provided to the following media outlets: KAWL (1370 AM), KHAS, KLKN, NTV, and KOLN. Our goal will be to make decisions as early as reasonably possible in order to provide parents, students, and staff with as much advance notice as is possible. If decisions can be made the night before a late start or a cancellation, we'll communicate that information no later than 10 PM. If closure decisions cannot be made the night before, our goal regarding early-morning decisions will be to communicate with you between 6:00 AM - 6:30 AM.

Parents should assume that school is open and a regular schedule is being followed if there is no announcement concerning the school district. Please do not call the school or individual staff members to find out whether school is being canceled. Parents who do not believe it is safe to transport their students to school may keep their students home after contacting the district office.

If schools are closed due to severe weather conditions, all after-school activities will be canceled.

Withdrawal From School

Students who are moving from the district must notify the school office.

Work Permits

The building principal or other authorized school official shall be responsible for the issuance of work permits for children in accordance with state law.

SECTION TWO

ACADEMIC INFORMATION

Honor Roll

At the end of each nine-week period, the grade point average of all classes for each student will be computed. There will be 3.25 to 4.0 GPA Honor Roll, with all A's listed with an asterisk. When computing the Honor Roll, one C will be allowed.

Class Rank

Student class rank shall be determined by using a numeric grade point average derived from all classes graded on a numeric basis. To be included in the class ranking, a student must have received a numeric grade for each core curriculum class in which he/she was enrolled. For the purposes of this policy, core curriculum shall include all courses in the areas of language arts, mathematics, science, and social studies.

Students who transfer into the school district will be eligible to be included in class ranking after six consecutive semesters of attendance.

Students who transfer into the school district in the middle of their senior year will be eligible to be included in class ranking, although a mid-year transfer will not displace the ranking of a student who has not transferred mid-year. In those circumstances there will be two students holding the relevant class ranking.

Credit for Non-Academic Work

Credit is not awarded for participation in extracurricular activities such as sports, speech, drama, etc.

Correspondence and Online Courses

Some students enroll in postsecondary courses while still enrolled in the district's high school. For a postsecondary course in which students receive high school credit (dual-credit) or a course being taken as part of an approved accelerated or differentiated curriculum program, the district may offer the course without charge for tuition, transportation, books, or other fees.

Students who choose to apply for post-secondary education credit that is not dual-credit or offered as part of an approved accelerated or differentiated curriculum program must pay tuition and all other fees associated with obtaining credits from a post-secondary educational institution. As a general rule, students must pay all costs associated with such post-secondary courses. The costs of these courses will vary.

Grades

Students will receive letter grades for their academic core classes.

HIGH SCHOOL GRADING SYSTEM

A+	98-100	4.00	C+	82-84	2.33
A	95-97	4.00	C	80-81	2.00
A-	93-94	3.67	C-	78-79	1.67
B+	90-92	3.33	D+	75-77	1.33
B	87-89	3.00	D	72-74	1.00
B-	85-86	2.67	D-	70-71	.67

A student may earn an incomplete when he or she fails to complete classroom assignments. Any student in grades 7-11 who receives an incomplete will have this grade recorded on his/her permanent record until the required work is completed to the teacher's satisfaction. If a student does not remove an incomplete by completing the minimum classroom assignments, the incomplete will be calculated as a failing grade in determining the student's grade point average.

A student who receives an incomplete during his/her senior year in a course that is required for graduation, the student must satisfactorily complete the classroom assignments to participate in the graduation ceremony. Seniors with incompletes will not be dismissed from school attendance until the classroom assignments are completed to the teacher's satisfaction.

Graduation Awards

The valedictorian and salutatorian of the graduating class shall be the students with the highest and second highest cumulative percentage grade point averages respectively in grades nine through twelve. These students will receive their awards during commencement exercises.

Students who transfer into the school district will be eligible to be included in class ranking after two semesters of attendance.

Students who transfer into the school district after the last day of the 1st quarter of their senior year will be considered to be a mid-year transfer. A mid-year transfer student will be eligible to be included in class ranking, although a mid-year transfer will not displace the ranking of a student who has not transferred mid-year. In those circumstances there will be two students holding the relevant class ranking. Mid-year transfer students will not be eligible to receive senior awards such as valedictorian and salutatorian unless the student has been enrolled in the district's high school for the last two semesters.

Semester grades are assigned numeric point values, for example an A is given 4 points of value. Quality points are calculated for each course by multiplying the number of hours for the course by the numeric value for the grade earned in the course. The total number of quality points for all courses is calculated by adding them together.

The GPA is calculated by dividing the total number of quality points by the total number of hours/credits used to determine the total number of quality points. That value is rounded/truncated to 4 decimal places.

Graduation Requirements

Students must earn 230 total credit hours in order to graduate from high school.

Required courses and credit hours that students must complete in order to qualify for the Heartland Community Schools Diploma are:

COURSE REQUIREMENTS	CREDIT HOURS
English	40
Math	30
Science	30
Social Studies *American History (10) *World History (10) *American Government (5) *Economics (5)	30
Information Technology Applications I	5
Intro to Computer Science and Technology	5
Speech	5
Health	5
PE	10
Vocational	10
Fine Arts	5
Electives	55
Total Required	230

Transfer students must meet the minimum hour requirement for graduation both in terms of total number and specific subject areas. Substitutions may be made for deficiencies in required courses, provided that it was not possible to include the courses on the student's schedule while enrolled at this school district.

Students who receive special education services are mainstreamed into the regular education curriculum when appropriate. The curriculum content of regular education classes may be modified to accommodate the individual needs and abilities of verified special education students. Each curriculum modification will be included on the student's Individual Education Plan by the Multi-Disciplinary Team and/or school staffing teams composed of special and regular education staff. Hours in special education will be counted toward a high school diploma.

Parents of students who may not qualify for their high school diploma because of academic deficiencies will be notified of this possibility by the beginning of the second semester of the student's senior year.

Graduation Ceremony

Graduation is a school-sponsored activity. All student dress code policies will be in effect. "Business Casual" attire looks great with graduation attire. Wear shoes that are comfortable and suitable for walking. Graduates should wear graduation attire appropriately and not add to or alter the regalia with additional pins, decorations, etc. The class of 2027 is a CLASS ACT and we want to make sure we look like a CLASS ACT on graduation day.

Graduation speakers – The valedictorian and salutatorian will have the opportunity to speak at graduation. In the event that there is more than one valedictorian/salutatorian, administration will make an effort to limit the speakers to two. A point system will be used where the student's ACT score will be added to the decimal of the GPA. For example, if a student carried a 4.0 and his/her ACT score was 29, their points would equal 4.29. If there is still a tie, more than two speakers would be allowed.

Homework

Classroom teachers will often assign homework. Parents who have questions about homework or concerns about class work should contact the teacher via school email. Questions not resolved by the teacher should be referred to the administration.

Each student is expected to spend some time preparing for studies outside of school hours. The amount of time that is needed will depend upon each student. Normally, at least an hour a day should be spent in preparing for an average assignment.

Students who struggle to complete assignments or who must spend an inordinate amount of time completing an assignment should seek the help and advice of their teachers and consult with the principal and/or the guidance counselor.

Mid-Term Graduation

Students most effectively obtain the skills and experience necessary to graduate from high school by completing grades 9 through 12 over the course of 4 years. Unless otherwise permitted by Board policy or other applicable law, students must finish all 4 grade levels in order to graduate.

A student who wishes to graduate from high school in less time than the ordinary eight (8) semester, grade 9-12 sequence, may request permission to complete graduation requirements on an alternate schedule. Students will be allowed to graduate at the end of the first semester of their senior year provided all graduation requirements have been met.

The student and parents/guardians will consult with high school guidance personnel to develop a graduation plan. The student's intention to accomplish this shall be stated in writing to the principal. The student's parent or legal guardian must submit a letter in support of the student's request for early graduation, and such letter is to accompany the student's written request. The request letters to the principal are to be submitted no later than six months prior to the anticipated completion of the required high school program.

A student who graduates early must complete all graduation requirements established by the board. The student who chooses early graduation will not be allowed to participate in the spring graduation ceremonies. In all school activities during second semester, the early-out graduate will be treated as a graduated student.

Report Cards

Report cards will be provided to parents following the end of the nine-week reporting period.

SECTION THREE

STUDENT DISCIPLINE

General Discipline Philosophy

The school district has the authority to discipline students who behave inappropriately on the way to school, at school, during lunch, on the way home, and at all school activities (home and away or any time while on school or district property).

The school district's discipline is guided by the following principles:

1. The school district's discipline policy is intended to ensure that students take responsibility for their behavior.
2. Behavior expectations and the consequences for failing to meet those expectations will be clearly communicated to all students and their parents.
3. The severity of consequences for violating behavior expectations will generally be progressive in nature. That is, sanctions will increase with each instance of misconduct; however, each instance will be assessed on its own facts, and sanctions will be imposed based on the severity of the misconduct.
4. Parents play a vital role in supporting and reinforcing the school district's expectations of their students.
5. Behavior expectations apply to all students; consequences are enforced consistently without regard to a student's academic record or achievement.

Extracurricular activities, including athletics, cheerleading, band, chorus, and club activities, are governed by the Student Activity Handbook. Students who are involved in extracurricular activities may face consequences related to the activity in addition to the consequences discussed in this handbook.

The school district reserves the right to refer to the appropriate non-school agency any act or conduct of its students which may constitute a crime under federal, state, county, or local law. The administration will cooperate with these agencies in their investigations.

Forms of School Discipline

Administrative and teaching personnel may take actions regarding student behavior that are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but need not be limited to, counseling of students, parent conferences, referral to restorative justice practices or services, rearrangement of schedules, requirements that a student remain in school

after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions during the day or mandatory attendance at Saturday school. When in-school suspensions, after-school assignments, Saturday School, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures; a failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school. District administrators may develop building-specific protocols for the imposition of student discipline.

In this section, references to "Principal" shall include building principals, the principal's designee, or other appropriate school district administrators.

For purposes of this section, “Parent” means parent, guardian, or educational decisionmaker of the student. “Educational decisionmaker” means a person designated or ordered by a court to make educational decisions on behalf of a child.

Any statement, notice, recommendation, determination, or similar action specified in this section shall be effectively given at the time written evidence thereof is delivered personally to or upon receipt of certified or registered mail or upon actual knowledge by a student or his or her Parent.

Any student who is suspended or expelled from school pursuant to this section may not participate in any school activity during the duration of that exclusion including adjacent school holidays and weekends. The student activity eligibility of a student who is mandatorily reassigned shall be determined on a case-by-case basis by the principal of the building to which the student is reassigned.

As a point of reference, the following chart shows some possible scenarios and possible consequences.

Heartland Community Schools - Level of Consequence

Behaviors	**Step 1** Student/ Teacher Conference	**Step 2** 1/2 Hour detention Parent Contacted	**Step 3** 1 or more hours detention assigned by off. Par Contacted	**Step 4** In-School Suspension by office Par Contacted	**Step 5** Short Term OSS 1-5 days Parent Contacted	**Step 6** LongTerm OSS 6-20 days Parent Contacted	**Step 7** Emergency Exclusion Parent Contacted	**Step 8** Alternative Education Plan Par Contacted	**Step 9** Expulsion Parent Contacted
Cheating & Plagiarism	1st Offense-zero on assign.,2nd Offense-zero & move to Step 3								
Failure to Follow Directions									
Inappropriate Clothing									
Stealing									
Lying									
Harassment/ Threats									
Cumulative Misconduct									
Skipping Assigned Area/Truancy									
Defiance of Authority Insubordination									
Aggressive behavior Profanity/Obscenity									
Assault/Fighting									
Drugs/Alcohol Tobacco									
Weapons/Explosives									

After School Sessions and Detentions

Teachers and administrators may require students to stay after school or to serve a detention when the student violates any of the rules contained in this handbook or violates classroom-specific conduct rules set by individual teachers.

- After-school sessions/detentions will begin at the time of dismissal and are to be served in the central office or the detention room designated by the building principal. A student who fails to attend an after-school session may be given a detention by the teacher or may face additional disciplinary consequences up to and including long-term suspension and/or expulsion.

In-School Suspension
The building administrator may require a student to serve in-school suspension. Students may be required to attend up to six hours per day of school-sponsored suspension a day at a designated location where they will study and participate in campus clean up. There will be zero tolerance for behavior problems from students placed in in-school suspension. Students not completing their In-School Suspension will face further disciplinary action.

Emergency Exclusion
Students may be emergency excluded from school pursuant to the board's separate policy on emergency exclusion or state law.

Short-Term Suspension
The Principal or the Principal's designee may exclude a student from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:

1. Any of the conduct described in the subsections under "Grounds for Long-Term Suspension, Expulsion, or Mandatory Reassignment" below irrespective of the location at which such misconduct; or

2. Other violations of rules and standards of behavior adopted by the board of education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

1. The Principal shall make a reasonable investigation of the facts and circumstances. Short-term suspension shall be imposed only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.

2. 2. After the principal has determined that a short-term suspension is necessary, but prior to commencement of the short-term suspension, the student and the parent will be given oral and written notice of the charges against the student. They will be advised of what the student is accused of having done, an explanation of the evidence the authorities have, and an opportunity to present evidence of the student's version of the facts.

3. Within 24 hours or such additional time as is reasonably necessary following the suspension (not to exceed an additional 48 hours), the

Principal will send a written statement to the student and the student's parent, describing: the student's conduct, misconduct, or violation of the rule or standard; the reasons for the action taken; the actions made by the school to try to discontinue or alleviate the behavior of the student prior to considering suspension; resources the school is able to provide or recommend to assist the student; and how the school plans to handle such behavior in the future, including an actionable plan aimed at maximizing strategies to keep the student in school.

An opportunity will be given to the student, and the student's Parent, to have a conference with the Principal ordering the short-term suspension before or at the time the student returns to school and shall document such effort in writing. The Principal shall determine who, in addition to the Parent, is to attend the conference. If no conference has been held, a Parent may submit a written request to the suspending principal before the student returns to school.

4. Students who are short-term suspended will be given the opportunity to complete classwork, including but not limited to examinations, under the following conditions:

Firearms. No student may bring, possess, handle, or transmit a firearm on school grounds, in a school owned vehicle, or at a school activity or event off school grounds, except as permitted by this policy.

Definition of Firearm. The term "firearm," as defined in 18 U.S.C. 921, means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or firearm silencer, or any destructive device (excluding an antique firearm).

Exceptions Regarding Firearms. The only exceptions for a student to bring or possess a weapon, including a firearm, are as follows:

1. The issuance of firearms to or possession of firearms by members of the Reserve Officers Training Corps when training or
2. Firearms which may lawfully be possessed by the person receiving instruction under the immediate supervision of an adult instructor who may lawfully possess firearms.

Consequences - Firearm. Any student who brings a firearm, as that term is defined in 18 United States Code 921, to school will be expelled from school for one calendar year. The superintendent of schools and the board

of education shall have the authority to modify the expulsion requirement on a case-by-case basis.

Long-Term Suspension

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

Expulsion

1. **Meaning of Expulsion.** Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.

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

3. **Suspension of Enforcement of an Expulsion**: Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not

more than one full semester in addition to the balance of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program/plan and to such other consequences which the school district deems appropriate.

4. **Alternative School or Pre-expulsion Procedures.** The school shall provide either an alternative school, class or educational program for expelled students or shall follow the pre-expulsion procedures outlined in Neb. Rev. Stat. 79-266.

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

The following conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, subject to the procedural provisions of the Student Discipline Act, Neb. Rev. Stat. § 79-254 through 79-296, when such activity occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event:

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes. The board has determined that the use of synthetic media such as deepfakes may constitute "similar conduct";
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (*see also board policy on weapons and firearms*);
6. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103.02 or being under the influence of a controlled substance or alcoholic liquor (*note: the term "under the influence" for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means*

any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant);

7. Public indecency as defined in section 28-806, except that this prohibition shall apply only to students at least twelve years of age but less than nineteen years of age;
8. Engaging in bullying as defined in section 79-2,137 and in these policies;
9. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults that occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section 28-319, sexual assault in the second degree as defined in section 28-320, sexual assault of a child in the second or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 28-319.01, as such sections now provide or may hereafter from time to time be amended;
10. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
11. A repeated violation of any of the following rules, or a single violation if the conduct amounts to a criminal act, if such violations constitute a substantial interference with school purposes:
    a. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, sex, national origin, or religion;
    b. Dressing or grooming in a manner which violates the school district's dress code and/or is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distracting or indecent to the extent that it interferes with the learning and educational process;
    c. Violating school bus rules as set by the school district or district staff;
    d. Possessing, using, selling, or dispensing tobacco, drug paraphernalia, an electronic nicotine delivery system, or a tobacco imitation substance or packaging, regardless of form, including cigars, cigarettes, chewing tobacco, and any other form of tobacco, tobacco derivative product or imitation, or electronic cigarettes, vapor pens, etc.;

e. Possessing, using, selling, or dispensing any drug paraphernalia or imitation of a controlled substance regardless of whether the actual substance possessed is a controlled substance by Nebraska law;
f. Possession of pornography, including creation, possession, dissemination, accessing, sale, or any other use of synthetic media, such as deepfakes;
g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically), including creation, possession, dissemination, accessing, sale, or any other use of synthetic media, such as deepfakes;
h. Engaging in initiations, defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of "hazing" as defined below. Initiations are prohibited except by permission of the superintendent;
i. Engaging in hazing as defined by state law and this policy. Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Under state criminal law, hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person. For purposes of school rules, hazing also includes any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate; personal servitude; restrictions on personal hygiene; yelling, swearing and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; binge drinking and drinking games; sexual simulation and sexual assault;
j. Bullying which shall include cyber-bullying, defined as the use of the internet, including but not limited to social networking sites

such as Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send e-mail to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target;

k. Violation of the district's computer acceptable computer use policy are subject to discipline, up to and including expulsion;
l. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a simulated or "look-a-like" weapon;
m. Using any object to simulate possession of a weapon;
n. Knowingly making a false statement or knowingly submitting false information during the Title IX grievance process or any other school investigation or making a materially false statement in bad faith in the course of a Title IX grievance proceeding or any other school investigation; and
o. Any other violation of a rule or regulation established by a school district staff member pursuant to authority delegated by the board.

The length of any suspension, expulsion, or mandatory reassignment shall be as provided or allowed by law.

Reporting Requirement to Law Enforcement

Violations of this section will result in a report to law enforcement if:

1. The violation includes possession of a firearm;
2. The violation results in child abuse;
3. It is a violation of the Nebraska Criminal Code that the administration believes cannot be adequately addressed by discipline from the school district;
4. It is a violation of the Nebraska Criminal Code that endangers the health and welfare of staff or students; or

5. It is a violation of the Nebraska Criminal Code that interferes with school purposes.

Due Process Afforded to Students Facing Long-term Suspension or Expulsion

The following procedures shall be followed regarding any long-term suspension, expulsion, or mandatory reassignment:

1. The decision to recommend discipline shall be made within two school days after learning of the alleged student misconduct. On the date of the decision to discipline, the Principal shall file with the Superintendent a written charge and a summary of the evidence supporting such charge.

2. The Principal shall serve the student and the student's Parent with a written notice by registered or certified mail or personal service within two school days of the date of the decision to recommend long-term suspension or expulsion. The 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, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student;
   b. The penalty, if any, which the principal has recommended in the charge and any other penalty to which the student may be subject;
   c. Resources the school is able to provide or recommend to assist the student;
   d. How the school plans to handle such behavior in the future, including an actionable plan aimed at maximizing strategies to keep the student in school;
   e. A statement that, before long-term suspension, expulsion, or mandatory reassignment can be invoked, the student has a right to a hearing, upon request, and that if the student is suspended pending the outcome of the hearing, the student may complete classwork and homework, including, but not limited to, examinations, missed during the period of suspension pursuant to district guidelines which shall not require the student to attend the school district's alternative programs for expelled students in order to complete classwork or;
   f. A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;

g. A statement that the principal, legal counsel for the school, the student, the student's Parent, or the student's representative has the right (i) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and (ii) to know the identity of the witnesses to appear at the hearing and the substance of their testimony; and
h. A form on which the student, the student's Parent, may request a hearing, to be signed by such parties and delivered to the principal or superintendent in person or by registered or certified mail to the address provided on the form.

3. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.

4. Nothing in this policy shall preclude the student, student's Parent or representative(s) from discussing and settling the matter with appropriate school personnel prior to the time the long-term suspension, expulsion, or mandatory reassignment takes effect.

5. If a hearing is requested within five days after receipt of the notice, the Superintendent shall recommend appointment of a hearing examiner within two school days after receipt of the hearing request. The student or the student's Parent may request designation of a hearing examiner other than the hearing examiner recommended by the superintendent if notice of the request is given to the superintendent within two school days after receipt of the superintendent's recommended appointment. Upon receiving such request, the superintendent must provide one alternative hearing examiner who is not an employee of the school district or otherwise currently under contract with the school district and whose impartiality may not otherwise be reasonably questioned. The student or the student's parent Parent must, within five school days, select a hearing examiner to conduct the hearing who was recommended or provided as an alternative hearing examiner, and shall notify the superintendent in writing of the selection. The superintendent must appoint the selected hearing examiner upon receipt of such notice.

6. The hearing examiner must, within two school days after being appointed, give written notice to the principal, the student, and the student's Parent of the time and place for the hearing.

7. The hearing shall be held within a period of five school days after appointment of the hearing examiner, but such time may be changed by the hearing examiner for good cause with consent of the parties. No hearing shall be held upon less than two school days' actual notice to the principal, the student, and the student's Parent, except with the consent of all the parties.

8. The principal or legal counsel for the school, the student, and the student's Parent, or representative have the right to receive a copy of all records and written statements referred to in the Student Discipline Act as well as the statement of any witness in the possession of the school board or board of education no later than forty-eight hours prior to the hearing.

9. If a hearing is requested more than five school days following the receipt of the written notice, but not more than thirty calendar days after receipt, the Superintendent shall appoint a hearing examiner. The hearing will be held according to the requirements of section 79-269. The student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.

10. 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.

In the event a hearing is requested, the hearing, hearing procedures, the student's rights and any appeals or judicial review permitted by law shall be governed by the applicable provisions of the Nebraska Student Discipline Act (Neb. Rev. Stat. § 79-254 to 79-294).

SECTION FOUR
School Wellness

The school district is committed to providing a school environment that enhances learning and the development of lifelong wellness. The goals outlined in this policy were determined and selected after reviewing and considering evidence-based strategies.*

1. Goals for Nutrition Promotion and Education

a. The district will promote healthy food and beverage choices for all students, as well as encourage participation in school meal programs by such methods as implementing evidence-based healthy food promotion techniques through the school meal programs and promoting foods and beverages that meet or exceed the USDA Smart Snacks in School nutrition standards.

b. The health curriculum will include information on good nutrition and healthy living habits.

c. Teachers will incorporate information on nutrition and wellness into the classroom curriculum as appropriate.

d. The district will collaborate with public and private entities to promote student wellness.

e. Water will be made available to students throughout the school day.

2. Goals for Physical Activity

a. The school district’s curriculums shall include instruction on physical activity and habits for healthy living.

b. Students will be encouraged to engage in physical activities throughout the school day and will be provided with opportunities to do so.

c. The district encourages parents and guardians to support their children's participation in physical activity, to be physically active role models, and to include physical activity in family events.

3. Goals for Other School-Based Activities Designed to Promote Student Wellness

a. The district will participate in state and federal child nutrition programs as appropriate.

b. The district will provide professional development, support, and resources for staff about student wellness.

c. Students will be provided sufficient time in which to eat school-provided meals.

d. The district's lunchrooms will be attractive and well-lighted.

e. The district will allow other health-related entities to use school facilities for activities such as health clinics and screenings so long as the activities meet the district's requirements and criteria for the use of facilities.

f. The district may partner with other individuals or entities in the community to support the implementation of this policy.

g. The district will strive to provide physical activity breaks for all students, recess for elementary students, and before and after school activities, as well as encourage students to use active transport (walking, biking, etc.)

h. The district will use evidence-based strategies to develop, structure, and support student wellness.

4. Standards and Nutrition Guidelines for All Foods and Beverages Sold to Students on the School Campus and During the School Day

a. The district will ensure that student access to foods and beverages meet federal, state and local laws and guidelines including, but not limited to:

   i. USDA National School Lunch and School Breakfast nutrition standards

   ii. USDA Smart Snacks in School nutrition standards.

b. The district will offer students a variety of age-appropriate, healthy food and beverage selections with plenty of fruits, vegetables, and whole grains aimed at meeting the nutrition

needs of students within their calorie requirements in order to promote student health and reduce childhood obesity.

5. Standards for All Foods and Beverages Provided, But Not Sold to Students During the School Day

The district may provide a list of healthy party ideas or food and beverage alternatives to parents, teachers, and students for classroom parties, rewards and incentives, or classroom snacks. The district discourages the use of food and beverages as a reward or incentive for performance or behavior.

6. Food and Beverage Marketing

Marketing and advertising is only allowed on school grounds or at school activities for foods and beverages that meet or exceed the USDA Smart Snacks in School nutrition standards, except as follows:

a. This requirement does not apply to marketing that occurs at events outside of school hours such as after school sporting or any other events, including school fundraising events.

b. The district will not immediately replace menu boards, coolers, tray liners, beverage cups, and other food service equipment with depictions of noncompliant products or logos to comply with the new USDA Smart Snacks in Schools nutrition requirements. All previously purchased products will be used, and all existing contracts honored.

c. All equipment that currently displays noncompliant marketing materials will not be removed or replaced (e.g., a score board with a Coca-Cola logo). However, as the district reviews and considers new contracts, and as scoreboards or other such durable equipment are replaced or updated over time, any products that are marketed and advertised will meet or exceed the USDA Smart Snacks in School nutrition standards

7. Public Participation

Parents, students, representatives of the school food authority, teachers, school health professionals, board members, school administrators, and members of the general public shall be allowed to provide their input to the school district during the wellness policy adoption and review process.

8. Competitive Foods (Includes Food and Beverages Sold in Vending Machines, School Stores, and Fundraisers)

a. Definitions. "Competitive food" means all food and beverages other than meals reimbursed under programs authorized by the Richard B. Russell National School Lunch Act and the Child Nutrition Act of 1966 available for sale to students on the school campus during the school day. For the purpose of competitive food standards implementation, "school day" means the period from the midnight before to 30 minutes after the end of the official school day.

b. Applicability. Except as otherwise allowed by the Nebraska Department of Education (NDE) or applicable law, all competitive food sold during the school day must meet the USDA Smart Snacks Standards and the nutrition standards found in 7 CFR § 210.11. The competitive food restrictions do not apply to food sold during non-school day hours, weekends, and off-campus fundraising events such as concessions during after-school sporting events, school plays or concerts; or to bulk food items that are sold for consumption at home. (Ex: frozen pizzas, cookie dough tubs, etc.)

c. Fundraiser Exemptions. A special exemption is allowed for the sale of food and/or beverages that do not meet the competitive food standards as required in this section for the purpose of conducting an infrequent school-sponsored fundraiser. The specially exempted fundraisers must not take place more than the frequency specified by NDE during such periods that schools are in session. No specially exempted fundraiser foods or beverages may be sold in competition with school meals in the food service area during the meal service.

d. Other Exemptions. The only other nutrition exemptions from the competitive food requirements are those found in 7 CFR § 210.11.

e. Other Limitations. No competitive food can be sold to children anywhere on school premises beginning one half hour before breakfast and/or lunch service until one half hour after meal service unless all proceeds earned during these time periods go to the school nutrition program.

9. Triennial Assessment

The school board shall assess and review this policy at least every three years to determine:

a. Compliance with this policy;

b. How this policy compares to NDE model wellness policies;

c. Progress made in attaining the goals of this policy.

The school board will update or modify this policy as appropriate.

10. Public Notice

In addition to identifying the topic on its meeting agenda as required by the Open Meetings Act, the school district will provide notice of this policy at least annually to the public and other stakeholders identified in this policy by one or more of the following methods: on its webpage, in its newsletter, in the student and employee handbooks, newspaper advertisements, direct mailings, electronic mail, and public postings.

In addition to identifying the topic on its meeting agenda as required by the Open Meetings Act, the school district will provide notice of the Triennial Assessment and progress reports towards meeting the goals in this policy using one or more of those same methods.

11. Recordkeeping

The District will retain records to document compliance with the requirements of the wellness policy at its central office.

12. Operational Responsibility

The superintendent is responsible for coordinating the implementation of this policy and for monitoring the district's progress in meeting the goals established by this policy. The superintendent will periodically report to the board on the district's progress in implementing this policy.

* These strategies include, but are not necessarily limited to, those cited in the Alliance for a Healthier Generation's Model Wellness Policy (Updated June 2020 to Reflect the USDA Final Rule) found at https://api.healthiergeneration.org/resource/2.

Title IX Policy

As required by Title IX of the Education Amendments of 1972, it is the policy of the district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any of the district's programs or activities, or in regards to admission or employment. Any person may report sex discrimination, including sexual harassment. This report must be made by any means to the district's Title IX Coordinator whose contact information can be found on the district's website and in the district's student and staff handbooks. Any other inquiries regarding the application of this policy should be referred to the Title IX Coordinator.

EMERGENCY RESPONSE TO LIFE-THREATENING ASTHMA OR SYSTEMIC ALLERGIC REACTIONS (ANAPHYLAXIS)

DEFINITION: Life-threatening asthma consists of an acute episode of worsening airflow obstruction. Immediate action and monitoring are necessary.

A systemic allergic reaction (anaphylaxis) is a severe response resulting in cardiovascular collapse (shock) after the injection of an antigen (e.g. bee or other insect sting), ingestion of a food or medication, or exposure to other allergens, such as animal fur, chemical irritants, pollens or molds, among others. The blood pressure falls, the pulse becomes weak, **AND DEATH CAN OCCUR.** Immediate allergic reactions may require emergency treatment and medications.

LIFE-THREATENING ASTHMA SYMPTOMS: Any of these symptoms may occur:

- Chest tightness
- Wheezing
- Severe shortness of breath
- Retractions (chest or neck "sucked in")
- Cyanosis (lips and nail beds exhibit a grayish or bluish color)
- Change in mental status, such as agitation, anxiety, or lethargy
- A hunched-over position
- Breathlessness causing speech in one-to-two word phrases or complete inability to speak

ANAPHYLACTIC SYMPTOMS OF BODY SYSTEM: Any of the symptoms may occur within seconds. The more immediate the reaction, the more severe the reaction may become. Any of the symptoms present require several hours of monitoring.

- **Skin:** warmth, itching, and/or tingling of underarms/groin, flushing, hives
- **Abdominal:** pain, nausea and vomiting, diarrhea
- **Oral/Respiratory:** sneezing, swelling of face (lips, mouth, tongue, throat), lump or tightness in the throat, hoarseness, difficulty inhaling, shortness of breath, decrease in peak flow meter reading, wheezing reaction
- **Cardiovascular:** headache, low blood pressure (shock), lightheadedness, fainting, loss of consciousness, rapid heart rate, ventricular fibrillation (no pulse)
- **Mental status:** apprehension, anxiety, restlessness, irritability

EMERGENCY PROTOCOL:

1. CALL 911.
2. Summon school nurse if available. If not, summon designated trained, non-medical staff to implement an emergency protocol.
3. Check airway patency, breathing, respiratory rate, and pulse.
4. Administer medications (epinephrine auto injector and nebulized albuterol) per standing order.
5. Determine cause as quickly as possible.
6. Monitor vital signs (pulse, respiration, etc.).
7. Contact parents immediately and prescribing health care practitioner as soon as possible.
8. Any individual treated for symptoms with epinephrine at a school will be transferred to a medical facility.

STANDING ORDERS FOR RESPONSE TO LIFE-THREATENING ASTHMA OR ANAPHYLAXIS:

- Administer epinephrine auto injector junior for any child less than 60 pounds or adult epinephrine auto injector for any individual over 60 pounds into the muscle towards the front and outer side of the thigh.
- Follow with nebulized albuterol while awaiting EMS.
- If symptoms persist, repeat epinephrine auto injector followed by nebulized albuterol every fifteen minutes while awaiting EMS arrival.
- Administer CPR, if indicated.

Heartland Community Schools
H & H Bearcats
Activities Section

Rules and Regulations
2026-2027

Introduction

Student participation in extracurricular activities has been linked to improved attendance, higher academic achievement, and greater student self-confidence and self-esteem. Heartland Community Schools and H & H Bearcats provide students with the opportunity to participate in a comprehensive activities program that includes athletics, fine arts, and select clubs or organizations associated with academic areas.

Although the school district believes strongly in the value of student activities, participation in the activities program is a privilege, not a right. Students must obey the rules set out in this handbook and any additional rules created by their coach or activity sponsor. This handbook is advisory and does not create a "contract" with parents, students, or staff. The administration reserves the right to make decisions and make rule revisions at any time to implement the educational program and to assure the well-being of all students. The administration is responsible for interpreting the rules contained in the handbook. If a situation or circumstance arises that is not specifically covered in this handbook, the administration will make a decision based upon all applicable school district policies, and state and federal statutes and regulations.

Please read this handbook carefully. Students and their parents are responsible for complying with all of the rules and procedures detailed in this booklet.

Parents must sign the acknowledgement and permission to participate form at the end of this handbook before their student will be permitted to participate in the activity programs of the district.

The provisions in this handbook are subject to change at the sole discretion of the Board of Education. From time to time, you may receive updated information concerning changes in the handbook. These updates should be kept within the handbook so that it is up to date. If you have any questions regarding this handbook, please contact the Superintendent for assistance.

Notice of Nondiscrimination

The school district does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The school district prohibits sex discrimination in any education program or activity in any education program or activity that it operates.

Students who believe that they have been the subject of unlawful discrimination or harassment due to their disability, or that have other related concerns or questions, should contact the following Section 504 Coordinator: Kelsey Vnoucek at 402-723-4434 (phone number), kvnoucek@heartlandschools.net (e-mail address) or in person at school.

Students who believe that they have been the subject of unlawful discrimination or harassment due to their sex, or that have other related concerns or questions, should contact the Title IX Coordinator: Josh Struckman at 402-723-4434 (phone number), jstruckman@heartlandschools.net (e-mail address), 1501 Front Street, Henderson, NE 68371 (mailing address) or in person at school.

Students who believe that they have been the subject of unlawful discrimination or harassment due to their race, color, or national origin, or that have other related concerns or questions, should contact the following Title VI Coordinator: Jeremy Klein at 402-723-4434 (phone number), jklein@heartlandschools.net (e-mail address), 1501 Front Street, Henderson, NE 68371 (mailing address) or in person at school.

Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact the secondary principal at 402-723-4434 (phone number), tcarr@heartlandschools.net (e-mail address) or in person at school. Students may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

For additional prohibited discrimination and related information, please review school district Policy 3053 – Nondiscrimination.

SECTION ONE:
GENERAL INFORMATION ABOUT THE ACTIVITIES PROGRAM

Academic Eligibility

Any student failing two or more classes will be on probation for a period of one week (beginning Wednesday), thus notifying the parent and student the need for raising the grade. If the student is still failing two or more classes the following week, the student will be ineligible for extracurricular activities for one week (beginning Wednesday). Once the student is no longer failing 2 or more classes, the student will be eligible the following Wednesday. In addition to expectations for current classes, students will also have a one week probation period for classes in which they have earned an incomplete for a quarter or semester. If the student has not completed the course after the one week probation period, the student will be ineligible until the incomplete has been resolved.

Grades for assignments that were due by 3:30 on Friday should be entered into the gradebook by Monday at 8:00 a.m. and would be included in the eligibility report. Eligibility will be determined beginning the second Monday of each quarter using the quarter average. Students and parents will be notified by email if their status is "Probation" or "Ineligible". The eligibility period will run from Wednesday until Tuesday. The next eligibility period will begin again each Wednesday.

A list of activities is found on Page 61. This list includes but is not limited to activities for which eligibility based upon meeting academic standards applies.

Possible scenario for a student being eligible/ineligible:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Week 2 of the Quarter	8:00 a.m. report Student failing 2 or more classes or 1 incomplete		Begin Probation Period		Game Day	
	8:00 a.m. report Student failing 2 or more classes	Game Day	Begin Ineligible Period			Game Day

	or 1 incomplete					
	Game Day 8:00 a.m. Report, Student failing 1 class, 0 incompletes	**Game Day**	**Begin Eligible Period**			**Play Production**
	8:00 a.m. Report...	**Game Day**	**Eligibility determined from Monday's report.**		**Game Day**	**Game Day**

Attendance at Practices and Contests

A team/activity member is not allowed to practice/compete/participate on a day he/she is unable to be in school attendance from 10:45 AM-3:30 PM because of an illness or unexcused absence unless participation is approved by the administration or athletic director. Also, if a student is unable to participate in an activity because of illness, they should not come back for another activity later that evening.

Example: A student is in school until 3:30, but goes home to rest and misses after school practice/activity. The student should not return for an evening practice or performance. The student should stay home and rest in order to recover for the next day.

Activities on Sunday are subject to the Superintendent's approval.

There will be no practice sessions held on days when school has been called off because of inclement weather.

Closings

There will be no practice sessions held on days when school has been called off because of inclement weather.

Colors

The Heartland Community School colors are Crimson, Black, and White. The H & H colors are Black, White, and Silver.

Communication with Coaches/Sponsors

1. Follow the chain of command
2. Express concerns directly to the coach
3. Notify the coach of any schedule conflicts well in advance when possible

CHAIN OF COMMAND
STEP 1: Player talks to the coach
STEP 2: Player/parent talk to the coach
STEP 3: Player/parent talk with the coach/AD
STEP 4: Player/parent talk with coach, AD/7-12 Principal

Both parenting and coaching are very difficult vocations. By establishing an understanding between coaches and parents, both are better able to accept the actions of the other and provide a more positive experience for everyone.

Students and parents/guardians are expected to communicate professionally with coaches. Any parent/guardian who fails to communicate in a professional manner may be removed from school grounds and/or not be allowed to attend sports and activities for a designated period of time.

Effective communication between participants in sports and their sponsor/coach is crucial for the development and success of both the individual athletes and the team. It is essential that athletes take responsibility for their own growth by directly engaging with coaches. This direct line of communication fosters a clear understanding of expectations, performance feedback, and areas for improvement. Parents/guardians are encouraged to support their children in developing these communication skills, but should refrain from contacting coaches on behalf of their children. This approach helps build independence, confidence, and a more professional relationship between the participant and sponsor/coach.

In short, communication channels should stay within these guidelines:

- Areas the athletes and coaches/sponsors communicate
  - Playing Time
  - Schedules (They must also be able to relay information)
  - Scheduling Conflicts

- Areas that parents/guardians and coaches communicate
  - Injuries/Safety concerns of returning to play
  - Serious discipline concerns

Parents/guardians have the right to know the expectations placed on them and their children. Coaches and sponsors have the right to know that if parents/guardians have a concern, they will discuss it with the coach/sponsor at the appropriate time and place. All concerns should be addressed with the coach/sponsor first via email or requested meeting, prior to contacting administration. If deemed necessary, a meeting may be set up with the coach/sponsor, parent/guardian, student, and administrator after the initial contact occurs between parent/guardian, student, and coach/sponsor. However, parents should be mindful of the "24 hour rule" which shall be understood to mean that parents/guardians or participants should refrain from contacting the coach/sponsor or activities director until the following day to avoid impulsivity by either the parents/guardians or coach/sponsor.

Good Sportsmanship—Behavior Expectations of Spectators

Good sportsmanship is expected to be exhibited by all coaches, sponsors, students, parents, and other spectators. The school can be punished by NSAA for a lack of good sportsmanship at NSAA sanctioned events. More importantly, activities are more enjoyable for the students when good sportsmanship is displayed.

The administration supervising an activity shall have the authority to implement good sportsmanship expectations. Any participant, parent, or spectator who fails to uphold the good sportsmanship expectations may be removed from an event and banned from returning.

Concussion Awareness

The Nebraska Unicameral has found that concussions are one of the "most commonly reported injuries in children and adolescents who participate in sports and recreational activities and that the risk of catastrophic injury or death is significant when a concussion or brain injury is not properly evaluated and managed."

The School District will:

a. Require all coaches and trainers to complete a training course approved by the Chief Medical Officer on how to recognize the

symptoms of a concussion or brain injury and how to seek proper medical treatment for a concussion or brain injury.

b. On an annual basis provide concussion and brain injury information to students and their parents or guardians prior to such students initiating practice or competition. This information will include:
    1 The signs and symptoms of a concussion;
    2 The risks posed by sustaining a concussion; and
    3 The actions a student should take in response to sustaining a concussion, including the notification of his or her coaches.

A student who participates on a school athletic team must be removed from a practice or game when he/she is reasonably suspected of having sustained a concussion or brain injury in such practice or game after observation by a coach or a licensed health care professional who is professionally affiliated with or contracted by the school. The student will not be permitted to participate in any school supervised team athletic activities involving physical exertion, including practices or games, until the student:

a. has been evaluated by a licensed health care professional;

b. has received written and signed clearance to resume participation in athletic activities from the licensed health care professional; and

c. has submitted the written and signed clearance to resume participation in athletic activities to the school accompanied by written permission to resume participation from the student's parent or guardian.

If a student is reasonably suspected after observation of having sustained a concussion or brain injury and is removed from an athletic activity, the parent or guardian of the student will be notified by the school of:

a. the date and approximate time of the injury suffered by the student,

b. the signs and symptoms of a concussion or brain injury that were observed, and

c. any actions taken to treat the student.

The school district will not provide for the presence of a licensed health care professional at any practice or game.

School officials shall deem the signature of an individual who represents that he/she is a licensed health care professional on a written clearance to resume participation that is provided to the school to be conclusive and reliable evidence that the individual who signed the clearance is a licensed health care professional. The school will not take any additional or independent steps to verify the individual's qualifications.

Dances

DANCE RULES

1. All students who come to the dance are to stay inside.
2. If students leave, they will not be readmitted.
3. Dances are intended for Heartland High School students. Outside dates must be signed up in the office and approved by the Administration prior to the dance. No dates 20 years or older will be approved. No middle school students are allowed to attend high school dances.
4. No students will be admitted to a dance after it has been in progress for 30 minutes, unless prior arrangements have been made with the sponsor and administration.
5. Beginning times will be determined by the sponsor and administration. Dances will end no later than 12:00 a.m.
6. All school rules apply to dances.
7. Specific student dress at dances may be determined by the sponsor.
8. Students need to meet extracurricular eligibility requirements to attend dances at HCS. Students must meet the same requirements in order to be considered "in good standing" to attend a dance at another school.

Electronic Communication

The school board supports the use of technology by coaches, extracurricular sponsors, and other staff members to communicate with students for legitimate educational, extracurricular, and other school-related purposes. However, electronic communication between students and teachers, sponsors, and coaches shall be appropriate at all times and shall not violate any law, district policies, or the Regulations and Standards for Professional Practices Criteria, commonly known as Rule 27 of the Nebraska Department of Education ("Rule 27"). Please see the Social Media Policy For School District Employees for further explanation.

Equipment

Each participant in the athletic portion of the activities program will be issued a locker to store his/her personal belongings and school equipment that has been checked out. Students should secure their athletic lockers with combination locks.

School-owned clothing or equipment that is checked out to individual students remains the property of the school. The clothing or equipment is not to be used or worn by the student except for the intended use. Each piece of equipment or clothing is to be returned to the instructor or coach when the season or the use for such clothing or equipment is over. Each participant is responsible for all equipment checked out to him/her. Students will be assessed the replacement cost for school equipment that has been checked out to him/her and is lost or stolen.

Fundraising

Students may raise funds for school sponsored events with the permission of the school board. Once permission has been granted by the board, the same fundraising activity my be conducted in following years. Collection boxes for school fund raising must have prior approval from the principal before being placed on school property.

The main emphasis of any fundraising campaign should be on the educational aspects of the program. Contests between rooms and schools will not be used as a promotional device.

No tickets for any purpose except for school activities authorized under Board policies or otherwise expressly permitted by the Board will be sold on school premises.

No contribution of money for any purposes will be collected from or by school children except as authorized by the Board.

It shall be the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

Individual Training Rules and Rules of Conduct

Head coaches or sponsors may develop additional training rules or rules of conduct for their activity. Students are responsible for knowing these rules and complying with them.

Initiations and Hazing

Initiations and hazing by members of classes, clubs, athletic teams, or any other organization affiliated with the district are prohibited except as otherwise permitted by this policy. Any student engaging in hazing or non-approved initiations is subject to discipline as permitted by policy and law.

Initiations are defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of "hazing" as defined below. Initiations are prohibited except by permission of the superintendent.

Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person.

Injuries

Participants who suffer any type of injury while involved in extracurricular activities must notify the coach or sponsor immediately. The coach or sponsor will then evaluate the injury and, if necessary, notify the participant's parents or seek immediate medical treatment.

If at any time during participation a doctor removes an athlete from participation because of an illness or injury, the athlete must have a written release from a doctor before participating again. The written release must be given to the coach or sponsor of the activity.

Note: The release requirement will be satisfied if the initial doctor's order specifies the duration of the student's restriction from participation and/or competition. Also see Concussion Awareness above.

Insurance

The school district does not provide medical or other insurance coverage for students who participate in athletic contests or other activities. It is the parents' responsibility to provide adequate insurance to cover any medical expenses that may be incurred while the student is participating in athletics or other activities.

The school district makes an accident insurance plan available for purchase by participants and their families through an authorized insurance agent. Information about policies which families may purchase will be available prior to each sports season and at fall registration.

Lettering Requirements

The guidelines used in determining students' eligibility for lettering can be accessed: https://tinyurl.com/yzzmbeyh

Mascot

The official mascot for Heartland Community Schools is the Huskies. The official mascot for H & H is the Bearcats.
The mascot cannot be used for non-school-sponsored purposes unless approved by the superintendent.

Practices

The individual head coach or sponsor, in cooperation with the high school principal, will schedule all starting times of practices. All participants are expected to be ready at the time set by the coach or sponsor.

To be eligible to practice, a participant must satisfy the following requirements:

1. Submit to the coach or sponsor a signed physical form, ~~A c~~ signed NSAA Form, and parent signature to indicate information was provided about concussions.
2. Furnish the high school principal with proof of insurance.

PLAYING TIME

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

1. School Representative. Student participants must demonstrate that they can and will represent themselves and their school in a manner which reflects the development of high ideals and appropriate values, which shall include good citizenship in the school and in the community.

2. Success. Student participants must demonstrate that they can make the activity program more successful, both from a standpoint of competitive success and success in promoting a positive school spirit. Characteristics for purposes of these criteria include the student's: (1) talent or skill, (2) desire to improve the student's own skills or talents as well as those of others in the activity, and (3) attitude of respect towards teammates, the coach, the school, and the community.

Secret Organizations

Secret organizations are prohibited. School officials shall not allow any person or representative of any such organization to enter upon school grounds or school buildings for the purpose of rushing or soliciting students to participate in any secret fraternity, society, or association.

Student Manager, Helpers, or Activity Aids

Students wishing to serve as student volunteers for extracurricular activities must gain the permission of the activity coach or sponsor. Student volunteers must comply with all of the rules and procedures contained in this handbook.

Sunday and Wednesday Night Activities

In order to provide students sufficient time away from school for family-related activities, the school will endeavor not to schedule activities on Wednesday evenings or on Sundays.

Practices during the school year will be organized so that all participants are showered, dressed, and/or leave the facilities by 7:00 p.m. on Wednesday nights. An exception to this guideline would be when a team, group of students, or an individual may be required to participate in an activity sponsored by the conference, district, or state on a Wednesday night. Practices and activities during the summer that extend past 7:00 p.m. must have the prior approval of the superintendent.

The school does not allow Sunday practice sessions, except when a varsity team, group of students, or individual is scheduled to compete or perform on a Monday. Practices scheduled for a Sunday must have the prior approval of the superintendent.

Transportation

All participants are expected to ride to and from away activities by means of approved school transportation.

A participant may ride home with his or her parent/guardian only if the parent/guardian personally contacts the sponsor at the activity. A participant may ride home with an adult if the participant's parent/guardian has personally contacted the principal prior to the activity and the adult

personally contacts the sponsor at the activity prior to leaving with the student. Parents are discouraged from requesting to take their children home after an away contest or performance. Travel to and from an event provides time for the students to further develop a strong team concept.

Weight Room

The weight room has been developed to help each athlete, student, or adult in the community maintain a level of physical fitness. No one may use the weight room or equipment without proper supervision. The school will develop a schedule for use of the weight room by athletes during the school year and during the summer months.

The weight room is a high demand area within the school facilities. The following guidelines will help determine the priorities in reference to use if more than one group desires to use the facility at the same time:

1. Physical education instruction
2. By the team sports, which are in season
3. Conditioning programs for athletes not currently out for a sport
4. Summer conditioning programs
5. Adult education

SECTION TWO:
AVAILABLE ACTIVITIES

Athletic Teams

Basketball (boys and girls)
Cheerleading
Football
Golf (boys and girls)
Track (boys and girls)
Volleyball

Art Club

Membership is open to those students who wish to work on out of class projects.

Band

The school district sponsors marching band, pep band, and jazz band in addition to concert band. Participants should be enrolled in band class in order to be eligible to participate in these groups.

Future Business Leaders of America (FBLA)

FBLA is an integral part of the vocational business department and membership is limited to those students with at least one semester of work in the business education field. One of the primary objectives of FBLA is developing leadership and responsibility.

Future Farmers of America (FFA)

FFA is an integral part of the agricultural education department and all students of that department are urged to belong. The activities include training in leadership, opportunities for travel and recreation, and safety and community service activities. Students may participate in field trips, conventions, judging contests, and hands-on experience.

National Honor Society

The National Honor Society is a national organization that recognizes student character, scholarship, leadership, and service to the school.

Student members shall be selected from the sophomore, junior and senior classes by the high school faculty.

SECTION THREE:
CODE OF CONDUCT

TIER 1 CODE OF CONDUCT

Grooming and dress. Participants must at all times be appropriately groomed and dressed for the activity that they are participating in.

a. A participant's attire (e.g. clothing, jewelry, piercings, adornments, accessories, etc.) and grooming (e.g. hairstyles, hygiene, etc.) must not be clearly inappropriate for the occasion.
b. A participant's attire or grooming must not increase risks to the health/safety of the participant or to others.
c. A participant's grooming and dress must generally align with the educational purposes of the school district as articulated in the school's Mission, Vision, and Beliefs.
d. The ability for participants to participate in practices, competitions, public performances, etc. may be affected should they fail to meet reasonable expectations for grooming and dress.
e. The coach/sponsor of an activity/activity program is given broad discretion to give direction and/or guidance to participants in general areas of concern as it relates to grooming and dress.
f. The coach/sponsor of an activity/activity program is encouraged to collaborate with participants, a participant's parents/guardians, or school administration when attempting to resolve significant or delicate areas of concern related to grooming and dress.

6. Dependability and attendance. Participants are expected to demonstrate a high degree of dependability by maintaining regular and consistent attendance in school and in their school activities.
    a. The ability for participants to participate in competitions, public performances, etc. may be affected should they fail to demonstrate adequate attendance in those school activities (i.e. practices, competitions, etc.).
        i. Coaches/sponsors of activities are given broad discretion to align the roles, opportunities, and responsibilities that they delegate to participants in proportion to the dependability, preparation, and ability demonstrated by participants.
    b. An '*intentional skip*' is a situation where a participant intentionally fails to attend a required activity that is approved by the district such as practices, competitions, etc. by choice (i.e. the only determining factor was the participant's decision to not be in attendance). An intentional skip would not include circumstances involving illness, conflicts with related to a

participant's involvement in their other activities, or conflicts related to participant's family-circumstances.

i. When an intentional skip occurs, a coach/sponsor will be permitted, but is not required, to suspend the participant for the next, immediate competition, public performance, etc.
    1. When a student is suspended from participation they will not be allowed in any form or fashion to travel with, dress with, prepare with, bench with, appear with, or assist with the team/group as it relates to the specific competition, public performance, etc. for which they are suspended.
    2. The participant will, however, continue to be required to participate as normal related to non-competition/performance days, events, practices, etc.
    3. Prior to the suspension taking effect, the coach/sponsor will be required to notify the participant, the A.D., the principal, and a parent/guardian in writing. The use of email will be sufficient to meet this requirement.
    4. An appeal of such determination can be made to the principal.
        a. The appeal must be in writing and submitted by a parent/guardian.
        b. Only one appeal can be made per occurrence.
        c. The appeal must be submitted prior to the suspension taking practical effect.
        d. The only grounds for appeal will be demonstrating that the participant did not intentionally skip participation in their required activity.

ii. If a participant accumulates two or more intentional skips, the coach/sponsor of that activity may, but is not required to, make a written request to the school administration that the participant be dismissed from the activity/activity program for the remainder of the school year.
    1. Such a request must be made in writing and provided to the participant, the A.D., the principal, and a parent/guardian of the participant. The use of email will be sufficient to meet this requirement.
    2. Determinations of suspension or removal based on these grounds will be made in writing and such determinations can only be made through unanimous

agreement of the coach/sponsor, A.D. and principal; such determinations will then require written approval of the superintendent.

3. An appeal of such determination can be made to the superintendent.
    a. The appeal must be in writing and submitted by a parent/guardian.
    b. Only one appeal can be made per occurrence.
    c. The appeal must be submitted within 3 school days of the superintendent's initial approval.
    d. The written appeal must state the grounds upon which the appeal is being made.

7. Curfew. Activity sponsors may be allowed to establish reasonable curfew rules for participants of their activity. In such cases, said curfew rules must be approved by the A.D., the principal, and the superintendent prior to taking effect.
    a. Participants in an activity/program will be expected to meet such properly established curfew expectations for that activity.
    b. The ability for participants to participate in competitions, public performances, etc. may be affected should they fail to satisfactorily meet the curfew expectations properly established for that activity/program.
    c. When a gross or aggravated violation of a curfew rule occurs, a coach/sponsor will be permitted, but is not required, to suspend the participant for the next, immediate competition, public performance, etc.
        i. When a student is suspended from participation they will not be allowed in any form or fashion to travel with, dress with, prepare with, bench with, appear with, or assist with the team/group as it relates to the specific competition, public performance, etc. for which they are suspended.
        ii. The participant will, however, continue to be required to participate as normal related to non-competition/performance days, events, practices, etc.
        iii. Prior to the suspension taking effect, the coach/sponsor will be required to notify the participant, the A.D., the principal, and a parent/guardian in writing. The use of email will be sufficient to meet this requirement.
        iv. An appeal of such determination can be made to the principal.
            1. The appeal must be in writing and submitted by a parent/guardian.
            2. Only one appeal can be made per occurrence.

3. The appeal must be submitted prior to the suspension taking practical effect.
4. The only grounds for appeal will be demonstrating that the participant did not commit a gross or aggravated violation of a properly established curfew rule.

8. Conduct unbecoming. All activities and activities programs provided by the district are done so with the express purpose of furthering school purposes in so much as all programs and participation in such programs should align with the Mission, Vision, and Beliefs of the district. All activities and activities programs provided by the school are unique opportunities provided to students to enhance their learning and development in alignment with the Mission, Vision, and Beliefs of the school. Accompanying these unique opportunities is a unique responsibility for those that chose to participate in the school's activities and activity programs. That responsibility includes acting as ambassadors and leaders of our school community - participants are expected to accept the responsibility of representing themselves, their activity, their school, and their communities as positive, mature, and respectful examples of the school and its Mission, Vision, and Beliefs.
    a. Participants will be held accountable to meeting these expectations by the coach/sponsor of the activity in which they participate. Coaches/sponsors have the responsibility and authority to guide, counsel, and teach participants to this end within the programs that they supervise. Coaches/sponsors may issue reasonable consequences, not specifically prohibited by the school, in the course of carrying out their responsibilities.
    b. Gross or aggravated circumstances of conduct unbecoming on the part of an activity participant may warrant the suspension of or the outright removal of a participant from participation and/or membership in an activity/activity program for up to the remainder of the current school year.
        i. Said consideration can only be initiated in writing by the coach/sponsor, the A.D., or the principal.
        ii. When such consideration initiated, the request to consider must be made in writing and provided to the participant, the A.D., the principal, and a parent/guardian of the participant.
        iii. Determinations of suspension or removal based on these grounds will be can only be made through unanimous agreement of the coach/sponsor, A.D. and principal; such determinations will then require written approval of the superintendent.

iv. An appeal of such determination can be made to the superintendent.
    1. The appeal must be in writing and submitted by a parent/guardian.
    2. Only one appeal can be made per occurrence.
    3. The appeal must be submitted within 3 school days of the superintendent's initial approval.
    4. The written appeal must state the grounds upon which the appeal is being made.

TIER 2 CODE OF CONDUCT

The Tier 2 Code of Conduct applies to all students in grades 7-12. Consequences for violations of the Tier 2 Code of Conduct will affect the ability for students in grades 7-12 to perform, compete, or otherwise publicly represent Heartland Community Schools through its various activities and/or extracurricular programs.

When The Policy Applies & When Violations Can Occur

Heartland Community Schools students can be found to be in violation of the school's Tier 2 Code of Conduct for offenses that are determined to be violations of the code of conduct when such offenses occur within the circumstances that are specified below:

1. At all times, places, or locations for the continuous period of time beginning at 12 AM on Monday of Week 6 (as determined by the standard NSAA calendar) through 11:59 PM on Saturday of Week 47 (as determined by the standard NSAA calendar).

2. At any time, place, or location while clearly acting under the umbrella of Heartland Community Schools or while under the custodial direction and/or supervision of Heartland Community Schools, its programs, its personnel, or its agents.
    a. Common examples where this might occur outside of the 42-week timeframe specified above might include, but are not limited to: while attending an open gym in the summer, while attending a summer weight training session, while attending or traveling to a summer league or summer team camp event, while attending a music program trip, while attending a National FBLA Conference, etc.

Tier 2 Code of Conduct Violations

1. Intentional use, possession, purchase, theft, or distribution of any product containing or used to consume tobacco or nicotine (e.g. cigarettes, smokeless tobacco, e-cigarette, vape pen, vape cartridge, etc.). Determined by a preponderance of evidence.

2. Intentional use, possession, purchase, theft, or distribution of any product containing alcohol. Determined by a preponderance of evidence.
3. Is convicted, or determined by a preponderance of evidence, of committing an act that is defined in state law as a misdemeanor, other than a minor traffic violation or those violations identified in Violation 8.
4. Intentional use, possession, purchase, theft, or distribution of any product containing, or used to consume, kratom or any psychoactive cannabinoids (e.g. delta-8) Determined by a preponderance of evidence.
5. Intentional possession, purchase, theft, or distribution of any illegal drug paraphernalia. Determined by a preponderance of evidence.
6. Intentional, non-prescribed use, possession, purchase, theft, or distribution of any prescription drug. Determined by a preponderance of evidence.
7. Intentional use, possession, purchase, theft, or distribution of any illegal drug. Determined by a preponderance of evidence.
8. Is convicted, or determined by a preponderance of evidence, of committing an act that is defined in state law as misdemeanor abuse, assault, intimidation, or theft.
9. Is convicted, or determined by a preponderance of evidence, of committing an act that is defined in either state or federal law as a felony.

When Consequences Apply & When Ineligibility Can Occur
Heartland Community Schools students determined to be in violation of the Tier 2 Code of Conduct will deemed to be ineligible for publicly competing, performing, or participating in school activities as a representative of Heartland Community Schools or any of its activity, extracurricular, or co-curricular programs to the extent that such participation is not directly related to any academic grading requirements.

A period of ineligibility will begin immediately upon the principal's determination that a violation has occurred, and the first day of the ineligibility period will coincide with the day that the student is provided with notice, in any form, of said determination. The length of a period of ineligibility will be based upon the type/seriousness of the violation, and the aggregate number of violations that a student has accumulated. All periods of ineligibility will be assigned in terms of calendar days and the length of said periods will be for the number of days prescribed below.

Activities and/or events for which an ineligibility period applies include, but are not limited to:

- Interscholastic Athletic Competition
- Public Intrascholastic Athletic Competitions
- Art Club
- Dances (including Homecoming and Prom)
- Drama Performances
- FBLA
- FFA
- Instrumental Music Performances
- Math Team
- National Honor Society
- Out-Of-State Travel
- Overnight Travel
- Quiz Bowl
- Robotics
- Summer League Competitions
- Team Camp Participation
- Vocal Music Performances

*** Ineligibility will not be applied to co-curricular events where performance/participation is an academic grading requirement - in all such cases such exemption requires prior approval of the principal.**

In novel or ambiguous circumstances where intent or precedent has not been clearly established, the school administration will apply the following standard:

> Heartland Community Schools students determined to be in violation of the Tier 2 Code of Conduct will be ineligible to participate, perform, attend, or otherwise be involved in an event or excursion where such participation, performance, attendance, or involvement:
>
> 1. Would clearly imply that the student is publicly acting as a sponsored representative of the school; and
> 2. Would occur during the period of ineligibility that is properly assigned to any determination of violation in accordance with the established consequences in the Tier 2 Code of Conduct.

Assigned Periods Of Ineligibility

Violation		Prescribed Period Of Ineligibility For Competition / Public Performance / School Representation					
		A: 15 calendar days	B: 30 calendar days	C: 45 calendar days	D: 60 calendar days	E: 90 calendar days	F: 180 Calendar Days
1	Intentional use, possession, purchase, theft, or distribution of any product containing or used to consume tobacco or nicotine (e.g. cigarettes, smokeless tobacco, e-cigarette, vape pen, vape cartridge, etc.). Determined by a preponderance of evidence.	If first aggregate violation.	If second aggregate violation.	If third aggregate violation.	If fourth aggregate violation.	If fifth aggregate violation.	If sixth aggregate violation.
2	Intentional use, possession, purchase, theft, or distribution of any product containing alcohol. Determined by a preponderance of evidence.	If first aggregate violation.	If second aggregate violation.	If third aggregate violation.	If fourth aggregate violation.	If fifth aggregate violation.	If sixth aggregate violation.
3	Is convicted, or determined by a preponderance of evidence, of committing an act that is defined in state law as a misdemeanor, other than a minor traffic violation or those violations identified in Violation 8.		If first aggregate violation.	If second aggregate violation.	If third aggregate violation.	If fourth aggregate violation.	If fifth aggregate violation.
4	Intentional use, possession, purchase, theft, or distribution of any product containing, or used to consume, kratom or any psychoactive cannabinoids (e.g. delta-8) Determined by a preponderance of evidence.		If first aggregate violation.	If second aggregate violation.	If third aggregate violation.	If fourth aggregate violation.	If fifth aggregate violation.
5	Intentional possession, purchase, theft, or distribution of any illegal drug paraphernalia. Determined by a preponderance of evidence.		If first aggregate violation.	If second aggregate violation.	If third aggregate violation.	If fourth aggregate violation.	If fifth aggregate violation.
6	Intentional, non-prescribed use, possession, purchase, theft, or distribution of any prescription drug. Determined by a preponderance of evidence.			If first aggregate violation.	If second aggregate violation.	If third aggregate violation.	If fourth aggregate violation.
7	Intentional use, possession, purchase, theft, or distribution of any illegal drug. Determined by a preponderance of evidence.			If first aggregate violation.	If second aggregate violation.	If third aggregate violation.	If fourth aggregate violation.
8	Is convicted, or determined by a preponderance of evidence, of committing an act that is defined in state law as misdemeanor abuse, assault, intimidation, or theft.			If first aggregate violation.	If second aggregate violation.	If third aggregate violation.	If fourth aggregate violation.
9	Is convicted, or determined by a preponderance of evidence, of committing an act that is defined in either state or federal law as a felony.			If first aggregate violation.	If second aggregate violation.	If third aggregate violation.	If fourth aggregate violation.
Periods of ineligibility will begin on the day of determination. The day of determination will count as Day 1 as the days that constitute the period of ineligibility are counted out.							
Penalties listed herein are minimum penalties applicable only to eligibility in activities. The penalties prescribed herein, may be in addition to, or secondary to, other penalties as may be prescribed elsewhere in school regulations, board policy, state statute, or federal law.							

Report Of Alleged Violation

An alleged violation of the Tier 2 Code of Conduct will be evaluated once it is considered to be *reported* to the school principal. The process of evaluating alleged violations begins with a report to the school principal. An alleged violation is considered to be reported when sufficient information is discovered by the school administration, or brought forward to the school principal by a coach, sponsor, school personnel, through a public record, or other credible person or source of information.

Determination Of A Violation

After a reported violation, the principal will discuss the violation with the student and notify his/her parent(s). If the principal finds sufficient information exists to suggest that a violation likely has occurred within the jurisdictional authority of the school, they will investigate the allegation and the necessary facts directly related to the allegation. If upon a preponderance of the evidence available, the principal determines that a violation has occurred, the student along with their parent/guardian will be notified, along with the necessary school personnel. The principal will

reduce their findings to writing and provide written notice to the parent/guardian.

Upon a determination of a violation, the principal will assign the appropriate period of ineligibility, said period of ineligibility will be for the number of days as prescribed in the handbook for the violation. The period of ineligibility will begin immediately upon the principal's determination and the first day of the ineligibility period will coincide with the day that the student is provided with notice, in any form, of said determination.

Appealing The Determination Of A Violation
A parent/guardian may appeal the determination of the principal to the superintendent. Any such appeal must be submitted to the superintendent in writing no later than the fifth day of the period of ineligibility assigned to the student. The superintendent will provide a written response to the request for appeal within 5 days of receiving the request for appeal. The request for appeal must include the grounds for the appeal. The only grounds for an appeal that can be considered are 1) whether the actions in question are a violation of the Tier 2 Code of Conduct, and 2) whether the consequences assigned to the student are congruent with the consequences prescribed by the handbook.

Periods Of Aggregation
In assigning periods of ineligibility for violations of the code of conduct, the principal will take into account the aggregate number of violations acquired by a student. Acquired violations will be aggregated during two separate periods. Violations that a student is determined to have acquired during their 7th and 8th grade years will be consecutively aggregated together. Violations that a student is determined to have acquired during their 9th, 10th, 11th, and 12th grade years will be consecutively aggregated together but separately from the aggregated violations that a student acquires during either their 7th or 8th grade years. Consequences (i.e. periods of ineligibility) for a violation that was determined to have occurred in either the 7th or 8th grade will not extend beyond the point in time in which a student is determined, for the purposes of this policy, to become a 9th grade student.

For the purposes of this policy:
Immediately upon their classification, for the purposes of this policy, as a 7th grade student, or at any such time that is subsequent to when such classification would have occurred, and through the time that they cease to be classified as a 12th grade student; Heartland Community Schools students must be classified as either a 7th, 8th, 9th, 10th, 11th or 12th grade student.

A Heartland Community Schools student becomes a 7th grade student at 12 AM on Monday of the Week 6 (as determined by the standard NSAA calendar) that immediately precedes the school year in which they will be classified by the school as being in 7th grade.

A Heartland Community Schools student becomes a 9th grade student at 12 AM on Monday of the Week 6 (as determined by the standard NSAA calendar) that immediately precedes the school year in which they will be classified by the school as being in 9th grade.

A Heartland Community Schools student ceases to be a 12th grade student at 12 AM on Monday of the Week 6 (as determined by the standard NSAA calendar) is immediately subsequent to the date upon which their high school diploma is conferred.

HEARTLAND COMMUNITY SCHOOL
TRAINING AND PARTICIPATION RULES AND VIOLATION REPORT

Student_____ Date of Violation_____

Nature of Violation_____
_____
_____
_____

Discipline Action Taken_____
_____
_____
_____
_____

Violation Reported By_____Date_____
Are there any previous violations this school year?_____

Yes & Date No

_____
_____

Did student admit to violation?
_____

Yes No

Contact with parent/guardian_____
_____

Yes & Date No Letter-Phone-Visit

Comments: _____
_____
_____
_____
Other student(s) reported involved:_____
_____
The dates of this suspension shall be from_____to _____ and_____to if necessary.

_____ _____
Signature of Reporting Administrator Date

SECTION FOUR:
CONCUSSIONS

Concussion Return to Learn – A Closer Look at the Protocol

Steps	Progression	Description
1	**HOME- Relative Rest**	• Stay at Home, No Driving • No Mental Exertion (Computer, Texting, Homework)
2	**HOME- Light Mental Activity**	• Stay at Home, No Driving, No Prolonged Concentration. • Up to 30 Minutes of Mental Exertion
Progress to next level when able to handle up to 30 minutes of mental exertion without increase in symptoms		
3	**School- Part Time** • Maximum Accommodations • Shortened Day/Schedule • Built-in Breaks	• Modify rather than postpone academics • Extra time, extra help, and modification of assignments. • No significant classroom or standardized testing • Provide quiet place for scheduled mental rest.
Progress to next level when able to handle up to 30-40 minutes of mental exertion without increase in symptoms		

4	**School- Part Time** • Moderate Accommodations • Shortened Day/Schedule	• Moderate decrease of extra time, help and modified assignments. • Modified classroom testing. • Modified standardized testing.
Progress to next level when able to handle up to 60 minutes of mental exertion without increase in symptoms		
5	**School- Full Time** • Minimal Accommodations	• Continued decrease of extra time, help and modification of assignments. • May require support in academically

		challenging subjects • No Standardized tests, but routine tests OK
Progress to the next level when able to handle all class periods in succession without increase in symptoms AND receives medical clearance for full return to academics and athletics.		
6	**School Full Time** • Full Academics • No Accommodations	• Attends all classes-Standardized Tests OK

Things to Note:

•Progression is individual. Students may start at any step and remain there as long as necessary.
•Return to the previous step if symptoms increase.
•When symptoms continue beyond 2-3 weeks, extended in-school support is required.
Consider requesting an SAT or a 504 meeting to plan and coordinate student supports.

Return to Play – A Closer Look

Steps	Progression	Exercise
1	**No physical activity as long as there are symptoms.**	• Complete Physical Rest.
Progress to Step 2 when cleared by a medical provider and 100% symptom free for 24 hrs.		
2	**Light Aerobic Activity** • Increase heart rate • Light to moderate exercise that does not require cognitive attention or high degree of concentration.	• 10-15 minutes of exercise, no resistance training. •Walking •Swimming •Exercise Bike
Progress to Step 3 when symptom free for 24 hours after step 2 activities. If symptoms return, go back to Step 2.		
3	**Sport Specific Exercise** • Add movement • Increased attention to coordination required.	• 20-30 minutes of supervised play, low risk activities. •Running in gym, on field or treadmill •NO weightlifting •NO head impact activities •NO helmet or other equipment.
Progress to Step 4 when symptom free for 24 hours after step 3 activities. If symptoms return, go back to step 3.		

4	**Non-contact training drills** •Exercise, coordination •Athletes sport without risk of head injury	• Progression to more complex training drills- run/jump as tolerated. • May start progressing resistance training • Non-Contact training in full equipment
Progress to Step 5 when symptom free for 24 hours after step 4 activities. If symptoms return, go back to step 4.		
5	**Full Contact Practice** • Normal training activities after medical clearance. •Restores Confidence •Functional skills assessed by coaching staff	• Full contact practice/training
Progress to Step 6 when symptom free for 24 hours after step 2 activities. If symptoms return, go back to Step 5.		
6	**Return to Play**	• Normal game play with no restrictions

Things to Note:

•Concussion Management Team should be aware of the state laws and which healthcare providers may clear a student.

•To begin the return to play progression:
Student must be symptom free;
Student should have no academic accommodations in place;
Student must be cleared by a health care provider.

•Student may spend 1-2 days at each step before advancing.
•If post-concussion symptoms occur at any step, stop activity and have the Concussion Management Team reassess.

A Parent's Guide to Concussions

WHAT IS A CONCUSSION?

A concussion is a brain injury that results in a temporary disruption of normal brain function. A concussion occurs when the brain is violently rocked back and forth or twisted inside the skull as a result of a blow to the head or body. An athlete does not have to lose consciousness ("knocked-out") to suffer a concussion.

CONCUSSION FACTS

- It is estimated that more than 140,000 high school athletes across the United States suffer a concussion each year. (Data from NFHS Injury Surveillance System).
- Concussions occur most frequently in football, but girl's lacrosse, girls' soccer, boy's lacrosse, wrestling, and girls' basketball follow closely behind. All athletes are at risk.
- A concussion is a traumatic injury to the brain.
- Concussion symptoms may last from a few days to several months.
- Concussions can cause symptoms that interfere with school, work, and social life.
- Athletes who have symptoms from a concussion should not return to sports because they are still at risk for prolonging symptoms and further injury.
- A concussion may cause multiple symptoms. Many symptoms appear immediately after the injury, while others may develop over the next several days or weeks. The symptoms may be subtle and are often difficult to fully recognize.

WHAT ARE THE SIGNS AND SYMPTOMS OF A CONCUSSION?

Signs Observed by Parents or Guardians

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows behavior or personality changes
- Can't recall events prior to hit or fall
- Can't recall events after hit or fall

Symptoms Reported by Athlete

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light or noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion
- Does not "feel right

WHAT SHOULD I DO IF I THINK MY CHILD HAS HAD A CONCUSSION?

An athlete who is suspected of having a concussion must be removed from play immediately, whether it is in a game or practice. Continuing to participate in physical activity after a concussion can lead to worsening concussion symptoms, increased risk of further injury, and even death. Parents and coaches are not expected to be able to "diagnose" a concussion, as that is the job of a medical professional. However, they must be aware of the signs and symptoms of a concussion and if they are suspicious, the child must stop playing:

WHEN IN DOUBT – SIT THEM OUT!

Every athlete who sustains a concussion needs to be evaluated by a health care professional who is familiar with sports concussions. Parents should call their child's physician, explain what has happened, and follow the physician's instructions. A child who is vomiting, has a severe headache, or has difficulty staying awake or answering simple questions should be taken to the parent's doctor or emergency room immediately.

WHEN MAY AN ATHLETE RETURN TO PLAY FOLLOWING A CONCUSSION?

No athlete who has suffered a concussion should return to play or practice the same day. Previously, athletes were allowed to return to play if their symptoms resolved within 15 minutes of the injury. Studies have shown that the young brain does not recover quickly enough for an athlete to return to activity in such a short time.

Concerns about athletes who return to play too quickly have led state lawmakers in Oregon and Washington to pass laws stating that **no athlete shall return to play on the day he or she suffered a concussion and the athlete must be cleared by an appropriate health care professional before he or she are allowed to return to play in games or practices**. The laws also mandate that coaches receive education on recognizing the signs and symptoms of concussion.

Once an athlete is free of symptoms of a concussion and is cleared to return to play by a health care professional knowledgeable in the care of sports concussions, he or she should proceed with activity in a step-wise fashion to allow the brain to readjust to exertion. On average, the athlete will complete a new step each day. The return-to-play schedule should proceed as below following medical clearance:

Step 1: Light exercise, including walking or riding an exercise bike. No weight-lifting.
Step 2: Running in the gym or on the field. No helmet or other equipment.
Step 3: Non-contact training drills in full equipment. Weight training can begin.
Step 4: Full contact practice or training.
Step 5: Game play.

If symptoms occur at any step, the athlete should cease activity and be re-evaluated by a health care provider.

HOW CAN A CONCUSSION AFFECT SCHOOLWORK?

Following a concussion, many athletes will have difficulty in school. These problems may last from days to months and often involve difficulties with short and long-term memory, concentration, and organization.

In many cases, it is best to reduce the athlete's class load after the injury. This may include staying home from school for a few days, followed by a lightened schedule for a few days or perhaps a longer period of time if needed. Decreasing the stress on the brain soon after a concussion may reduce symptoms and shorten the recovery period.

WHAT CAN YOU DO?

- Both you and your child should learn to recognize the "Signs and Symptoms" of a concussion as listed above.
- Emphasize to administrators, coaches, teachers, and other parents your concerns and expectations about concussion and safe play.
- Teach your child to tell the coaching staff if he or she experiences such symptoms.
- Teach your child to tell the coaching staff if he or she suspects that a teammate has a concussion.
- Monitor sports equipment for safety, fit, and maintenance.
- Ask teachers to monitor any decrease in grades or changes in behavior that could indicate concussion.
- Report concussions that occurred during the school year to appropriate school staff. This will help in monitoring injured athletes as they move to the next season's sports.

OTHER FREQUENTLY ASKED QUESTIONS:

Why is it so important that an athlete not return to play until they have completely recovered from a concussion?

An athlete who has not fully recovered from an initial concussion is very vulnerable to recurrent, cumulative, and even catastrophic consequences of a second concussive injury. Such difficulties are prevented if the athlete is allowed time to recover from the concussion and return-to-play decisions are carefully made. No athlete should return to sport or other at-risk participation when symptoms of a concussion are present and recovery is ongoing.

Is a "CT scan" or MRI needed to diagnose a concussion?

Diagnostic testing which includes CT ("CAT") and MRI scans are rarely needed following a concussion. While these are helpful in identifying life-threatening brain injuries (e.g., skull fracture, bleeding, swelling), they are not normally used, even by athletes who have sustained severe concussions. A concussion is diagnosed based upon the athlete's story of the injury and the health care provider's physical examination.

What is the best treatment to help my child recover more quickly from a concussion?

The best treatment for a concussion is rest. There are no medications that can speed the recovery from a concussion. Exposure to loud noises, bright lights, computers, video games, television, and phones (including text messaging) may exacerbate the symptoms of a concussion. You should allow your child to rest as much as possible in the days following a concussion. As the symptoms decrease, you may allow increased use of computers, phone, video games, etc., but the access must be reduced if symptoms worsen.

How long do the symptoms of a concussion usually last?

The symptoms of a concussion will usually go away within one week of the initial injury. You should anticipate that your child will likely be out of sports for about two weeks following a concussion. However, in some cases, symptoms may last for several weeks or even months. Symptoms such as headache, memory problems, poor concentration, and mood changes can interfere with school, work, and social interactions. The potential for such long-term symptoms indicates the need for careful management of all concussions.

How many concussions can an athlete have before he or she should stop playing sports?

There is no "magic number" of concussions that determine when an athlete should give up playing contact or collision sports. The circumstances

surrounding each individual injury, such as the way the injury happened and length of symptoms following the concussion are very important and must be considered when assessing the athlete's risk for further and potentially more serious concussions. The decision to "retire" from sports is a decision best reached following a complete evaluation by your child's primary care provider and consultation with a physician or neuropsychologist who specializes in treating sports concussion.

I've read recently that concussions may cause long-term brain damage in professional football players. Is this a risk for high school athletes who have had a concussion?

The issue of "chronic encephalopathy" in several former NFL players has received a great deal of media attention lately. Very little is known about what may be causing dramatic abnormalities in the brains of these unfortunate retired football players. At this time, we have very little knowledge of the long-term effects of concussions that happen during high school athletics.

In the cases of the retired NFL players, it appears that most had long careers in the NFL after playing in high school and college. In most cases, they played football for over 20 years and suffered multiple concussions in addition to hundreds of other blows to their heads. Alcohol and steroid use may also be contributing factors in some cases. Obviously, the average high school athlete does not come close to suffering the total number or sheer force of head trauma seen by professional football players. However, the fact that we know very little about the long-term effects of concussions in young athletes is further reason to carefully manage each concussion.

Adapted from A Parent's Guide to Concussion in Sports, National Federation of High School Associations.

Some of this information has been adapted from the CDC's "Heads Up: Concussion in High School Sports" materials by the NFHS's Sports Medicine Advisory Committee. See www.cdc.gov/ncipc/tbi/Coaches_Tool_Kit.htm for more information.

SECTION FIVE

FORMS

This section contains forms that students and their parents must complete and return to the school office **NO LATER THAN** August 20, 2026.

STUDENT HANDBOOK RECEIPT
(INCLUDES ACTIVITIES AND ATHLETICS)

This Student Handbook is distributed in accordance with Nebraska State Law, Section 79-262, paragraph three which states in part: "Rules and Standards which form the basis for discipline shall be distributed to students and parents at the beginning of each school year or at the time of enrollment…"

Parents (or guardians) and students are required to sign & return the receipt form below before August 20, 2026.

PARENT/STUDENT AGREEMENT

I have been provided access to the Student Handbook which is, at all times, available on the school website describing the Heartland Community School District's discipline policies, regulations, rules, and expectations to be followed by students enrolled in the Heartland Community School, including the Drug Free School Policy. My child and I understand that we must comply with these policies.

RECOGNITION OF POTENTIAL AMENDMENTS OR SUPPLEMENTS

The rules and information provided in this handbook may be supplemented or amended by the School District's administration at any time, consistent with applicable law and board policy. All parents shall be provided notice of any such changes by the district's regular means of contact. By signing below, you agree that you will read any such information and communications, discuss them with your child, and recognize that you must comply with all rules, procedures, and requirements as they apply at that time.

Parent's Signature: _____Date _____

Student's Signature: _____Date _____

AUTHORIZATION AND ACKNOWLEDGEMENT

WARNING: SERIOUS CATASTROPHIC AND PERHAPS FATAL INJURY MAY RESULT FROM ATHLETIC PARTICIPATION

Many forms of athletic competition result in violent physical contact among players, the use of equipment that may result in accidents, strenuous physical exertion, and numerous other exposures to risk of injury. Students and parents must assess the risks involved in such participation and make their choice to participate in spite of those risks. No amount of instruction, precaution, or supervision will eliminate these risks. Students have suffered accidents resulting in death, paraplegia, quadriplegia, and other very serious permanent physical impairment while playing sports. By granting permission for your student to participate in athletic competition, you, the parent or guardian, acknowledge that such risk exists. Students will be instructed in proper techniques to be used in athletic competition and in the proper utilization of all equipment worn or used in practice and competition. Students must adhere to that instruction and utilization and must refrain from improper uses and techniques.

I understand the statement above and I understand that by allowing my student to participate in athletic events, I assume the risk that he/she may be injured, perhaps severely.

_____

Signature of Parent

_____ _____

Printed Name of Parent Date

ACKNOWLEDGEMENT OF CONDUCT CODE

I understand that as a student representing the school district in activities, I am obligated to comply with the athletic handbook, including the code of conduct. This means that I may not possess, use, or be at parties in the presence of alcohol, illicit drugs, or controlled substances at any time beginning at 12 AM on Monday of Week 6 (as determined by the standard NSAA calendar) through 11:59 PM on Saturday of Week 47 (as determined by the standard NSAA calendar).

I understand that if I violate the code of conduct or other rules in this handbook, I may be suspended from participation in co-curricular activities and/or school sponsored activities or events.

_____

Signature of Student

_____ _____

Printed Name of Student Date

I understand that my student is obligated by this handbook, including the statements above.

_____

Signature of Parent

_____ _____

Printed Name of Parent Date

Military Recruiting Permission Form

Section 9528 of the **No Child Left Behind Act of 2001** requires schools to release your family's private information to military recruiters unless you "opt out" in writing.

_____As a parent, I am exercising the right to "opt out" and request that you do not turn over the name, address, and telephone number of the following student to military recruiters.

_____As a parent, I allow the school to provide my student's name, address, and telephone number to military recruiters.

School: Heartland Community Schools

Student Name:_____

Signature of Student:_____

Signature of Parent:_____

Date:_____

Federal public law 107-110, section 9528 of the ESEA, "No Child Left Behind Act" requires school districts to release student names, addresses, and phone numbers to military recruiters upon request. The law also requires the school district to notify students and parents of the right to opt-out from this by requesting that the district not release student's information to military recruiters. This form is intended to serve as a request to withhold this information.

Complete and Return if Applicable

RELEASE FOR ADMINISTERING MEDICATION IN THE
HEARTLAND COMMUNITY SCHOOLS

Student Name_____Grade_____ Birthdate_____

Date _____ Name of Physician_____

I request that school personnel administer medication to my child _____,
as prescribed by said child's physician. (Name of Child)

I absolve school personnel and the school district from any liability stemming from adverse reactions and all other effects which may occur because of the administering of such prescribed medication.

Date _____ Parent/Guardian signature _____

PLEASE PRESENT THE MEDICATION IN AN ORIGINALLY LABELED BOTTLE OR CONTAINER WITH YOUR CHILD'S NAME, PHYSICIAN'S NAME, NAME OF MEDICATION AND DOSAGE.

Name of Medication _____

What time day is each dose to be given _____

If given PRN (as needed only) specify the length of time between doses.
_____

How much or how many to be given _____

Reason for taking medication _____



Nebraska Department of Health and Human Services

Self-management Of Asthma and Severe Allergy (Anaphylaxis) at School Consent/release form

Parental consent/release in writing is required annually and must be accompanied by:

- **Signed physician authorization for self-management of asthma/anaphylaxis at school.**
- **Current written medical management plan. The school can provide a form for your use.**
- **We strongly recommend you allow us to keep an extra supply of your child's medications at school.**

PARENT/GUARDIAN: By signing below, you acknowledge the following:

1. You are requesting that your student be allowed to self-manage his or her asthma or allergy condition at school.
2. You have confidence that your student has the knowledge and skills need to self-manage his or her asthma or allergy condition at school.
3. You understand that you are not required to make this request on behalf of your child. Your child may utilize the health office for asthma and allergy cares. Your child may request assistance from qualified school health personnel at any time during the school day.
4. If your student injures school personnel or another student as a result of misuse of asthma or allergy supplies, you shall be responsible for any and all cost associated with such injury.
5. The school and its employees are not liable for any injury or death arising from a student's self-management of his or her asthma or allergy condition.
6. You will indemnify and hold harmless the school and its employees and agents against any claim arising from a student's self-management of his or her asthma or allergy.

_____ _____

Parent/Guardian Printed Name | Student Printed Name

_____ _____

Parent/Guardian Signature | Date

THIS PORTION RECOMMENDED, NOT REQUIRED

STUDENT: By signing below, you agree that you understand:

1. You must not share, or allow another student to handle, your medications or supplies.
2. You will notify the school nurse or other designated adult when you have used your medication.
3. If you don't feel better after using your medication, you will seek help from school personnel.

_____ _____

Student Signature | Date

Student Asthma/Allergy Action Plan

(This Page To Be Completed By Health Care Provider)

Student Name: _____ **Weight:** _____ **Date Of Birth:** ____/____/____ (MONTH) (DAY) (YEAR)

❑ **Exercise Pre-Treatment:** Administer inhaler **(2 inhalations)** 15-30 minutes prior to exercise. ❑ PE ❑ Recess

❑ Albuterol /Levalbuterol HFA inhaler (Proventil, Ventolin, ProAir. Xopenex) ❑ Use inhaler with valved holding chamber
❑ Albuterol DPI (ProAir RespiClick) ❑ May carry & self-administer quick relief medication

Asthma Treatment

Give **quick relief medication** when student has asthma symptoms, such as coughing, wheezing or tight chest.

❑ Albuterol /Levalbuterol HFA - 2-4 inhalations (Proventil, Ventolin, ProAir, Xopenex)
❑ Use inhaler with valved holding chamber
❑ Albuterol DPI (ProAir RespiClick) - 2 inhalations
❑ Albuterol inhaled **by nebulizer** (Proventil, Ventolin, AccuNeb)
❑ .63 mg/3 mL ❑ 1.25 mg/3 mL ❑ 2.5 mg/3 mL
❑ Levalbuterol inhaled **by nebulizer** (Xopenex)
❑ 0.31 mg/3 mL ❑ 0.63 mg/3 mL ❑ 1.25 mg/3 mL
❑ May carry & self-administer quick relief medication

If symptoms do not improve, quick relief medication can be repeated after 10 minutes

Closely Watch the Student after Giving Quick Relief Medication

If, after 10 minutes:

- Symptoms are better, student may return to classroom **after** notifying parent/guardian

If student continues to get worse, CALL 911 & use the Nebraska Schools' Emergency Response to Life-Threatening Asthma or Systemic Allergic Reactions (Anaphylaxis) Protocol

Anaphylaxis Treatment

Give **epinephrine** when student has allergy symptoms, such as hives, with difficulty breathing (chest or neck "sucking in"), lips or fingernails turning blue, or trouble talking (shortness of breath) or vomiting or collapse.

❑ EpiPen® 0.3 mg ❑ EpiPen® Jr 0.15 mg
❑ AUVI-Q® 0.3 mg ❑ AUVI-Q® Jr. 0.15 mg
❑ AUVI-q® 0.1 mg
❑ Other: _____

Lay person flat on back and raise legs. If vomiting or difficulty breathing, let them lie on their side.

❑ **Use epinephrine auto-injector immediately upon exposure to known allergen**
❑ **If symptoms do not improve or they return, epinephrine can be repeated after 5 minutes or more**
❑ May carry & self-administer epi auto-injector

***CALL 911* After Giving Epinephrine & Closely Watch the Student**

- Notify parent/guardian immediately
- ***Even*** **if student gets better, the student should be watched for more signs & symptoms of anaphylaxis in an emergency facility**

If student does not get better or continues toget worse, use the Nebraska Schools' Emergency Response to Life-Threatening Asthma or Systemic Allergic Reactions (Anaphylaxis) Protocol

❑ This Student has the ability to self-manage Student's Health Condition and I authorize Student to self-manage in accordance with this Plan. If medications are self-administered, the school staff must be notified immediately.

Additional information: *(i.e. asthma triggers, allergens)* _____

Health Care Provider name: *(please print)* _____ **Phone:** _____

Health Care Provider signature: _____ **Date:** _____

Parent signature: _____ **Date:** _____

Reviewed by school nurse/nurse designee: _____ **Date:** _____

Kindergarten/Seventh Grade Physical

Nebraska law requires a physical examination prior to entrance into 7th grade. It is recommended that you take this form to your doctor at the time of examination. **When completed by you and your physician, please return it to the school office.** If you object to your child receiving this examination, please state that you do not wish your child to have a physical exam, sign and date this form and return it to your school.

Name_____Gender_____Birthdate_____

Address_____City_____State_____Zip_____

Height_____Weight_____Blood Pressure_____Allergies_____

Please list dates for the following immunizations: See attached: ☐

Hepatitis B	Hepatitis A	MMR	Menactra (Recommended)	DTaP	HPV (Recommended)	Chicken Pox
#1_____	#1_____	#1_____	_____	#1_____	#1_____	#1_____
#2_____	#2_____	#2_____		#2_____	#2_____	#2_____
#3_____				#3_____	#3_____	Had disease in
				#4_____		_____ Year
				#5_____		

Current medications:_____

Surgeries:_____

Parent's signature _____

Physical Exam (Physician)

General Health _____ Scoliosis screening_____

HEENT_____ Skin_____

Cardiovascular_____ Hernia_____

Respiratory_____ Other_____

Abdomen_____ _____

Musculo-skeletal_____ _____

List recommendations for any condition requiring medical attention:_____

_____

Any restrictions on physical activity?_____

Recommendations to teacher or school nurse for promoting this child's physical and mental health:_____

_____

Examining provider (print)_____ (signature)_____Date _____

■ PREPARTICIPATION PHYSICAL EVALUATION

PHYSICAL EXAMINATION FORM

Name: _____ Date of birth: _____

PHYSICIAN REMINDERS

1. Consider additional questions on more-sensitive issues.
   - Do you feel stressed out or under a lot of pressure?
   - Do you ever feel sad, hopeless, depressed, or anxious?
   - Do you feel safe at your home or residence?
   - Have you ever tried cigarettes, e-cigarettes, chewing tobacco, snuff, or dip?
   - During the past 30 days, did you use chewing tobacco, snuff, or dip?
   - Do you drink alcohol or use any other drugs?
   - Have you ever taken anabolic steroids or used any other performance-enhancing supplement?
   - Have you ever taken any supplements to help you gain or lose weight or improve your performance?
   - Do you wear a seat belt, use a helmet, and use condoms?
2. Consider reviewing questions on cardiovascular symptoms (Q4–Q13 of History Form).

EXAMINATION		
Height: Weight:		
BP: / (/) Pulse: Vision: R 20/ L 20/ Corrected: ☐ Y ☐ N		
MEDICAL	**NORMAL**	**ABNORMAL FINDINGS**
Appearance • Marfan stigmata (kyphoscoliosis, high-arched palate, pectus excavatum, arachnodactyly, hyperlaxity, myopia, mitral valve prolapse [MVP], and aortic insufficiency)		
Eyes, ears, nose, and throat • Pupils equal • Hearing		
Lymph nodes		
Heart* • Murmurs (auscultation standing, auscultation supine, and ± Valsalva maneuver)		
Lungs		
Abdomen		
Skin • Herpes simplex virus (HSV), lesions suggestive of methicillin-resistant *Staphylococcus aureus* (MRSA), or tinea corporis		
Neurological		
MUSCULOSKELETAL	**NORMAL**	**ABNORMAL FINDINGS**
Neck		
Back		
Shoulder and arm		
Elbow and forearm		
Wrist, hand, and fingers		
Hip and thigh		
Knee		
Leg and ankle		
Foot and toes		
Functional • Double-leg squat test, single-leg squat test, and box drop or step drop test		

* Consider electrocardiography (ECG), echocardiography, referral to a cardiologist for abnormal cardiac history or examination findings, or a comination of those.

Name of health care professional (print or type): _____ Date: _____

Address: _____ Phone: _____

Signature of health care professional: _____, MD, DO, NP, or PA

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I hereby give permission for the release of the attached student medical history and the results of the actual physical examination to the school for the purposes of participation in athletics and activities.

Parent or Legal Guardian Signature _____ *Date* _____

PREPARTICIPATION PHYSICAL EVALUATION

ATHLETES WITH DISABILITIES FORM: SUPPLEMENT TO THE ATHLETE HISTORY

Name: _____ Date of birth: _____

1. Type of disability:		
2. Date of disability:		
3. Classification (if available):		
4. Cause of disability (birth, disease, injury, or other):		
5. List the sports you are playing:		
	Yes	**No**
6. Do you regularly use a brace, an assistive device, or a prosthetic device for daily activities?		
7. Do you use any special brace or assistive device for sports?		
8. Do you have any rashes, pressure sores, or other skin problems?		
9. Do you have a hearing loss? Do you use a hearing aid?		
10. Do you have a visual impairment?		
11. Do you use any special devices for bowel or bladder function?		
12. Do you have burning or discomfort when urinating?		
13. Have you had autonomic dysreflexia?		
14. Have you ever been diagnosed as having a heat-related (hyperthermia) or cold-related (hypothermia) illness?		
15. Do you have muscle spasticity?		
16. Do you have frequent seizures that cannot be controlled by medication?		

Explain "Yes" answers here.

_____

_____

_____

Please indicate whether you have ever had any of the following conditions:

	Yes	**No**
Atlantoaxial instability		
Radiographic (x-ray) evaluation for atlantoaxial instability		
Dislocated joints (more than one)		
Easy bleeding		
Enlarged spleen		
Hepatitis		
Osteopenia or osteoporosis		
Difficulty controlling bowel		
Difficulty controlling bladder		
Numbness or tingling in arms or hands		
Numbness or tingling in legs or feet		
Weakness in arms or hands		
Weakness in legs or feet		
Recent change in coordination		
Recent change in ability to walk		
Spina bifida		
Latex allergy		

Explain "Yes" answers here.

_____

_____

_____

I hereby state that, to the best of my knowledge, my answers to the questions on this form are complete and correct.

Signature of athlete: _____

Signature of parent or guardian: _____

Date: _____

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■ PREPARTICIPATION PHYSICAL EVALUATION

MEDICAL ELIGIBILITY FORM

Name: _____ Date of birth: _____

☐ Medically eligible for all sports without restriction

☐ Medically eligible for all sports without restriction with recommendations for further evaluation or treatment of

_____

_____

☐ Medically eligible for certain sports

_____

_____

☐ Not medically eligible pending further evaluation

☐ Not medically eligible for any sports

Recommendations: _____

_____

_____

I have examined the student named on this form and completed the preparticipation physical evaluation. The athlete does not have apparent clinical contraindications to practice and can participate in the sport(s) as outlined on this form. A copy of the physical examination findings are on record in my office and can be made available to the school at the request of the parents. If conditions arise after the athlete has been cleared for participation, the physician may rescind the medical eligibility until the problem is resolved and the potential consequences are completely explained to the athlete (and parents or guardians).

Name of health care professional (print or type): _____ Date: _____

Address: _____ Phone: _____

Signature of health care professional: _____, MD, DO, NP, or PA

SHARED EMERGENCY INFORMATION

Allergies: _____

_____

_____

Medications: _____

_____

_____

Other information: _____

_____

_____

Emergency contacts: _____

_____

_____

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NEBRASKA SCHOOL ACTIVITIES ASSOCIATION

NSAA Athletic and Activities Student and Parent Consent Form

School Year: _____ Member High School: _____

Name of Student: _____ Date of Birth: _____

Place of Birth: _____

Name of Parent(s), Guardian(s), or Person(s) in Charge: _____

Relationship to Student: _____

Address(es) of Student and Parent(s)/Guardian(s)/or Person(s) in Charge**:

_____

_____

Note: If Student and all Parents/Guardians do not live in the same household, please include all addresses and inform the Member School as this may impact eligibility.

The undersigned(s) are the Student and the parent(s), guardian(s), or person(s) in charge of the above-named Student and are collectively referred to as "Parent".

The Parent and Student hereby:

(1) Understand and agree that participation in NSAA sponsored activities is voluntary on the part of the Student and is a privilege and understand and agree that (a) by this Consent Form the NSAA has provided notice of the existence of potential dangers associated with athletic and activity participation; (b) participation in any activity may involve injury, illness or conditions of some type, including exposure to communicable diseases, and even catastrophic injury, paralyzation, and death; and (c) even the best supervision, the use of the best protective equipment and strict observance of rules, injuries are still a possibility;

(2) Consent and agree to participation of the Student in NSAA activities subject to (a) all NSAA Bylaws and rules interpretations, including limitations on transfers and limitations on the use of the Student's name, image, and likeness when wearing school uniforms or engaging in commercial activity tied to the Student's participation in NSAA activities; and (b) the athletic and activities rules of the Member School;

(3) Consent and agree to the disclosure by the Member School to the NSAA, and subsequent disclosure by the NSAA, of information regarding the Student contained in the Member School's directory information or other similar policies, and any other records or documentation needed to determine the Student's eligibility and compliance necessary to participate in NSAA activities;

(4) Understand that (a) prior to athletic participation, a pre-participation release form signed by a health care professional must be signed and submitted to the Member School; and (b) for purposes of determining fitness to participate, injury, injury status, or emergency response, Parents may be asked to consent to the disclosure of confidential medical records or information. Records and information shared for this purpose will not be redisclosed to any entities outside of the health care provider(s), Member School, or NSAA;

(5) Consent and agree (a) to authorize licensed or trained individuals, including certified sports injury personnel, to evaluate and treat any injury, illness or conditions that occurs during the Student's participation in NSAA activities. This includes all reasonable and necessary care, treatment, and rehabilitation for these injuries that is made available by the Member school and/or the NSAA, including transportation of the Student to a medical facility if necessary; and (b) that Parents are obligated to pay for professional medical and/or related services; the NSAA and the Member School shall not be liable for payment of such services even if made available by the Member School or NSAA.

(6) Understand that the Student or Student's likeness being photographed, video recorded, audio taped, or recorded by any other means while participating in NSAA activities and contests and that any such recording may be used for broadcast, sale, or display.

We, Parent(s) and Student, acknowledge that I have read paragraphs (1) through (6) above, understand and agree to the terms thereof, including the warning of potential risk of injury inherent in participation in athletics and activities, and agree that Student may participate in NSAA activities.

Student Printed Name	Student Signature	Date of Signature
_____	_____	_____
Parent(s)Printed Name(s)	Parent Signature(s)	Date of Signature(s)
_____	_____	_____

Revised October 2022

Meal Price Recommendations

26-27 Recommended Meal Prices

Breakfast
K-6: $1.95 (no increase)
7-12: $1.95 (no increase)
Adult: $2.40 or USDA required minimum (no increase)

Lunch
K-6: $3.35 ($0.15 increase)
7-12: $3.50 ($0.15 increase)
2nd Entrée: $1.50 ($0.15 increase)
Staff: $4.20 or USDA required minimum ($0.30 increase)
Adult/Guest: $4.20 or USDA required minimum ($0.20 increase)

Extra Milk
$0.65 (no increase)

25-26 Meal Prices

Breakfast
K-6: $1.95
7-12: $1.95
Adult: $2.40 or USDA required minimum

Lunch
K-6: $3.20
7-12: $3.35
2nd Entrée: $1.35
Staff: $3.90 or USDA required minimum
Adult/Guest: $4.00 or USDA required minimum

Extra Milk
$0.65

Area Lunch/Breakfast Prices: 26-27

	Heartland	Aurora	Fillmore Central	Hampton	Sutton	York
K-6 Breakfast	$1.95	$2.00	$2.15	$2.30	NA	$1.90
7-12 Breakfast	$1.95	$2.00	$2.15	$2.30	NA	$1.90
K-6 Lunch	$3.35	$3.15	$3.20	$3.20	$3.10	$3.50
7-12 Lunch	$3.50	$3.40	$3.55	$3.45	$3.30	$3.60

Lunch & Breakfast Prices

Proposed 26-27 Prices/Costs per 1 student

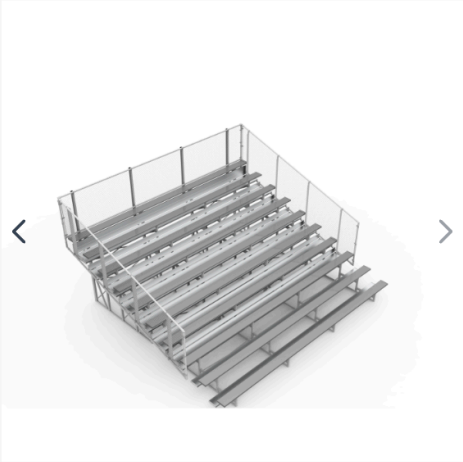
K-6	Daily	5-day Week	20-day Month	86-day Semester	172-day Year
Breakfast	**$1.95**	$9.75	$39.00	$167.70	$335.40
Lunch	**$3.35**	$16.75	$67.00	$288.10	$576.20
7-12					
Breakfast	**$1.95**	$9.75	$39.00	$167.70	$335.40
Lunch	**$3.50**	$17.50	$70.00	$301.00	$602.00

25-26 Prices/Costs per 1 student

K-6	Daily	5-day Week	20-day Month	86-day Semester	172-day Year
Breakfast	**$1.95**	$9.75	$39.00	$167.70	$335.40
Lunch	**$3.20**	$16.00	$64.00	$275.20	$550.40
7-12					
Breakfast	**$1.95**	$9.75	$39.00	$167.70	$335.40
Lunch	**$3.35**	$16.75	$67.00	$288.10	$576.20

Difference 26-27 vs 25-26 per 1 student

K-6	Daily	5-day Week	20-day Month	86-day Semester	172-day Year
Breakfast	**$0.00**	$0.00	$0.00	$0.00	$0.00
Lunch	**$0.15**	$0.75	$3.00	$12.90	$25.80
7-12					
Breakfast	**$0.00**	$0.00	$0.00	$0.00	$0.00
Lunch	**$0.15**	$0.75	$3.00	$12.90	$25.80



Actual product may vary from image shown.
Please contact an expert for more info: 866-280-9894



10 Row Aluminum Bleacher with Galvanized Steel Frame - Chain Link Fence - Baseline Series

$27,407.00 / each

Request a quote

- ✓ 10-rows of seating
- ✓ Galvanized Steel Frame
- ✓ Seat planks: 2"x10" anodized

This item requires a manual freight quote. Please add it to your cart and request a quote, or call 866-280-9894 to get assistance from one of our bleacher experts.

Sourcewell Awarded Contract Contract # 091523-NRS

ITEM #	#569-1330	PRINT
PRODUCT RESOURCES		VIEW SPEC SHEET

OPTIONS

Length: 27'

This item requires a shipping quote. Please add it to your cart, then click **Request a Quote**.

0 ADD TO CART

Request a quote

Best Price Guarantee | Bulk Discount | Free Expert Consultation 800-695-3503

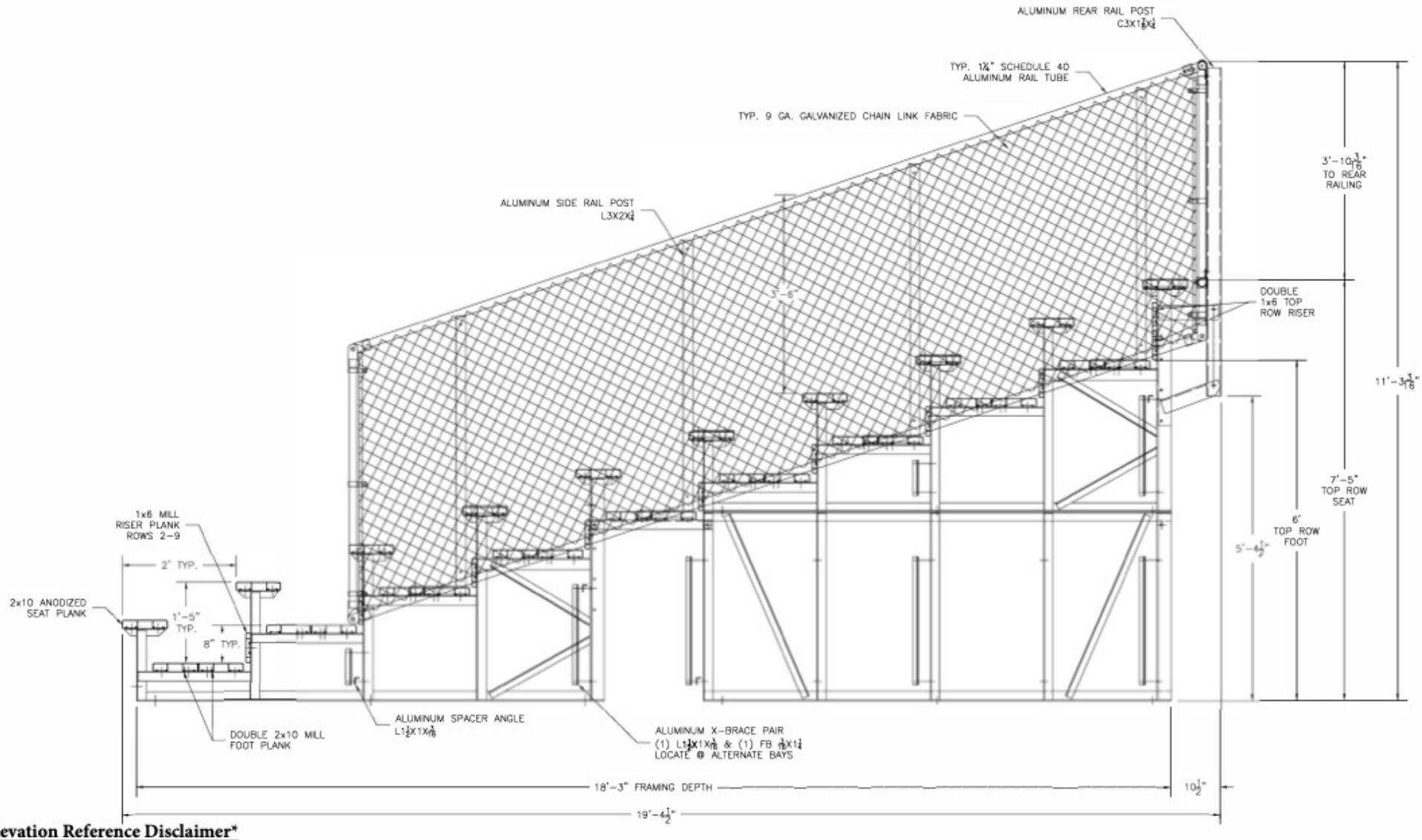
**This bleacher system may not meet your local code compliance requirements. It is the customer's responsibility to confirm any necessary code compliance related to bleachers with your local building department and communicate these requirements to The Park Catalog. The Park Catalog will not be held responsible or liable for any bleacher purchase that does not meet local code compliance.*

DESCRIPTION

The standard series bleachers have an aluminum angle frame understructure which makes them ideal for level sites. They are perfect for use Indoors or Outdoors.

Seating Chart

Item #	Bleacher Length	Seats	Weight	QuickShip
569-1330-1	15'	100	2078	No
569-1330-2	21'	140	2706	No
569-1330-3	24'	160	3179	No
569-1330-4	27'	180	3417	No



Elevation Reference Disclaimer

This elevation diagram is for confirmation of product dimensions only. While the elevation measurements shown apply to all bleachers of this row configuration, certain features, accessories, or design details illustrated in the image may not be included or available on every model. Please refer to the individual product specifications for details on included features. Use this sheet only to review elevation dimensions.

thepark AND FACILITIES CATALOG

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DRAWN BY: ADW | DATE: 6/29/22 | REVISION: (0) | SCALE: | SHEET NUMBER: EL.1



2025 - 2026
FULL-YEAR
SUMMARY



2025 - 2026
FALL SPORTS
SUMMARY

H&H Bearcats Sports Cooperative
Fall Season-End Summary Report

School Year: 25-26 **Sport:** HS Cheer **Season #** 1

	Total	# at Hampton	# at Heartland	# Away
Football Games	7	3	2	2
Volleyball Games	9	2	2	5
Other Events	5	2	3	0

	Total	Enrolled Full-Time Hampton	Enrolled Full-Time Heartland	Enrolled Part-Time Hampton	Enrolled Part-Time Heartland
# Participants	9	5	4	0	0
# Participants (Grade 12)	0	0	0	0	0
# Participants (Grade 11)	3	1	2	0	0
# Participants (Grade 10)	2	1	1	0	0
# Participants (Grade 9)	4	3	1	0	0

		Year X in role	Employed	Community	Hampton Affiliated	Heartland Affiliated	Paid	Volunteer
Head Coach	Jessa Klute	1	X		X		X	
Asst. Coach	Amy Pinney	1	X			X	X	
Hampton A.D.	Carson Klute							
Heartland A.D.	Josh Struckman							

Date Of Try Outs Monday, April 14, 2025

Date Of First Fall Event August 18, 2025 (Fall Pep Rally)
August 28th, 2025 (First game)

Date Of Last Fall Event October 31, 2025 (Hampton Playoff FB Game)

Consolidated Coaching Stipends $3,843.40

Consolidated Uniform Expenses $0.00

Fall Season-End Summary Report

School Year: 25-26 **Sport:** HS Girls Golf **Season #** 1

	Total	# Played at Hampton	# Played at Heartland	# Played Away
# Varsity Meets Contested	12	0	2	10
# JV Meets Contested	2	0	1	1
# JV Other in lieu of complete meets				
# Reserve Meets Contested	0	0	0	0
# Reserve Other in lieu of complete meets	0	0	0	0

	Total	Enrolled Full-Time Hampton	Enrolled Full-Time Heartland	Enrolled Part-Time Hampton	Enrolled Part-Time Heartland
# Participants	7	0	7	0	0
# Participants (Grade 12)	3	0	3	0	0
# Participants (Grade 11)	3	0	3	0	0
# Participants (Grade 10)	0	0	0	0	0
# Participants (Grade 9)	1	0	1	0	0

		Year X in role	Employed	Community	Hampton Affiliated	Heartland Affiliated	Paid	Volunteer
Head Coach	Chad Buzek	1	X			X	X	
Hampton A.D.	Carson Klute							
Heartland A.D.	Josh Struckman							

Date Of First Practice Monday, August 11, 2025

Date Of First Competition Thursday, August 28, 2025

Date Of Last Competition Tuesday, October 12, 2025

Consolidated Coaching Stipends $3,602.67

Consolidated Uniform Expenses $974.75

TEAM

Top 3 Team Finishes	Team Runners-Up	Team Champions	Conference Runners-Up	Conference Champions	District Runners-Up	District Champions	State Qualifiers	State Runners-Up	State Champions
3	0	0	N/A	N/A	0	0	0	0	0

INDIVIDUAL

Conference Medalists	Conference Runners-Up	Conference Champions	District Medalists	District Runners-Up	District Champions	State Qualifiers	State Medalists	State Runners-Up	State Champions
N/A	N/A	N/A	1	0	1	1	1	0	0

Team Items/Honors Of Note

Individual Items/Honors Of Note

Mia Hiebner finished 1st in 8 meets
Mia Hiebner District Champion
Mia Hiebner 3rd place Class C State golf meet
Mia Hiebner Class C Super State

H&H Bearcats Sports Cooperative
Fall Season-End Summary Report

School Year: 25-26 **Sport:** HS Volleyball **Season #** 1

	Total	Wins	Losses	# Played at Hampton	# Played at Heartland	# Played Away
# Varsity Games Played	29	4	25	7	4	18
# JV Games Played	20	11	9	4	2	14
# JV Sets in lieu of complete games	0	0	0	0	0	0
# Freshman Games Played	14	6	8	0	6	8
# Freshman Sets in lieu of complete games	0	0	0	0	0	0

	That Were Reduced Down	That Were Cancelled	Due to H&H	Due to Opponent
# JV Games	0	1	0	1
# JV Sets in lieu of complete games				
# Freshman Games	0	3	0	3
# Freshman Sets in lieu of complete games	0	0	0	0

	Total	Enrolled Full-Time Hampton	Enrolled Full-Time Heartland	Enrolled Part-Time Hampton	Enrolled Part-Time Heartland
# Participants	29	8	20	0	1
# Participants (Grade 12)	8	3	5	0	0
# Participants (Grade 11)	6	3	3	0	0
# Participants (Grade 10)	8	0	8	0	0
# Participants (Grade 9)	7	2	4	0	1

		Year X in role	Employed	Community	Hampton Affiliated	Heartland Affiliated	Paid	Volunteer
Head Coach	Kayla Gaughen	1		X	X		X	
Asst. Coach	Ashton Brown	1		X		X	X	
Asst. Coach	Tahya Helzer	1	X		X		X	
Asst. Coach	Lexie Wolinski	1	X			X	X	
Hampton A.D.	Carson Klute	1						
Heartland A.D.	Josh Struckman	1						

Date Of First Practice Monday, August 11, 2025

Date Of First Competition Thursday, August 28, 2025

Date Of Last Competition Monday, October 27, 2025

Consolidated Coaching Stipends $16,751.92

Consolidated Uniform Expenses $2,381.40

Team Items/Honors Of Note

Individual Items/Honors Of Note
Sophia Schulze SNC Honorable Mention

H&H Bearcats Sports Cooperative
Fall Season-End Summary Report

School Year: 25-26 **Sport:** JH Football **Season #** 1

	Total	Won	Lost	# Played at Hampton	# Played at Heartland	# Played Away
# A Games Played	6	5	1	2	0	4
# B Games Played	1	0	1	1	0	0
# B Quarters Played in lieu of complete games	3	0	3	1	0	2
# C Games Played	0	0	0	0	0	0
# C Quarters Played in lieu of complete games	0	0	0	0	0	0

	That Were Reduced Down	That Were Cancelled	Due to H&H	Due to Opponent
# B Games Scheduled	3	2	0	2
# B Quarters Scheduled in lieu of complete games	0	0	0	0
# C Games Scheduled	0	0	0	0
# C Quarters Scheduled in lieu of complete games	0	0	0	0

	Total	Enrolled Full-Time Hampton	Enrolled Full-Time Heartland	Enrolled Part-Time Hampton	Enrolled Part-Time Heartland
# Participants	21	11	10	0	0
# Participants (Grade 8)	12	9	3	0	0
# Participants (Grade 7)	9	2	7	0	0

		Year X in role	Employed	Community	Hampton Affiliated	Heartland Affiliated	Paid	Volunteer
Head Coach	Les Reink	1	X			X	X	
Asst. Coach	Eric Allgood	1		X		X	X	
Asst. Coach	Austin Helzer	1		X	X		X	
Hampton A.D.	Carosn Klute							
Heartland A.D.	Josh Struckman							

Date Of First Practice Monday, August 18, 2025

Date Of First Competition Monday, September 8, 2025

Date Of Last Competition Thursday, October 9, 2025

Consolidated Coaching Stipends $3,602.67

Consolidated Uniform Expenses $2,527.20

H&H Bearcats Sports Cooperative
Fall Season-End Summary Report

School Year: 25-26 **Sport:** JH Volleyball **Season #** 1

	Total	Won	Lost	# Played at Hampton	# Played at Heartland	# Played Away
# A Games Played	15	12	3	2	3	10
# B Games Played	13	8	5	2	5	6
# B Sets Played in lieu of complete games	0	0	0	0	0	0
# C Games Played	8	0	8	1	4	3
# C Sets Played in lieu of complete games	3	0	3	1	1	1

	That Were Reduced Down	That Were Cancelled	Due to H&H	Due to Opponent
# B Games Scheduled	10	0	0	0
# B Sets Scheduled in lieu of complete games	0	0	0	0
# C Games Scheduled	3	0	0	3
# C Sets Scheduled in lieu of complete games	0	0	0	0

	Total	Enrolled Full-Time Hampton	Enrolled Full-Time Heartland	Enrolled Part-Time Hampton	Enrolled Part-Time Heartland
# Participants	27	12	15	0	0
# Participants (Grade 8)	17	8	9	0	0
# Participants (Grade 7)	10	4	6	0	0

		Year X in role	Employed	Community	Hampton Affiliated	Heartland Affiliated	Paid	Volunteer
Head Coach	Diane Torson	1	X		X		X	
Asst. Coach	Carrie Regier	1	X			X	X	
Asst. Coach	Christine Quiring	1		X		X	X	
Hampton A.D.	Carson Klute							
Heartland A.D.	Josh Struckman							

Date Of First Practice Monday, August 18, 2025

Date Of First Competition Thursday, September 4, 2025

Date Of Last Competition Monday, October 13, 2205

Consolidated Coaching Stipends $5,524.95

Consolidated Uniform Expenses $1,354.32



2025 - 2026
WINTER SPORTS
SUMMARY

H&H Bearcats Sports Cooperative
Winter Season-End Summary Report

School Year: 25-26 **Sport:** HS Cheer (Winter) **Season #** 1

	Total	# at Hampton	# at Heartland	# Away
Boys Basketball Games	14	4	6	4
Girls Basketball Games	14	4	7	3
Other Events	State Cheer			

	Total	Enrolled Full-Time Hampton	Enrolled Full-Time Heartland	Enrolled Part-Time Hampton	Enrolled Part-Time Heartland
# Participants	9	5	4	0	0
# Participants (Grade 12)	0	0	0	0	0
# Participants (Grade 11)	3	1	2	0	0
# Participants (Grade 10)	2	1	1	0	0
# Participants (Grade 9)	4	3	1	0	0

		Year X in role	Employed	Community	Hampton Affiliated	Heartland Affiliated	Paid	Volunteer
Head Coach	Jessa Klute	1	X		X		X	
Asst. Coach	Amy Pinney	1	X			X	X	
Hampton A.D.	Carson Klute							
Heartland A.D.	Josh Struckman							

Date Of Try Outs Monday, April 14, 2025

Date Of First Winter Event Friday, December 4, 2026

Date Of Last Winter Event Tuesday, February 24, 2026

Consolidated Coaching Stipends $3,843.40

Consolidated Uniform Expenses $0.00

Team Items/Honors Of Note

7th Place: Nebraska State Dance & Cheer Championships

Individual Items/Honors Of Note

H&H Bearcats Sports Cooperative
Winter Season-End Summary Report

School Year: 25-26 **Sport:** HS Boys Basketball **Season #** 1

	Total	Wins	Losses	# Played at Hampton	# Played at Heartland	# Played Away
# Varsity Games Played	23	8	15	5	6	12
# JV Games Played	16	11	5	3	5	8
# JV Quarters in lieu of complete games	1	1	0	0	0	1
# Reserve Games Played	10	6	4	2	1	7
# Freshman Quarters in lieu of complete games	3	3	0	0	1	2
# Freshman Games Played	10	4	6	4	0	6
# Freshman Quarters in lieu of complete games	0	0	0	0	0	0

	That Were Reduced Down	That Were Cancelled	Due to H&H	Due to Opponent
# JV Games	1	2		X
# JV Quarters in lieu of complete games	0	0		
# Reserve Games	2	0		X
# Reserve Quarters in lieu of complete games	0	0		
# Freshman Games	0	2		X
# Freshman Quarters in lieu of complete games	0	0		

	Total	Enrolled Full-Time Hampton	Enrolled Full-Time Heartland	Enrolled Part-Time Hampton	Enrolled Part-Time Heartland
# Participants	34	12	22	0	0
# Participants (Grade 12)	6	2	4	0	0
# Participants (Grade 11)	5	1	4	0	0
# Participants (Grade 10)	10	6	4	0	0
# Participants (Grade 9)	13	5	8	0	0

		Year X in role	Employed	Community	Hampton Affiliated	Heartland Affiliated	Paid	Volunteer
Head Coach	Patrick Alexander	1	X		X		X	
Asst. Coach	Marc Regier	1	X			X	X	
Asst. Coach	Dylan Bamesberger	1		X	X		X	
Asst. Coach	Noah Jones	1	X		X		X	
Hampton A.D.	Carson Klute							
Heartland A.D.	Josh Struckman							

Date Of First Practice Monday, November 10, 2025

Date Of First Competition Thursday, December 4, 2025

Date Of Last Competition Monday, February 16, 2026

Consolidated Coaching Stipends $18,255.25

Consolidated Uniform Expenses $13,253.76

Team Items/Honors Of Note

Individual Items/Honors Of Note

Holden Switzer NCPA (NSAA) Academic All-State (Heartland)
Rylee Scheidemann NCPA (NSAA) Academic All-State (Hampton)

H&H Bearcats Sports Cooperative
Winter Season-End Summary Report

School Year: 25-26 **Sport:** HS Girls Basketball **Season #** 1

	Total	Wins	Losses	# Played at Hampton	# Played at Heartland	# Played Away
# Varsity Games Played	21	3	18	5	5	11
# JV Games Played	2	1	1	0	0	2
# JV Quarters in lieu of complete games	12	4	8	3	4	7
# Reserve Games Played	0	0	0	0	0	0
# Freshman Quarters in lieu of complete games	0	0	0	0	0	0
# Freshman Games Played	0	0	0	0	0	0
# Freshman Quarters in lieu of complete games	0	0	0	0	0	0

	That Were Reduced Down	That Were Cancelled	Due to H&H	Due to Opponent
# JV Games	12	3		X
# JV Quarters in lieu of complete games				
# Reserve Games	0	9	X	X
# Reserve Quarters in lieu of complete games	0	0		
# Freshman Games	0	0		
# Freshman Quarters in lieu of complete games	0	0		

	Total	Enrolled Full-Time Hampton	Enrolled Full-Time Heartland	Enrolled Part-Time Hampton	Enrolled Part-Time Heartland
# Participants	14	3	11	0	0
# Participants (Grade 12)	5	0	4	0	0
# Participants (Grade 11)	3	1	2	0	0
# Participants (Grade 10)	4	0	4	0	0
# Participants (Grade 9)	3	2	1	0	0

		Year X in role	Employed	Community	Hampton Affiliated	Heartland Affiliated	Paid	Volunteer
Head Coach	Paige Peters	1	X			x	X	
Asst. Coach	Sammy Spirk	1	X		X		X	
Asst. Coach	Christine Quiring	1		X		x	X	
Asst. Coach								
Hampton A.D.	Carson Klute	1						
Heartland A.D.	Josh Struckman	1						

Date Of First Practice Monday, November 10, 2025

Date Of First Competition Thursday, December 4, 2025

Date Of Last Competition Monday, February 16, 2026

Consolidated Coaching Stipends $12,427.09

Consolidated Uniform Expenses $10,595.43

Team Items/Honors Of Note

Individual Items/Honors Of Note

Mia Hiebner NCPA (NSAA) Academic All-State (Heartland)

Kynleigh Joseph NCPA (NSAA) Academic All-State (Hampton)

H&H Bearcats Sports Cooperative
Winter Season-End Summary Report

School Year:	25-26	Sport:	JH Boys Basketball	Season #	1

	Total	Won	Lost	# Played at Hampton	# Played at Heartland	# Played Away
# A Games Played	12	9	3	0	4	8
# B Games Played	11	7	4	0	5	6
# B Quarters Played in lieu of complete games						
# C Games Played	3	2	1	0	1	2
# C Quarters Played in lieu of complete games	3	2	1		1	2

	That Were Reduced Down	That Were Cancelled	Due to H&H	Due to Opponent
# B Games Scheduled	11	0	N/A	N/A
# B Quarters Scheduled in lieu of complete games	0	0	N/A	N/A
# C Games Scheduled	6	0		x
# C Quarters Scheduled in lieu of complete games	3	0		x

	Total	Enrolled Full-Time Hampton	Enrolled Full-Time Heartland	Enrolled Part-Time Hampton	Enrolled Part-Time Heartland
# Participants	22	8	13	0	1
# Participants (Grade 8)	12	7	5	0	1
# Participants (Grade 7)	10	2	8	0	0

		Year X in role	Employed	Community	Hampton Affiliated	Heartland Affiliated	Paid	Volunteer
Head Coach	Erik Wetjen	1	X			X	X	
Asst. Coach	Kale Wetjen	1		X		X	X	
Asst. Coach	Chris Arnett	1		X				
Hampton A.D.	Carson Klute							
Heartland A.D.	Josh Struckman							

Date Of First Practice	Monday, December 8, 2025
Date Of First Competition	Saturday, January 10, 2026
Date Of Last Competition	Saturday, February 14, 2026

Consolidated Coaching Stipends	$4,803.95
Consolidated Uniform Expenses	$6,349.56

H&H Bearcats Sports Cooperative
Winter Season-End Summary Report

School Year:	25-26	Sport:	JH Girls Basketball	Season #	1

	Total	Won	Lost	Tie	# Played at Hampton	# Played at Heartland	# Played Away
# A Games Played	12	6	6		5	0	7
# B Games Played	8	1	7		3	0	5
# B Quarters Played in lieu of complete games	4	1	1	1	2	0	1
# C Games Played	0	0	0		0	0	0
# C Quarters Played in lieu of complete games	0	0	0		0	0	0

	That Were Reduced Down	That Were Cancelled	Due to H&H	Due to Opponent
# B Games Scheduled	8	0		X
# B Quarters Scheduled in lieu of complete games	3	0		x
# C Games Scheduled	0	0		X
# C Quarters Scheduled in lieu of complete games	0	0		X

	Total	Enrolled Full-Time Hampton	Enrolled Full-Time Heartland	Enrolled Part-Time Hampton	Enrolled Part-Time Heartland
# Participants	19	8	11	0	0
# Participants (Grade 8)	14	6	8	0	0
# Participants (Grade 7)	5	2	3	0	0

		Year X in role	Employed	Community	Hampton Affiliated	Heartland Affiliated	Paid	Volunteer
Head Coach	Les Reinke	1	X			X	X	
Asst. Coach	Blake Burgess	1		X		X	X	
Asst. Coach	Meghan Siebert	1		X		X	X	
Hampton A.D.	Carson Klute							
Heartland A.D.	Josh Struckman							

Date Of First Practice	Monday, October 27, 2025
Date Of First Competition	Tuesday, November 11, 2025
Date Of Last Competition	Tuesday, December 9, 2025

Consolidated Coaching Stipends	$4,563.23
Consolidated Uniform Expenses	$4,233.64



2025 - 2026
SPRING SPORTS
SUMMARY

Spring Season-End Summary Report

School Year: 25-26 **Sport:** HS Boys Golf **Season #** 1

	Total	# Played at Hampton	# Played at Heartland	# Played Away
# Varsity Meets Contested	12	0	1	11
# JV Meets Contested	4	0	3	1

	Total	Enrolled Full-Time Hampton	Enrolled Full-Time Heartland	Enrolled Part-Time Hampton	Enrolled Part-Time Heartland
# Participants	17	6	11	0	0
# Participants (Grade 12)	9	4	5	0	0
# Participants (Grade 11)	1	0	1	0	0
# Participants (Grade 10)	3	1	2	0	0
# Participants (Grade 9)	4	1	3	0	0

		Year X in role	Employed	Community	Hampton Affiliated	Heartland Affiliated	Paid	Volunteer
Head Coach	Chad Buzek	x	x			x	x	
Assistant Coach								
Assistant Coach								
Hampton A.D.	Carson Klute	1	x		x		x	
Heartland A.D.	Josh Struckman	1	x			x	x	

Date Of First Practice Monday, March 2, 2025

Date Of First Competition Thursday, August 21, 2025

Date Of Last Competition Monday, August 6, 2025

Consolidated Coaching Stipends $5,284.00

Consolidated Uniform Expenses $1,746.00

TEAM

Top 3 Team Finishes	Team Runners-Up	Team Champions	Conference Runners-Up	Conference Champions	District Runners-Up	District Champions	State Qualifiers	State Runners-Up	State Champions
4	2	0	0	0	0	0	0	0	0

INDIVIDUAL

Conference Medalists	Conference Runners-Up	Conference Champions	District Medalists	District Runners-Up	District Champions	State Qualifiers	State Medalists	State Runners-Up	State Champions
0	0	0	0	0	0	0	0	0	0

Team Items/Honors Of Note

Individual Items/Honors Of Note

Spring Season-End Summary Report

School Year: **25-26** Sport: **JH Boys Track** Season # **1**

	Total	# Played at Hampton	# Played at Heartland	# Played Away
# Varsity Meets Contested	7	0	2	5
# JV Meets Contested	0	0	0	0

	Total	Enrolled Full-Time Hampton	Enrolled Full-Time Heartland	Enrolled Part-Time Hampton	Enrolled Part-Time Heartland
# Participants	28	12	15	0	1
# Participants (Grade 8)	14	9	4	0	1
# Participants (Grade 7)	14	3	11	0	0

		Year X in role	Employed	Community	Hampton Affiliated	Heartland Affiliated	Paid	Volunteer
Head Coach	Steph Buzek							
Assistant Coach	Joel Miller	1	x		x		x	
Assistant Coach	Heidi Ruhl	1	x			x	x	
Assistant Coach	Kate Schendt	1	x		x		x	
Assistant Coach	Malaina Schlautman	1		x		x	x	
Assistant Coach	Austin Stuhr	1		x		x	x	
Assistant Coach	Corbin Tessman	1		x		x	x	
Assistant Coach	Erik Wetjen	1	x			x	x	
Assistant Coach	Sammy Spirk	1	x		x		x	
Assistant Coach	Marc Regier	1	x			x		x
Hampton A.D.	Carson Klute	1	x		x		x	
Heartland A.D.	Josh Struckman	1	x			x	x	

Date Of First Practice	Monday, March 16, 2026
Date Of First Competition	Thursday, April 2, 2026
Date Of Last Competition	Friday, May 8, 2026

Consolidated Coaching Stipends	$9,744.00	1/4
Consolidated Uniform Expenses	$6,778.00	1/4

TEAM

Top 3 Team Finishes	Team Runners-Up	Team Champions	Conference Runners-Up	Conference Champions	District Runners-Up	District Champions	State Qualifiers	State Runners-Up	State Champions
3	3	2	0	0	x	x	x	x	x

INDIVIDUAL

Conference Medalists	Conference Runners-Up	Conference Champions	District Medalists	District Runners-Up	District Champions	State Qualifiers	State Medalists	State Runners-Up	State Champions
11	0	0	x	x	x	x	x	x	x

Team Items/Honors Of Note

Individual Items/Honors Of Note

SNC Meet: Jax Bergen 3rd Place Shot Put
SNC Meet: Micah Haidle 4th Place High Jump
SNC Meet: Micah Haidle 6th Place 400m Dash
SNC Meet: Micah Haidle 4th Place 800m Run
SNC Meet: Grayson Rojewski 3rd Place 100m Hurdles
SNC Meet: Grayson Rojewski: 4th Place 200m Hurdles
SNC Meet: 5th Place 400 Meter Relay
SNC Meet: 6th Place 3200 Meter Relay
SNC Meet: Grayson Rojewski 5th Place Pole Vault
SNC Meet: Grayson Rojewski 5th Place Long Jump

Spring Season-End Summary Report

School Year: 25-26 **Sport:** JH Girls Track **Season #** 1

	Total	# Played at Hampton	# Played at Heartland	# Played Away
# Varsity Meets Contested	7	0	2	5
# JV Meets Contested	0	0	0	0

	Total	Enrolled Full-Time Hampton	Enrolled Full-Time Heartland	Enrolled Part-Time Hampton	Enrolled Part-Time Heartland
# Participants	24	11	13	0	0
# Participants (Grade 8)	14	6	8	0	0
# Participants (Grade 7)	10	5	5	0	0

		Year X in role	Employed	Community	Hampton Affiliated	Heartland Affiliated	Paid	Volunteer
Head Coach	Joel Miller	1	x		x		x	
Assistant Coach	Joel Miller	1	x		x		x	
Assistant Coach	Heidi Ruhl	1	x			x	x	
Assistant Coach	Kate Schendt	1	x		x		x	
Assistant Coach	Malaina Schlautman	1		x		x	x	
Assistant Coach	Austin Stuhr	1		x		x	x	
Assistant Coach	Corbin Tessman	1		x		x	x	
Assistant Coach	Erik Wetjen	1	x			x	x	
Assistant Coach	Sammy Spirk	1	x		x		x	
Assistant Coach	Marc Regier	1	x			x		x
Hampton A.D.	Carson Klute	1	x		x		x	
Heartland A.D.	Josh Struckman	1	x			x	x	

Date Of First Practice Monday, March 16, 2026

Date Of First Competition Thursday, April 2, 2026

Date Of Last Competition Friday, May 8, 2026

Consolidated Coaching Stipends $9,744.00 1/4

Consolidated Uniform Expenses $6,778.00 1/4

TEAM

Top 3 Team Finishes	Team Runners-Up	Team Champions	Conference Runners-Up	Conference Champions	District Runners-Up	District Champions	State Qualifiers	State Runners-Up	State Champions
2	1	0	0	0	N/A	N/A	N/A	N/A	N/A

INDIVIDUAL

Conference Medalists	Conference Runners-Up	Conference Champions	District Medalists	District Runners-Up	District Champions	State Qualifiers	State Medalists	State Runners-Up	State Champions
6	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Team Items/Honors Of Note

Individual Items/Honors Of Note

SNC Meet: Keely Burgess 4th Place 400 Meter Dash
SNC Meet: Melie Peterson 6th Place 200 Meter Hurdles
SNC Meet: 6th Place 400 Meter Relay
SNC Meet: 5th Place 1600 Meter Relay
SNC Meet: 4th Place 3200 Meter Relay
SNC Meet: Taylor Schmidt 3rd Place High Jump

Spring Season-End Summary Report

School Year: 25-26 **Sport:** HS Boys Track **Season #** 1

	Total	# Played at Hampton	# Played at Heartland	# Played Away
# Varsity Meets Contested	11	0	1	10
# JV Meets Contested	0	0	0	0

	Total	Enrolled Full-Time Hampton	Enrolled Full-Time Heartland	Enrolled Part-Time Hampton	Enrolled Part-Time Heartland
# Participants	31	6	25	0	0
# Participants (Grade 12)	7	1	6	0	0
# Participants (Grade 11)	4	1	3	0	0
# Participants (Grade 10)	11	2	9	0	0
# Participants (Grade 9)	8	2	6	0	0

		Year X in role	Employed	Community	Hampton Affiliated	Heartland Affiliated	Paid	Volunteer
Head Coach	Stephanie Buzek	1	x			x	x	
Assistant Coach	Joel Miller	1	x		x		x	
Assistant Coach	Heidi Ruhl	1	x			x	x	
Assistant Coach	Kate Schendt	1	x		x		x	
Assistant Coach	Malaina Schlautman	1		x		x	x	
Assistant Coach	Austin Stuhr	1		x		x	x	
Assistant Coach	Corbin Tessman	1		x		x	x	
Assistant Coach	Erik Wetjen	1	x			x	x	
Assistant Coach	Sammy Spirk	1	x		x		x	
Assistant Coach	Marc Regier	1	x			x		x
Hampton A.D.	Carson Klute							
Heartland A.D.	Josh Struckman							

Date Of First Practice Monday, March 2, 2026

Date Of First Competition Friday, March 20, 2026

Date Of Last Competition Saturday, May 23, 2026

Consolidated Coaching Stipends $9,744.00 1/4

Consolidated Uniform Expenses $6,778.00 1/4

TEAM

Top 3 Team Finishes	Team Runners-Up	Team Champions	Conference Runners-Up	Conference Champions	District Runners-Up	District Champions	State Qualifiers	State Runners-Up	State Champions
2	0	2	0	0	0	0	6	x	x

INDIVIDUAL

Conference Medalists	Conference Runners-Up	Conference Champions	District Medalists	District Runners-Up	District Champions	State Qualifiers	State Medalists	State Runners-Up	State Champions
9	0	0	10	x	1	6	1	x	x

Team Items/Honors Of Note

Individual Items/Honors Of Note

State Qualifier: Maddox Regier High Jump (5th Place)
State Qualifier: Trenton Goertzen (21st Place)
State Qualifers 4 X 800 meter relay (9th Place)
Trenton Goertzen, Mason Wiens, Brooks Burgess, Holden Switzer

Spring Season-End Summary Report

School Year: 25-26 **Sport:** HS Girls Track **Season #** 1

	Total	# Played at Hampton	# Played at Heartland	# Played Away
# Varsity Meets Contested	11	0	1	10
# JV Meets Contested	0	0	0	0

	Total	Enrolled Full-Time Hampton	Enrolled Full-Time Heartland	Enrolled Part-Time Hampton	Enrolled Part-Time Heartland
# Participants	25			0	0
# Participants (Grade 12)	7	0	7	0	0
# Participants (Grade 11)	6	1	5	0	0
# Participants (Grade 10)	8	2	6	0	0
# Participants (Grade 9)	4	2	2	0	0

		Year X in role	Employed	Community	Hampton Affiliated	Heartland Affiliated	Paid	Volunteer
Head Coach	Stephanie Buzek	1	x			x	x	
Assistant Coach	Joel Miller	1	x		x		x	
Assistant Coach	Heidi Ruhl	1	x			x	x	
Assistant Coach	Kate Schendt	1	x		x		x	
Assistant Coach	Malaina Schlautman	1		x		x	x	
Assistant Coach	Austin Stuhr	1		x		x	x	
Assistant Coach	Corbin Tessman	1		x		x	x	
Assistant Coach	Erik Wetjen	1	x			x	x	
Assistant Coach	Sammy Spirk	1	x		x		x	
Assistant Coach	Marc Regier	1	x			x		x
Hampton A.D.	Carson Klute	1	x		x		x	
Heartland A.D.	Josh Struckman	1	x			x	x	

Date Of First Practice Monday, March 2, 2026

Date Of First Competition Friday, March 20, 2026

Date Of Last Competition Saturday, May 23, 2026

Consolidated Coaching Stipends $9,744.00 1/4

Consolidated Uniform Expenses $6,778.00 1/4

TEAM

Top 3 Team Finishes	Team Runners-Up	Team Champions	Conference Runners-Up	Conference Champions	District Runners-Up	District Champions	State Qualifiers	State Runners-Up	State Champions
0	0	0	0	0	0	0	0	0	0

INDIVIDUAL

Conference Medalists	Conference Runners-Up	Conference Champions	District Medalists	District Runners-Up	District Champions	State Qualifiers	State Medalists	State Runners-Up	State Champions
5	0	1	5	1	0	1	0	0	0

Team Items/Honors Of Note

Individual Items/Honors Of Note

Tara Buzek: State Qualifier 800 meter run (15th place)
Hallie Tessman: SNC Conference Champion Pole Vault



2025 - 2026
FINANCIALS SUMMARY

H&H Consdolidated Financials Reconciliation
Spring 2025 thru July 1, 2026

CATEGORY	PAYING AGENT		Combined-Total	Equitable Share	Gross AMT to Reconcile	
	Hampton Public Schools	Heartland Community Schools			Hampton	Heartland
Personnel Costs	$49,239.92	$72,239.82	$121,479.74	$60,739.87	$11,499.95	-$11,499.95
Uniform & Uniform Equipment Costs	$1,242.55	$119,966.12	$121,208.67	$60,604.34	$59,361.79	-$59,361.79
Officials	$9,210.00	$12,910.00	$22,120.00	$11,060.00	$1,850.00	-$1,850.00
Entry Fees	$166.40	$4,735.00	$4,901.40	$2,450.70	$2,284.30	-$2,284.30
Summer 2026 Pre-Year Supplies/Requisitions	$1,935.96	$7,341.00	$9,276.96	$4,638.48	$2,702.52	-$2,702.52
GROSS AMOUNT PAID/ENCUMBERED	$61,794.83	$217,191.94	$278,986.77	$139,493.39	$77,698.56	-$77,698.56
GROSS AMOUNT TO RECONCILE	$77,698.56	-$77,698.56				

PAYMENTS MADE TOWARDS EQUITABLE SHARE RECONCILIATION	PAYMENT MADE BY		Combined-Total Paid	REMAINDER DUE AFTER PAYMENTS	
	Hampton Public Schools	Heartland Community Schools		Hampton Public Schools	Heartland Community Schools
9/24/25 (EOY 24-25)	$19,199.89		$19,199.89	$58,498.67	
				$58,498.67	
				$58,498.67	
				$58,498.67	
				$58,498.67	
				$58,498.67	
				$58,498.67	
				$58,498.67	
				$58,498.67	

H&H Cooperative: Personnel Costs
2025 - 2026

EQUITABLE SHARE

	Hampton	Heartland	Combined
Cheerleading	$3,843.39	$3,843.39	$7,686.79
40's HS	$3,843.39	$3,843.39	$7,686.79
40's JH	$0.00	$0.00	$0.00
Total 40's	**$3,843.39**	**$3,843.39**	**$7,686.79**
Girls Golf	$1,801.34	$1,801.34	$3,602.67
HS Football	$0.00	$0.00	$0.00
JH Football	$1,801.34	$1,801.34	$3,602.67
HS Volleyball	$8,375.96	$8,375.96	$16,751.92
JH Volleyball	$2,762.48	$2,762.48	$5,524.95
Fall HS	$10,177.30	$10,177.30	$20,354.59
Fall JH	$4,563.81	$4,563.81	$9,127.63
Total Fall	**$14,741.11**	**$14,741.11**	**$29,482.22**
HS Boys BB	$9,127.63	$9,127.63	$18,255.25
JH Boys BB	$2,401.98	$2,401.98	$4,803.95
HS Girls BB	$6,213.54	$6,213.54	$12,427.09
JH Girls BB	$2,281.62	$2,281.62	$4,563.23
Winter HS	$15,341.17	$15,341.17	$30,682.34
Winter JH	$4,683.59	$4,683.59	$9,367.19
Total Winter	**$20,024.76**	**$20,024.76**	**$40,049.52**
Boys Golf	$2,642.12	$2,642.12	$5,284.23
HS Track	$19,488.49	$19,488.49	$38,976.98
JH Track	$0.00	$0.00	$0.00
Spring HS	$22,130.61	$22,130.61	$44,261.22
Spring JH	$0.00	$0.00	$0.00
Total Spring	**$22,130.61**	**$22,130.61**	**$44,261.22**
Full Year HS	$51,492.47	$51,492.47	$102,984.93
Full Year JH	$9,247.41	$9,247.41	$18,494.81
Total Full Year	**$60,739.87**	**$60,739.87**	**$121,479.74**

PAYING AGENT PAID

	Hampton	Heartland	Combined
Cheerleading	$4,803.95	$2,882.83	$7,686.79
40's HS	$4,803.95	$2,882.83	$7,686.79
40's JH	$0.00	$0.00	$0.00
Total 40's	**$4,803.95**	**$2,882.83**	**$7,686.79**
Girls Golf	$0.00	$3,602.67	$3,602.67
HS Football	$0.00	$0.00	$0.00
JH Football	$960.56	$2,642.12	$3,602.67
HS Volleyball	$9,609.06	$7,142.86	$16,751.92
JH Volleyball	$2,642.12	$2,882.83	$5,524.95
Fall HS	$9,609.06	$10,745.53	$20,354.59
Fall JH	$3,602.67	$5,524.95	$9,127.63
Total Fall	**$13,211.74**	**$16,270.48**	**$29,482.22**
HS Boys BB	$13,931.58	$4,323.67	$18,255.25
JH Boys BB	$960.56	$3,843.39	$4,803.95
HS Girls BB	$4,260.02	$8,167.07	$12,427.09
JH Girls BB	$0.00	$4,563.23	$4,563.23
Winter HS	$18,191.60	$12,490.74	$30,682.34
Winter JH	$960.56	$8,406.63	$9,367.19
Total Winter	**$19,152.16**	**$20,897.37**	**$40,049.52**
Boys Golf	$0.00	$5,284.23	$5,284.23
HS Track	$12,072.07	$26,904.91	$38,976.98
JH Track	$0.00	$0.00	$0.00
Spring HS	$12,072.07	$32,189.14	$44,261.22
Spring JH	$0.00	$0.00	$0.00
Total Spring	**$12,072.07**	**$32,189.14**	**$44,261.22**
Full Year HS	$44,676.69	$58,308.25	$102,984.93
Full Year JH	$4,563.23	$13,931.58	$18,494.81
Total Full Year	**$49,239.92**	**$72,239.82**	**$121,479.74**

-$11,499.95	**$11,499.95**

H&H Cooperative: Uniform & Uniform Equipment Costs
(25 - 26) Spring 2025 - July 1, 2026

FULL TABLE COST	$121,208.67	$60,604.34
SEASON	TOTAL COST	HALF-COST
FALL SEASONS	$59,664.85	$29,832.43
WINTER SEASONS	$34,431.53	$17,215.77
SPRING SEASONS	$27,112.29	$13,556.15
40'S SEASONS	$0.00	$0.00

Ordering / Paying Agent

	Hampton	Heartland	Total Combined Costs	Equitable Share
Total Paid	$1,242.55	$119,966.12	$121,208.67	$60,604.34
Balance To Reconcile	Hampton Pays	Heartland Pays	-	-
	$59,361.79	-$59,361.79		

H&H Cooperative: Officials & Entry Fees Costs
2025 - 2026

OFFICIALS COSTS: SUMMARY

Sport	Paying Agent		Combined Total	Equitable Share	Hampton Pays	Heartland Pays
	Hampton	Heartland				
HS Football	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
JH Football	$1,600.00	$0.00	$1,600.00	$800.00	-$800.00	$800.00
HS Volleyball	$2,130.00	$1,760.00	$3,890.00	$1,945.00	-$185.00	$185.00
JH Volleyball	$360.00	$1,070.00	$1,430.00	$715.00	$355.00	-$355.00
HS Boys & Girls Basketball	$4,120.00	$4,350.00	$8,470.00	$4,235.00	$115.00	-$115.00
JH Girls Basketball	$1,000.00	$0.00	$1,000.00	$500.00	-$500.00	$500.00
JH Boys Basketball	$0.00	$900.00	$900.00	$450.00	$450.00	-$450.00
HS Track	$0.00	$1,550.00	$1,550.00	$775.00	$775.00	-$775.00
JH Track	$0.00	$3,280.00	$3,280.00	$1,640.00	$1,640.00	-$1,640.00
Cheer	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
HS Girls Golf	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
HS Boys Golf	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
	$9,210.00	*$12,910.00*	$22,120.00	$11,060.00	$1,850.00	-$1,850.00
	Hampton	Heartland				
	Ordering Paying Agent		Combined Total	Equitable Share	Hampton Pays	Heartland Pays

ENTRY FEE & AGENCY COSTS: SUMMARY

Sport	Paying Agent		Combined Total	Equitable Share	Hampton Pays	Heartland Pays
	Hampton	Heartland				
HS Football	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
JH Football	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
HS Volleyball	$0.00	$390.00	$390.00	$195.00	$195.00	-$195.00
JH Volleyball	$0.00	$120.00	$120.00	$60.00	$60.00	-$60.00
HS Boys & Girls Basketball	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
JH Girls Basketball	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
JH Boys Basketball	$0.00	$300.00	$300.00	$150.00	$150.00	-$150.00
HS Track	$0.00	$1,345.00	$1,345.00	$672.50	$672.50	-$672.50
JH Track	$0.00	$550.00	$550.00	$275.00	$275.00	-$275.00
Cheer	$166.40	$0.00	$166.40	$83.20	-$83.20	$83.20
HS Girls Golf	$0.00	$1,030.00	$1,030.00	$515.00	$515.00	-$515.00
HS Boys Golf	$0.00	$1,000.00	$1,000.00	$500.00	$500.00	-$500.00
	$166.40	*$4,735.00*	$4,901.40	$2,450.70	$2,284.30	-$2,284.30
	Hampton	Heartland				
	Ordering Paying Agent		Combined Total	Equitable Share	Hampton Pays	Heartland Pays

Category	Ordering Paying Agent		Combined Total	Equitable Share	Hampton Pays	Heartland Pays
	Hampton	Heartland				
Officials Costs	$9,210.00	$12,910.00	$22,120.00	$11,060.00	$1,850.00	-$1,850.00
Entry Fee Costs	$166.40	$4,735.00	$4,901.40	$2,450.70	$2,284.30	-$2,284.30
Combined Total	$9,376.40	$17,645.00	$27,021.40	$13,510.70	$4,134.30	-$4,134.30

H&H Cooperative: General / Bi-lateral Use Supply Orders
2025 - 2026 (July 2026)

		$1,935.96	*$7,341.01*	$9,276.97	$4,638.49	$2,702.53	-$2,702.53
		Hampton	**Heartland**	Combined Total	Equitable Share	Hampton Pays	Heartland Pays
		Ordering Paying Agent					
Sport	**Order Date**	**Ordering Paying Agent**		**Combined Total**	**Equitable Share**	**Hampton Pays**	**Heartland Pays**
		Hampton	**Heartland**				
Golf	June 2026		*$830.00*	$830.00	$415.00	$415.00	-$415.00
HS Football	June 2026		*$3,814.00*	$3,814.00	$1,907.00	$1,907.00	-$1,907.00
HS Volleyball	June 2026		*$814.03*	$814.03	$407.02	$407.02	-$407.02
JH Volleyball	June 2026		*334.03*	$334.03	$167.02	$167.02	-$167.02
JH Volleyball	June 2026		*$98.40*	$98.40	$49.20	$49.20	-$49.20
HS BBB	June 2026		*$857.00*	$857.00	$428.50	$428.50	-$428.50
JH BBB	June 2026		*$446.49*	$446.49	$223.25	$223.25	-$223.25
Track	June 2026		*$147.06*	$147.06	$73.53	$73.53	-$73.53
HS Volleyball	Season 2025	*$638.00*		$638.00	$319.00	-$319.00	$319.00
HS BBB	Season 2025	*$803.90*		$803.90	$401.95	-$401.95	$401.95
GBB	Season 2025	*$494.06*		$494.06	$247.03	-$247.03	$247.03
				$0.00	$0.00	$0.00	$0.00

Heartland Community Schools

ELEMENTARY STUDENT HANDBOOK



2026-2027

1501 Front St.
Henderson, Nebraska 68371
Phone: (402) 723-4434
Fax: (402) 723-4431

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WELCOME

Dear Students and Parents:

On behalf of the faculty, administration, and board of education, we welcome you to another school year. We are looking forward to helping your children reach their learning potential and achieve their educational goals in the upcoming year.

Please read this handbook carefully. Students and their parents are responsible for knowing the rules, regulations, and procedures covered in this handbook. The student handbook is an extension of school policies and has the force and effect of board policy when approved by the board of education.

This handbook contains information of value to every student and parent. It contains explanations of school regulations and procedures necessary for our school to run smoothly and efficiently. If you are ever in doubt about what is the right thing to do, ask a classroom teacher, speak with the building principal, or contact my office.

Sincerely,

Jeremy Klein
Superintendent

Intent of Handbook

This handbook is intended to be used by students, parents, and staff as a guide to the rules, procedures, and general information about this school district. Students and their parents must become familiar with the handbook, and parents should use it as a resource and assist their children in following the rules contained in it. The use of the word "parents" refers to any adult who has the responsibility for making education-related decisions about a child, including, but not limited to biological parents, adoptive parents, legal guardians, and adults acting in loco parentis.

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

Notice of Nondiscrimination

The school district does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The school district prohibits sex discrimination in any education program or activity in any education program or activity that it operates.

Students who believe that they have been the subject of unlawful discrimination or harassment due to their disability, or that have other related concerns or questions, should contact the following Section 504 Coordinator: Dana Reinke at 402-723-4434 (phone number), dreinke@heartlandschools (e-mail address) or in person at school.

Students who believe that they have been the subject of unlawful discrimination or harassment due to their sex, or that have other related concerns or questions, should contact the Title IX Coordinator: Josh Struckman at 402-723-4434, jstruckman@heartlandschools.net, 1341 18th Street, Henderson NE, or in person at school.

Students who believe that they have been the subject of unlawful discrimination or harassment due to their race, color, or national origin, or that have other related concerns or questions, should contact the following Title VI Coordinator: Jeremy Klein at 402-723-4434, jklein@heartlandschools.net, 1501 Front Street, Henderson, NE or in person at school.

Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact Dana Reinke at 402-723-4434, dreinke@heartlandschools.net or in person at school. Students may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

For additional prohibited discrimination and related information, please review school district Policy 3053 – Nondiscrimination.

MISSION STATEMENT

EMPOWERING EXCELLENCE - Every Student, Every Day

HEARTLAND COMMUNITY SCHOOLS
2026 - 2027 SCHOOL CALENDAR

August 2026

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2026

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2026

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2026

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2026

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Aug. 7	New Teacher Orientation
Aug. 10-12	Teacher Inservice
Aug. 13	K-12 Classes Begin (11:40 Dismissal)
Sept. 7	No School - Labor Day
Sept. 14	No School - Professional Development
Oct. 9	Last Day - 1st Quarter
Oct. 12	First Day - 2nd Quarter
Oct. 19	No School - Professional Development
Oct. 19	PTC 4:30 PM - 8:30 PM
Oct. 20	PTC 4:30 PM - 8:30 PM
Nov. 25-27	No School - Thanksgiving Break
Dec. 18	Last Day - 1st Semester (Regular Dismissal)
Dec. 21	No School - Professional Development
Dec. 22-31	No School - Holiday Break
Dec. 23-27	NSAA Moratorium

Jan. 1	No School - Holiday Break
Jan. 4-5	No School - Professional Development
Jan. 6	Classes Resume / 1st Day - 2nd Semester
Jan. 15	No School - Mid-Winter Break
Feb. 12	No School - Mid-Winter Break
Mar. 5	No School - Professional Development
Mar. 8	PTC 4:30 PM - 8:30 PM
Mar. 9	PTC 4:30 PM - 8:30 PM
Mar. 10	Last Day - 3rd Quarter
Mar. 11	No School - Professional Development
Mar. 12	No School - Winter Break
Mar. 15	First Day - 4th Quarter
Mar. 26	No School - Spring Break
Mar. 29	No School - Spring Break
Apr. 13	No School - Staff Workday (HS Track Invite)
May 5	Seniors' Last Day
May 9	Graduation
May 14	Last Day - 2nd Semester (11:30 Dismissal)
May 17	Teacher Inservice

January 2027

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

February 2027

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27

March 2027

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2027

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2027

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

- Beginning/End of Term
- No School - Professional Development
- No School - Break
- Parent-Teacher Conferences
- Early Dismissal
- Event
- Curriculum Development

1st Quarter	40	Student Days
	44	Teacher Days
2nd Quarter	46	Student Days
	49	Teacher Days
3rd Quarter	43	Student Days
	47	Teacher Days
4th Quarter	42	Student Days
	45	Teacher Days
1st Semester	86	Student Days
	93	Teacher Days
2nd Semester	85	Student Days
	92	Teacher Days
School Year	171	Student Days
	185	Teacher Days

Additional days for students and/or staff will be added to the end of the year if it is determined to be necessary.

NSAA DATES	
Start of Fall Practices	Aug. 10
District Golf	Oct. 5-6
State Golf	Oct. 12-13
State Football 1st Rd.	Oct. 30
State Volleyball	Nov. 4-5-6-7
Start of Winter Practices	Nov. 16
District One-Act	Week of Nov. 30
NSAA Moratorium	Dec. 23-27
Girls State Basketball	Mar. 3-4-5-6
Boys State Basketball	Mar. 10-11-12-13
Start of Spring Practices	Mar. 1
District Music	Week of Apr. 19
District Track	May 13
District Golf	May 17-18
State Track	May 21-22
State Golf	May 25-26

Heartland Community Schools
1501 Front Street
Henderson, NE 68371
Phone: 402-723-4434
www.heartlandschools.org

ADOPTED 3/9/26

SCHOOL PERSONNEL - PK- 6 FACULTY

CERTIFIED STAFF

Kasey Blase	Second Grade
Cami Buller	Preschool
Jennifer Buller	Resource
Stephanie Buzek	Technology Coordinator
Jenifer Dillon	First Grade
Sydni Fousek	Resource
Kelsey Gooder	Art
Kim Hiebner	Fourth Grade
Mark Hiebner	Instrumental Music
Kelsey Linabery	Vocal Music
Christa Lindsay	Sixth Grade
Tara Maltsberger	Fifth Grade
Gina Mestl	Media Specialist
Michelle Naber	Third Grade
Paige Peters	Fifth / Sixth Grade Math (AM) / First Grade (PM)
Tami Peters	Title One
Andrea Raymond	Fourth Grade
Anne Regier	First Grade (AM)
Les Reinke	Physical Education
Kelsey Vnoucek	School Counselor
Sherry Thiesen	Kindergarten
Katie Waegli	Fifth / Sixth Grade Science / Math Interventions
Deb Wilhelm	Speech Pathologist
Karma Yantzie	Fourth Grade Keyboarding

ADMINISTRATION

Jeremy Klein (Superintendent) / Tim Carr (Secondary Principal) / Dana Reinke (Elementary Principal)

CERTIFIED STAFF

Janet May, Tammy Ott, Dandi Ott

MAINTENANCE

Matt Quiring, Lance Ruhl, Rick Thiesen

PARA EDUCATORS

Connie Bechtel, Jolene Campbell, Ronda Duerksen, Mary Hiebner, Karen Kroeker, Lori Loughman, Michelle McClelland, Angie McCormick, Lindsay Mierau, Carol Nissen, Joyce A. Nunnenkamp, Valerie Scheil, Cora Swartzendruber, Marcee van den Berg

SECTION ONE

BASIC SCHOOL RULES AND GENERAL PRACTICES

Attendance

Required Attendance

Every person residing in the school district who has legal or actual charge or control of any child who is of mandatory attendance age shall cause that child to attend a public or private school regularly unless the child has graduated from high school or has been allowed to disenroll pursuant to this policy.

Mandatory Attendance Age

All children who are or will turn six years old before January 1 of the current school year are of mandatory attendance age. Children who have not turned eighteen years of age are of mandatory attendance age.

Exceptions

This policy does not apply when attendance is made impossible or impracticable by severe weather conditions or by the mental or physical illness of the student or a child whom the student is parenting.

A child who will not reach age 7 before January 1 of the current school year may be excused from mandatory attendance if the child's parent or guardian completes an affidavit affirming that alternative educational arrangements have been made for the child. A copy of the required affidavit is attached to this policy.

Discontinuing Enrollment – 5 Year Old Students

The person seeking to discontinue the enrollment of a student who will not reach six years of age prior to January 1 of the current school year shall submit a signed, written request to the superintendent using the form which is attached to this policy. The school district may request written verification or documentation that the person signing the form has legal or actual charge or control of the student. The school district shall discontinue the enrollment of any student who satisfies these requirements. Any student whose enrollment is discontinued under this subsection shall not be eligible to reenroll in this school district until the beginning of the following school year unless otherwise required by law.

Prohibition on Discontinuing Enrollment – Abuse or Neglect Investigation
Upon notice from the Department of Health and Human Services, the District shall not facilitate the transfer or disenrollment of a student whose parent, guardian, or educational decisionmaker is subject to an active investigation by the Department for fourteen days or until further notice from the Department, whichever occurs first.

Attendance Officer
Each building principal is designated as an attendance officer for the district. Each building principal, at his or her discretion, may delegate these responsibilities to any other qualified individual. The attendance officer is responsible for enforcing the provisions of state law relating to compulsory attendance. This responsibility includes but is not limited to filing a report with the county attorney of the county in which a student resides. Compensation for the duties of attendance officer is included in the salary for the superintendent or designee.

Excused Absences – Physical or Mental Illness
Absences shall be excused by a parent, guardian, or educational decision maker, as defined in section 79-530, of the child for physical or mental illness and as documented by a credentialed health professional, provided the documentation supports such absence. In the instance of chronic illness, documentation shall be reviewed each semester.

Excused Absences

The following absences will be considered excused if they are confirmed by communication to the school from the student's parent/guardian:

1. Severe weather

2. Medical appointments for the student or for a child whom the student is parenting.

3. Death or serious illness of the student’s family member

4. Attending a funeral, wedding or graduation

5. Appearance at court or for other legal matters

6. Observance of religious holidays of the student's own faith

7. Personal or family vacations

Excessive Absenteeism
When a student receives five unexcused absences or the hourly equivalent in any semester, the Attendance Officer will follow the district's policy to address barriers to the student's attendance.

When a student is absent more than twenty days per year or the hourly equivalent and any portion of the absences is unexcused, the Attendance Officer may file a report with the county attorney of the county in which the student resides. For example, if the student accumulates 20 days of excused absences due to documented illness and is tardy one time, the Attendance Officer may file a report with the appropriate county attorney.

Absences due to illness
The school district will contact parents if a student becomes ill at school. A student who is absent due to illness has two days for every day of absence to complete missed assignments.

Absence Procedures
A student is considered absent if he/she has not arrived by 8:30 a.m. Teachers will keep a log entry of student arrivals and dismissals. If the student is present 90 minutes, during one half of the day, the student will be marked present for a half day. Once a student reaches an amount equivalent to a half or full day absence the absence will be assigned.

Planned absences
Parents who know in advance that a student will be absent must call the school or send a written note at the earliest possible date. Students who will be absent for reasons that can be anticipated, such as routine medical appointments, trips and school activities, must complete any work required by the teacher before the absence. Parents should make every attempt to schedule medical and other appointments after school hours when possible.

Students are obligated to:
1) Complete all class work in advance for any absence that can be anticipated.
2) Attend school from 10:45 a.m. to 3:30 p.m. before attending practice or participating in a scheduled student activity except in cases of family emergencies or prearranged absences.
3) Check out and in the school office if leaving or returning to school during the school day.
4) Make up any and all work that is assigned by teachers as make-up work for the instructional time that has been missed.

5) Remain in their classroom until his/her ride has arrived at school for planned absences. If the student is leaving ill, they will be allowed to remain in a designated area until his/her ride has arrived.

Parents are obligated to:

1) Call the appropriate building office to inform the school of the reason for each absence.
2) Enter the school front office to sign the student out.
3) Submit a doctor's statement, if requested, for each period of absence due to illness that exceeds five days.

Make-up Work

Written make-up work may be assigned for each day missed regardless of the type of absence. If make-up work is not completed, students will receive no credit for the work required. The time each student is allowed will be determined by the teacher.

The student has the responsibility to contact teachers, initially, regarding make-up assignments.

For excused absences, two school days will be allowed to make up the work for each day missed with a maximum of ten (10) days allowed to complete make up work. If requested, assignment sheets will be prepared for students who are ill. If parents or students request assignment sheets the school should be contacted by no later than 10:00 a.m.

Pregnant and Parenting Students

The District will not discriminate in its education program or activity against any student based on the student's current, potential, or past pregnancy. Students who are pregnant or parenting are encouraged to continue participating in the district's educational and extracurricular programs. Students who anticipate deviations from their regular school experience or accrue absences due to pregnancy or parenting should notify their building principal as early as possible to discuss their educational programming in collaboration with the Title IX Coordinator.

Band

Students may participate in the elementary band and begin taking band lessons in the 5th grade. Students in grades 6-8 may participate in the middle school band. Instruments will be provided by students or the school as provided by school policy. Fees may be charged as allowed or provided in the Elementary and Secondary Student Fee Authorization Act and the school's student fee policy or other applicable policy.

Bicycles and Other Wheeled-Forms of Transportation

Bicycles and other wheeled-forms of transportation must be parked in the racks provided. All should be equipped with locks. The school is not responsible for damage or theft of parts while such forms of transportation are on school property. Students are to walk their bikes and other forms of wheeled-transportation once arriving to the circle drive and front of the school.

Bills

Students should pay bills for supplies, fines, shop materials, clothing orders, etc. in the school bookkeeper's office. Any check for these payments should be made out to Heartland Community Schools unless otherwise instructed. Pursuant to board policy, the district will assess an additional penalty of $30 for any check returned from the bank for insufficient funds.

When students purchase items of significant value, such as class rings and letter jackets, they must make payment at the time of purchase or when the order is placed.

Books and Supplies

Students must take care of books and other supplies provided by the district. The school will assess fines for damage to books and school property.

Students must supply their own consumable items such as pens, pencils, tablets, notebooks, erasers, and crayons. Each classroom teacher will prepare a supply list for students at the beginning of the school year.

Breastfeeding and Lactation

In order to accommodate lactating and breastfeeding students, the district will provide reasonable opportunities to express breast milk or breastfeed in a place, other than a bathroom, which is shielded from view and free from intrusion from district students, employees, and the public. The district will also provide a location for students to store expressed breast milk in or near the location designated for students to express milk to create the least amount of disruption to the student's participation in class or activities.

Students who wish or need to express breast milk on a regular schedule must work with school administrators to create a schedule that accommodates the student's needs while facilitating education to the maximum extent possible.

In order to prevent interference with the educational process, no student shall express breast milk within school classrooms or buses. Nothing in this

policy limits the authority of the administration to impose consequences consistent with the Student Discipline Act and other state and federal law.

Bulletin Boards

Bulletin boards are maintained throughout the building to communicate general information, material, and school announcements. Students should check the bulletin boards carefully each school day. A written copy of daily announcements will be posted on the main bulletin board by the offices.

Bulletin board or electronic publishing space may be provided for the use of students and student organizations for notices relating to matters of general interest to students. The following general limitations apply to all posting or publishing:

1. All postings must be approved by the appropriate building principal or designee. Students may not post any material containing any statement or expression that is libelous, obscene, or vulgar; that would violate board of education policies, including the student code of conduct; or that is otherwise inappropriate for the school environment.

2. All postings must identify the student or the student organization posting or publishing the notice.

3. Material shall be removed after a reasonable time to assure full access to the bulletin boards or electronic publishing media.

Bullying

Students are prohibited from engaging in any form of bullying. The Centers for Disease Control and Prevention defines bullying as "any unwanted aggressive behavior(s) by another youth or group of youths who are not siblings or current dating partners that involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated." Nebraska statute defines bullying as "an ongoing pattern of physical, verbal or electronic abuse." The District's administrators will consider these definitions when determining whether any specific situation constitutes bullying. Both of these definitions include both in-person and cyberbullying behaviors.

The disciplinary consequences for bullying will depend on the severity, frequency, duration, and effect of the behavior and may result in sanctions up to and including suspension or expulsion. Students who believe they are being bullied should immediately inform a teacher or the building principal.

Reporting Bullying

Students who experience or observe bullying behavior must immediately report what happened to a teacher or administrator. Students may always confer with their parents or guardians about bullying they experience or witness, but the students must also ultimately report the situation to a teacher or administrator.

Bullying Investigations

School district staff will investigate allegations of bullying using the same practices and procedures that the district observes for student disciplinary matters. In no circumstance will school district staff be deliberately indifferent to allegations of bullying.

Cafeteria Rules

1. All food must be consumed in the areas designated by the school.
2. After students have eaten, they must return trays to the kitchen. All papers, milk cartons should be deposited in the trash cans. All leftover food should be scraped off the tray onto the correct container. Forks and spoons should be placed in the pan with water, NOT THROWN AWAY!
3. Students are to use proper manners including eating quietly.
4. Students may not throw food or other items.
5. Second servings are available to those who have made an effort to clean their trays and have requisite funds as required by board policy.
6. Students should remain at their tables until they are dismissed.
7. Students must treat lunch personnel with respect.
8. Students who violate the above rules will be disciplined.

Cell Phones and Other Electronic Devices

Students may not use cell phones or other electronic devices while at school, except as permitted in this handbook.

Students may use cell phones or other electronic devices on the school sidewalks and in the common areas of the school before and after school, so long as they do not create a distraction or a disruption. Elementary students must keep cell phones or other electronic devices powered off and stored in lockers. Students may not use cell phones or other electronic devices while they are in locker rooms or restrooms.

Students may not use cell phones or other electronic devices while riding in a school vehicle unless they have express permission to do so from the vehicle's driver.

Students are personally and solely responsible for the security of their cell phones and other electronic devices. The school district is not responsible for theft, loss, or damage of a cell phone or any calls made on a cell phone.

Students who violate this policy will have their cell phones or other electronic devices confiscated immediately. The administration will return confiscated devices to the offending student's parent or guardian after meeting with the parent or guardian to discuss the violation. Students who violate this policy may, at the discretion of the school's administration, be subject to additional discipline, up to and including suspension or expulsion.

The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise may constitute a crime under state and/or federal law. Any person engaged in these activities while on school grounds, in a school vehicle or at a school activity will be subject to the disciplinary procedures of the student code of conduct. Any student found to be in possession of obscene, pornographic, lewd, or otherwise illegal images or photographs will be promptly referred to law enforcement and/or other state or federal agencies, which may result in arrest, criminal prosecution, and possible inclusion on sex offender registries.

Cheating, Plagiarism, and Academic Dishonesty

Students may not cheat, plagiarize, or otherwise participate in any academic dishonesty in any form. Prohibited behavior includes:

- Obtaining, attempting to obtain, or aiding another person to obtain credit for work by any dishonest or deceptive means.
- Lying.
- Copying another person's work or answers.
- Discussing the answers or questions on a test or assignment unless specifically authorized by the teacher.
- Taking or receiving copies of a test without the permission of the teacher.
- Using or displaying notes, "cheat sheets," or other sources of unauthorized information.
- Using the ideas or work of another person as if they were your own without giving proper credit to the source.
- Submitting work or any portion of work completed by another person.
- Failing to give credit for ideas, statements, facts, or conclusions which rightfully belong to another person.
- Failing to use quotation marks or other appropriate means of attribution when quoting directly from another person or source.

A student who cheats, plagiarizes, or otherwise participates in any academic dishonesty is subject to discipline, up to and including expulsion.

Child Abuse and Neglect

School employees will report suspected abuse or neglect of a child as required by state law and school policy. Nebraska law defines abuse or neglect as knowingly, intentionally, or negligently causing or permitting a minor child or an incompetent or disabled person to be (1) placed in a situation that endangers his or her life or physical or mental health; (2) cruelly confined or cruelly punished; (3) deprived of necessary food, clothing, shelter or care; (4) left unattended in a motor vehicle, if such child is six years of age or younger; (5) sexually abused; (6) placed in a situation to be sexually exploited through sex trafficking of a minor as defined in state law or by allowing, encouraging, or forcing such person to engage in debauchery, public indecency, or obscene or pornographic photography, films, or depictions; or (7) placed in a situation to be a trafficking victim as defined in state law.

Class Dismissal

Classes are in session from the ringing of the tardy bell until the teacher dismisses the class. The bell at the end of the period is not a dismissal bell, and students may not leave their classrooms until they have been excused by their classroom teacher.

Classroom Assignments

Children are assigned to classrooms by the elementary principal with teacher input. This responsibility is taken seriously and many factors such as gender, leadership skills, academic ability, personality, and social adjustment are considered. Careful thought is given to meeting the needs of each child and the welfare of the entire class. Parent requests for placement may not always consider all of these factors and while the staff values parent input, it can complicate the placement process for teachers. With these considerations in mind, the school discourages parents from making specific teacher placement requests for their children.

We have an outstanding elementary staff, all of whom work very hard to make the children feel welcome and all of whom can and do provide a solid education in a caring environment.

Classroom Behavior

Student behavior and attitude in the classroom must be cooperative and serious. All students must:

- arrive to class on time;
- prepare for class with all necessary materials;

- be considerate of others;
- respond promptly to all directions of the teacher; and
- take care of school property and the property of others.

Teachers will establish classroom conduct rules that students must obey.

Closed Campus

Students may not leave the building without permission from the administration.

Coats and Boots

Elementary students must wear coats outdoors when the weather makes it advisable. The staff will decide when coats are required for recess.

Elementary students may choose to wear overshoes or boots when the playground is wet or muddy. Waterproof boots worn to school should be taken off and regular shoes worn during the day. Boots worn to school must be marked with the student's name. Boots are not permitted on gymnasium floors.

Communicable Diseases

Any student who has contracted a contagious disease may be restricted from attendance at school until the student is no longer contagious. The school district uses the Title 173- Nebraska Health and Human Services/Control of Communicable Disease, Chapter 3 of the Nebraska Administrative Code as a "best practice" guideline for contagious and infectious diseases. If there are questions regarding the communicability of your child's health condition or if you know your child has contracted a contagious or communicable disease or condition not otherwise specified in board policy or this handbook, please call 402-723-4434.

Communicating with Parents

Parents shall be kept informed of student progress, grades, and attendance through report cards, progress reports, and parent/teacher conferences. The school district will notify parents if their students are failing or close to failing. The school district will endeavor to notify parents of failing students prior to entry of the failing grade on the student's report card. Parents will also be notified of their student's possible failure to meet graduation requirements. Other pertinent information will be communicated to parents by mail or by personal contact. Official transcripts of student progress, grades, and attendance will be sent to other school systems upon the student's transfer when the district receives a written request signed by the student's parent or guardian or upon being notified that the student has enrolled in another school.

Complaint Procedure

Good communication helps to resolve many misunderstandings and disagreements. This complaint procedure applies to complaints unless the complaint is subject to a different procedure required by law, policy or contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems at the lowest level of the chain of command. When those efforts do not resolve matters satisfactorily, including matters involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age, a complainant should follow the procedures set forth in any specific policy addressing those areas or the procedures set forth below. Allegations of sex discrimination covered by Title IX will be addressed through the board's Title IX policy.

References to "coordinator" in this policy refer to the board-designated coordinator for the applicable area, such as the Section 504 Coordinator for allegations of disability-based discrimination.

Under this policy, factual conclusions will be based on a preponderance of the evidence.

Complaint and Appeal Process.

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if complainant reasonably believes speaking directly to the person would subject complainant or complainant's student to discrimination or harassment.

2. The second step is for the complainant to speak to the building principal, coordinator, superintendent of schools, or president of the board of education, as set forth below. Anyone with questions about the appropriate person to speak with may request clarification from the superintendent.

    a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.

    b) Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.

c) Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.

d) Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may also be submitted at any time during the complaint procedure to the applicable coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268-0599.

3. When a complainant submits a complaint to an administrator or coordinator, the administrator or coordinator shall first determine whether another applicable procedure is required by policy or law and if so, direct the complaint to the appropriate person to follow that procedure. If not, the administrator or coordinator will promptly and thoroughly investigate the complaint, and shall:

a) Determine whether the complainant has discussed the matter with the respondent.

1) If the complainant has not, urge the complainant to discuss the matter directly with the respondent, if appropriate.

2) If the complainant refuses to discuss the matter with the respondent, the administrator or coordinator shall, in his or her sole discretion, determine whether the complaint should or must be pursued further.

b) Strongly encourage the complainant to reduce his or her concerns to writing.

c) Interview the complainant and, if necessary, the respondent against whom the complaint is filed, to determine:

1) All relevant details of the complaint;

2) All witnesses and documents which the complainant believes support the complaint;

3) The action or solution which the complainant seeks.

d) Respond to the complainant. If the complaint involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the administrator or coordinator receives the complaint.

4. If either the complainant or the respondent is not satisfied with the decision, he or she may appeal the decision to the superintendent. The superintendent may assign a qualified designee to hear any appeal.

   a) The appeal must be in writing.

   b) This appeal must be received by the superintendent no later than three (3) calendar days from the date of the decision.

   c) For complaints addressed through other applicable procedures that do not include a separate investigatory process, the superintendent will investigate as he or she deems appropriate.

   d) The superintendent will prepare a written decision and provide it to the complainant and any other person entitled by law to receive the appeal decision. For complaints involving discrimination or harassment, the superintendent shall submit the decision within 180 calendar days after the superintendent received complainant's written appeal. Appeals to the superintendent from complaints involving discrimination or harassment are final once the superintendent delivers the written decision, as are all other appeals/complaints to the superintendent unless the complaint can be appealed on the limited grounds to appeal to the board below.

5. The board's role is to set policy, establish and implement a budget, and evaluate the superintendent. The board does not manage the daily operations of the school district entrusted to its administration unless required by law or policy. Because of the board's statutory roles, it does not hear complaints or appeals that may involve oversight or discipline of students, staff, or others, unless those involve the superintendent as discussed below. The board does not hear complaints or appeals based on allegations of discrimination or harassment unless otherwise required by law. The board will hear appeals only in the following circumstances:

a) When the complaint is about a board policy, not implementation of the policy;

b) When the complaint involves the budget or school expenditures that have been or must be approved by the board; or

c) When the board is required by law, policy, or contract to hear a complaint or appeal.

6. If a complaint involves those limited grounds and a party is not satisfied with the superintendent's decision regarding the complaint or appeal, he or she may appeal the decision to the board.

a) This appeal must be in writing.

b) This appeal must be received by the board president no later than ten (10) calendar days from the date the superintendent communicated his/her decision to the complainant.

c) This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment allegations against the superintendent shall be promptly and thoroughly investigated by the board president or a designee.

d) The board president will notify the complainant and any other person legally required to receive the decision in writing of its decision. If the complaint involves discrimination or harassment allegations against the Superintendent, the board president shall submit the decision within 180 calendar days after receiving the written appeal.

e) There is no appeal from any decision of the board unless authorized by law.

7. Formal complaints about the superintendent shall be filed with the president of the board. However, complaints about the superintendent do not include disagreement with the superintendent's decision on appeal based on a complaint of discrimination, harassment, or action of any other employee who is not the superintendent. Upon receipt of a complaint, the board president or his or her designee shall promptly and thoroughly investigate the complaint, and shall:

a) Coordinate with school district staff, other than the superintendent, to determine if another procedure in policy or law requires the complaint against the superintendent to follow another procedure. If so, the board president will coordinate handling the complaint through that procedure. If another procedure applies, such as in the case of allegations of sex discrimination against the superintendent, the board president or, at his or her discretion, the full board will serve only to hear any appeal by a party to the complaint.

b) Determine whether the complainant has discussed the matter with the superintendent.

   1) If the complainant has not, the board president or designee will urge or require the complainant to discuss the matter directly with the superintendent, if appropriate or required.

   2) If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should or must be pursued further.

c) Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting by the full board.

d) Respond to the complainant or appeal. If the complaint or appeal involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the president received the complaint.

e) Appoint or contract with other individuals qualified to assist the board through this process or any other applicable procedure used to address allegations against the superintendent.

No Retaliation. The school district prohibits retaliation against any person for filing a complaint or for participating in the complaint procedure in good faith.

Special Rules Regarding Educational Services and Related Services to Students with Disabilities. Students with disabilities and their families have specific rights outlined in state and federal law, including administrative

processes by which they may challenge the educational services being provided by the school district. Therefore, the appeal process contained in this policy may not be used to challenge decisions made by a student's individualized education plan (IEP) team or 504 team.

Complaints about the educational services provided a student with a disability, including but not limited to services provided to a student with an IEP, access to curricular and extracurricular activities, and educational placement must be submitted to the school district's Director of Special Education. The Director of Special Education will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of IDEA Parental Rights promulgated by the Nebraska Department of Education.

Complaints about the educational services provided a student with a disability pursuant to a Section 504 plan must be submitted to the school district's 504 Coordinator. The 504 Coordinator will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of Section 504 Parental Rights adopted by the board of education.

Complaints about the educational services provided to a student who is suspected of having a disability must be submitted in writing to the school district's Director of Special Education or to the district's 504 Coordinator. The Director of Special Education or 504 Coordinator will either refer the student for possible verification as a student with a disability or will provide prior written notice of the district's refusal to do so.

Bad Faith or Serial Filings. The purpose of the complaint procedure is to resolve complaints at the lowest level possible within the chain of command. Individuals who file complaints (a) without a good faith intention to attempt to resolve the issues raised; (b) for the purpose of adding administrative burden; (c) at a volume unreasonable to expect satisfactory resolution; or (c) for purposes inconsistent with the efficient operations of the district may be dismissed by the superintendent without providing final resolution other than noting the dismissal. There is no appeal from dismissals made pursuant to this section.

Computer Network Use by Students

Students are expected to use computers and the Internet as an educational resource. The following procedures and guidelines govern the use of computers and the Internet at school.

I. **Student Expectations in the Use of the Internet**

A. **Acceptable Use**

1. Students may use the Internet to conduct research assigned by teachers.
2. Students may use the Internet to conduct research for classroom projects.
3. Students may use the Internet to gain access to information about current events.
4. Students may use the Internet to conduct research for school-related activities.
5. Students may use the Internet for appropriate educational purposes.

B. **Unacceptable Use**

1. Students shall not use school computers to gain access to material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for educational uses.
2. Students shall not engage in any illegal or inappropriate activities on school computers, including the downloading and copying of copyrighted material.
3. Students shall not use e-mail, chat rooms, instant messaging, or other forms of direct electronic communications on school computers for any unauthorized or unlawful purpose or in violation of any school policy or directive.
4. Students shall not use school computers to participate in on-line auctions, on-line gaming or mp3 sharing systems including, but not limited to Aimster or Freenet and the like.
5. Students shall not disclose personal information, such as their names, school, addresses, or telephone numbers outside the school network.
6. Students shall not use school computers for commercial advertising or political advocacy of any kind without the express written permission of the system administrator.
7. Students shall not publish web pages that purport to represent the school district or the work of students at the school district without the express written permission of the system administrator.
8. Students shall not erase, rename, or make unusable

anyone else's computer files, programs or disks.

9. Students shall not share their passwords with fellow students, school volunteers or any other individuals, and shall not use, or try to discover, another user's password.
10. Students shall not copy, change or transfer any software or documentation provided by the school district, teachers or another student without permission from the system administrator.
11. Students shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called, but is not limited to, a bug, virus, worm, or Trojan Horse.
12. Students shall not configure or troubleshoot computers, networks, printers or other associated equipment, except as directed by a teacher or the system administrator.
13. Students shall not take home technology equipment (hardware or software) without permission of the system administrator.
14. Students shall not falsify electronic mail messages or web pages.

II. Enforcement

A. Methods of Enforcement

1. The district monitors all Internet communications, Internet usage, and patterns of Internet usage. Students have no right of privacy to any Internet communications or other electronic files. The computer system is owned by the school district. As with any school property, any electronic files on the system are subject to search and inspection at any time.
2. The school district uses a technology protection measure that blocks access to some Internet sites that are not in accordance with the policy of the school district. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.
3. Due to the nature of filtering technology, the filter may at times filter pages that are appropriate for student research. The system administrator may override the technology protection measure for the student to access a site with legitimate educational value that is wrongly blocked.
4. The school district staff will monitor students' use of the Internet through direct supervision and by monitoring

Internet use history to ensure enforcement of the policy.

B. Consequences for Violation of this Policy

1. Access to the school's computer system and to the Internet is a privilege, not a right. Any violation of school policy and rules may result in:
   a. Loss of computer privileges;
   b. Short-term suspension;
   c. Long-term suspension or expulsion in accordance with the Nebraska Student Discipline Act; and
   d. Other discipline as school administration and the school board deems appropriate.
2. Students who use school computer systems without permission and for non-school purposes may be guilty of a criminal violation and will be prosecuted.

III. **Protection of Students**

A. **Children's Online Privacy Protection Act (COPPA)**

1. The school will not allow companies to collect personal information from children under 13 for commercial purposes. The school will make reasonable efforts to disable advertising in educational computer applications.
2. This policy allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes.

B. **Education About Appropriate On-Line Behavior**

1. School district staff will educate students about appropriate online behavior, both in specific computer usage units and in the general curriculum.

Conferences

Students' academic success has been closely linked to parental involvement in school. The school district has formal parent-teacher conferences in the fall and spring.

In addition to formal conferences, classroom teachers will communicate with parents as necessary. Parents are encouraged to communicate with their student's teacher or the building principal to discuss parental concerns, student needs or any other issue.

Copyright and Fair Use

The school district complies with federal copyright laws. Students must comply with copyright laws when using school equipment or working on school projects and assignments. Federal law prohibits the unauthorized

reproduction of works of authorship, regardless of the medium in which they were created.

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. "Fair use" of a copyrighted work includes reproduction for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research. Students who are unsure whether their proposed reproduction of copyrighted material constitutes "fair use" should consult with their teacher or building principal, review the school district's copyright compliance policy, and review *Copyright for Students* found at https://www.whoishostingthis.com/resources/student-copyright/. You can find more information on copyright compliance requirements and permitted uses from the U.S. Copyright Office and the Library of Congress at the following site: http://www.loc.gov/teachers/usingprimarysources/copyright.html.

Damage to School Property

Students who damage school property either intentionally or unintentionally may be required to pay to replace or restore the property, at the discretion of the administration.

Dating Violence

Dating violence, as that term is defined by Nebraska law, will not be tolerated by the school district. Students who engage in dating violence on school grounds, in a school vehicle or at a school activity or that otherwise violates the Nebraska Student Discipline Act will receive consequences consistent with the Act and the district's student discipline policies.

The school district shall provide dating violence training to staff deemed appropriate by the administration and in accordance with Nebraska law.

Discrimination and Harassment

Students who believe that they have been the subject of unlawful discrimination or harassment due to their disability should contact the following Section 504 Coordinator: Dana Reinke at 402-723-4434, dreinke@heartlandschools.net or in person at school. Students who believe that they have been the subject of unlawful discrimination or harassment due to their sex should contact the following Title IX Coordinator: Josh Struckman at 402-723-4434, jstruckman@heartlandschools.net, 1501 Front Street, Henderson, NE 68371 or in person at school. Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact Dana Reinke at 402-723-4434, dreinke@heartlandschools.net or in person at school. Students may report

discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

Dress Code

The school administration and teachers will continue to encourage all to behave and dress in a fashion that reflects good taste and a style appropriate for a school day or school activity.

An individual's dress, personal appearance, and cleanliness, as well as behavior, should reflect a sensitivity to and a respect for others. The fact that a school will permit a wide variety in school clothes does not mean that all styles are equally appropriate. The final decision in those situations of disagreement will be resolved by the school administration after consultation with the student and parents/guardians.

Students will be expected to adhere to the following guidelines during school functions on or off school property:

1. Students will not be allowed to wear clothing, jewelry, or attire that presents a material risk to the safety or wellbeing to either themselves or anyone else.
2. Students will not be allowed to wear clothing, jewelry, or attire that materially interferes with the learning/instructional environment in school.
3. Students are not to wear clothing which excessively exposes the midriff. The wearing of pants, jeans, or shorts should not be worn in a sagging fashion below the waistline.
4. Clothing usually worn as undergarments may not be worn as outer garments - such items may include but are not limited to sports bras, spandex tops and boxer shorts.
5. Skirts, dresses and shorts - As a reference, the length of clothing should generally extend beyond a closed fist when your arms are at your side.
6. Clothing which promotes alcohol, tobacco/tobacco products (including nicotine products, vaping products, and e-cigarettes) or drugs, or which contain any inappropriate messages is prohibited. Inappropriate messages may include but are not limited to innuendos, entendres, profanity, implied profanity, hate speech and anything that would promote a violation of the law and/or the student code of conduct.
7. Shoes, boots or sandals must be worn at all times.
8. Students are not allowed to wear hats, caps, visors, hoods, or sunglasses in the school building during the school day. For special

occasions, exceptions may be allowed. These special occasions will be determined by the principal.

9. Mesh shirts must have a t-shirt worn under them.
10. All sleeveless shirts must have finished seams and edges. Clothing must also cover the area under the arm.

***Consideration will be made for students who wear special clothing as required by religious beliefs, disability, medical status or condition or to convey a particularized message protected by law. The final decision regarding attire and grooming will be made by the Principal or Superintendent. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school's guidelines, the student should contact the Principal for approval, and may also review such additional posting of prohibited items or grooming which may be available in the Principal's office.

Students who violate dress code guidelines will be required to correct the violation by changing into something appropriate at school or returning home to change. A detention or suspension may be given to make up the time away from school. Repeated dress code violations may result in more severe consequences. Significant, intentional, or repeated violations of the dress code may result in formal disciplinary consequences that may include detention or suspension.

Driving and Parking Personal Vehicles

Students who drive privately owned motor vehicles to school must obey the following rules:

1. Students may not move their vehicles during the school day without the permission of the building principal or superintendent. Students will not be allowed to sit in or be around their vehicles during the school day, without administrative permission.
2. Students must drive with care to ensure the safety of the pedestrians. Students may not drive carelessly or with excessive speed.
3. By driving personal vehicles to school and parking on school grounds, students consent to having that vehicle searched by school officials when they have reasonable suspicion that such a search will reveal a violation of school rules.

Drug Free Schools

The board of education has adopted policies to comply with the Federal Drug-Free Schools and Communities Act. Students are prohibited from using, possessing, or selling any drug, alcohol, or tobacco while on school grounds, at a school activity or in a school vehicle. In addition, students who participate in the school's activities program should refer to the

Activities Handbook which prohibits the use or possession of alcohol, controlled substances and tobacco at all times.

Any student who violates any school policy regarding drug, alcohol, and tobacco use will be disciplined, up to and including short-term suspension, long-term suspension, or expulsion from school and/or referral to appropriate authorities for criminal prosecution.

Emergency Contact Information

Parents must complete an emergency information card for each child enrolled in the district. The card should list the family physician's name, where parents or a responsible adult can be located, and any necessary emergency instructions. Parents must promptly inform the school if this contact information changes during the school year. Emergency contacts are requested to be individuals that reside within close proximity to the school.

Evacuations

The school district will hold routine evacuation drills throughout the school year. Classroom teachers will provide students with detailed instructions on building evacuations.

Eye Exams

All students enrolling in kindergarten or transferring into the school district from out of state must undergo a visual examination by a physician, a physician assistant, an advanced practice registered nurse, or an optometrist, which consists of testing for amblyopia, strabismus, and internal and external eye health, with testing sufficient to determine visual acuity, except that no such physical examination or visual evaluation shall be required of any child whose parent or guardian objects in writing. They must provide evidence of the vision examination within six months prior to entrance. The cost of such physical examination and visual evaluation shall be borne by the parent or guardian of each child who is examined.

Food Service Program

The school district provides a food service program that is designed to provide adequate nutrition and an educational experience for students.

Breakfast

The school will serve breakfast daily from 7:50 to 8:10 a.m. Students who qualify for free or reduced-price lunch also qualify for free or reduced-price breakfast. Meal charges are available on the school website.

Lunch
Lunch prices depend on the federal funding that the program receives. Meal charges are available on the school website.

Payment for Meals
Students are encouraged to pay for meals several weeks in advance. Payment should be made to the bookkeeper in the office.

Students who qualify for free meals will not be denied a reimbursable meal, even if they have accrued a negative balance from other food purchases. School staff may prohibit any students from charging a la carte or extra items if they do not have adequate balance in their account in hand or their account has a negative balance.

If a student repeatedly lacks funds to purchase a meal, has not brought a meal from home, and is not enrolled in a free meal program, the district will use its resources and contacts to protect the health and safety of the student. Failure or refusal of parents or guardians to provide meals for students may require mandatory reporting to child protection agencies as required by law.

Collection of Delinquent Meal Charge Debt
The school district is required to make reasonable efforts to collect unpaid meal charges. The building principal or his or her designee will contact households about unpaid meal charges and notify them again of the availability of the free and reduced meal program and/or establish payment plans and due dates by telephone, e-mail, or other written or oral communication. If these collection efforts are unsuccessful, the school district may pursue any other methods to collect delinquent debt as allowed by law.
Collection efforts may continue into a new school year.

Notice of Non-discrimination
In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, disability, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) Mail: U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410

(2) Fax: (202) 690-7442; or

(3) Email: program.intake@usda.gov

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

Field Trips

Classes occasionally take field trips off school property for educational enrichment. A student's parent, or "caregiver" as that term is defined in the Nebraska Strengthening Families Act, must authorize a student to participate in a field trip by signing a permission slip and providing it to the school before the field trip. Students who have not completed classroom work on time may not be allowed to attend field trips. Students must comply with the student code of conduct, any applicable extracurricular conduct codes, and all directives by trip chaperones.

First-Aid

First-aid items may only be used by school staff. Students who need first aid should ask for assistance from their classroom teacher or the nearest staff member.

Head Lice

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

1. Children will be sent home from school for live head lice. In the event a child has two (2) cases of live lice in a semester, the child will be sent home until free of both live lice and nits (eggs).
2. School staff will provide written treatment information and instructions, including how to check and identify head lice*.
3. A child who is sent home from school for head lice should miss no more than two (2) school days.
4. A child who has been sent from school due to head lice must come to the principal's office (or designated location) for inspection before returning to class.
5. A child who returns to class with nits (eggs) will be checked again in

7-10 days.

6. Families are encouraged to report head lice to the school office.
7. Classroom-wide or school-wide head checks will be conducted as needed in order to control the condition at school.
8. The student cannot ride the school bus until the district has cleared the student to return to school

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

Health Problems Limiting Activities

Parents who do not want their children to play outdoors or participate in physical education for health reasons must send a written request to school. If a student persistently requests to be excused from these activities, the building principal or classroom teacher may require a doctor's verification.

Parents should notify the principal or superintendent if their student has any special health problems such as diabetes, asthma, or the like.

Homebound Instruction

The school district may provide a student with instruction in his or her home and under parental supervision if the student is physically or mentally ill or injured and unable to attend regular classes for an extended period of time. Homebound instruction shall be provided when the student's physical and mental condition are such that the student can benefit from instruction and no other provision will meet the student's educational needs. If you believe that homebound instruction is appropriate for your child, please contact the building principal to initiate the appropriate process to determine eligibility.

Homeless Children and Youth

Homeless students generally include children who lack a fixed, regular, and adequate nighttime residence, as further defined by applicable state and federal law.

It is the school's policy not to stigmatize or segregate homeless students on the basis of their status of being homeless. Transportation for homeless students who enroll in the district shall be furnished by the district under the same guidelines applying to other students or if such transportation is necessary for compliance with federal law.

Each homeless child shall be provided services for which the child is eligible comparable to services provided to other students in the school selected regardless of residency. Homeless children shall be provided access to education and other services that such children need to ensure that they

have an opportunity to meet the same student performance standards to which all students are held.

If a homeless child registered to attend school in the district is receiving family reconciliation services pursuant to state law, the district will work in cooperation with any county or department of social services in the district to jointly develop an educational program for the child. The district's homeless coordinator is Kelsey Vnoucek who may be contacted at 402-723-4434.

Illness or Injury at School

Students who feel ill or are hurt while at school should seek immediate assistance from their classroom teacher or the nearest staff member. The school will contact parents to pick students up from school whenever necessary. When school officials determine that a student needs immediate medical attention but the parents cannot be reached by phone, emergency services will be summoned or the student will be taken directly to the doctor and/or hospital. Parents must complete an emergency information card for each child enrolled in the district. The card should list the family physician's name, where parents or a responsible adult can be located, and any necessary emergency instructions.

Students who are sent home from school with a temperature greater than 100 degrees fahrenheit may not return to school until they are twenty-four hours fever free without fever-reducing medication.

Immunizations

All students must furnish one of the following to school officials:

- proof of adequate immunizations for mumps, measles, rubella; diphtheria, pertussis, tetanus; polio; and hepatitis B series; or
- a signed parental statement of refusal to provide the immunization history. Homeless students who are in need of immunizations will be referred to the homeless coordinator, who shall assist in obtaining necessary immunizations or medical records.

Provisional Enrollment. Students who meet the statutory requirements for provisional enrollment shall be allowed to attend school for sixty days without the necessary immunizations.

Students who are excepted from the immunization requirement may be excluded from school in the event of an outbreak of any contagious disease in the school population.

Initiations and Hazing

Initiations and hazing by members of classes, clubs, athletic teams, or any other organization affiliated with the district are prohibited except as otherwise permitted by this policy. Any student engaging in hazing or non-approved initiations is subject to discipline as permitted by policy and law.

Initiations are defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of "hazing" as defined below. Initiations are prohibited except by permission of the superintendent.

Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person.

Lockers and Other School Property

The school district owns and exercises exclusive control over student lockers, desks, computer equipment, and other such property. Students should not expect privacy regarding usage of or items placed in or on school property, because school property is subject to search at any time by school officials. Periodic, random searches of lockers, desks, computers, and other such property may be conducted at the discretion of the administration. The assignment of a locker is on a temporary basis and may be revoked at any time. School officials may inspect student lockers without any particularized suspicion or reasonable cause.

Lost and Found

All lost and found articles are to be taken to the receptacles at the front lobby of the school. Students may claim lost articles there. Unclaimed articles will be donated to a local charity or otherwise disposed of at the conclusion of each semester.

Medications

Whenever possible, parents should arrange medication schedules to eliminate the need for giving medication during school hours. When it is necessary for school personnel to administer medication to students, the school district will comply with the Nebraska Medication Aide Act, the requirements of Title 92, Nebraska Administrative Code, Chapter 59, (promulgated by the Nebraska Department of Education and entitled *Methods of Competency Assessment of School Staff Who Administer Medication*), and all state and federal regulations. Parents and guardians who wish to have their child receive medication from school personnel must comply with the following procedures:

Prescription medication. (1) Parents/guardians must provide a physician's written authorization for the administration of the medication. (2) Parents/guardians must provide their own written permission for the administration of the medication. (3) The medication must be brought to school in the prescription container and must be properly labeled with the student's name, the physician's name, and directions for administering the medication.

Non-prescription medication. (1) Parents/guardians must provide written permission for the administration of the medication. (2) The medication must be brought to the school in the manufacturer’s container. (3) The container must be labeled with the child’s name and with directions for provision or administration of the medication

The district reserves the right to review and decline requests to administer or provide medications that are not consistent with standard pharmacological references, are prescribed in doses that exceed those recommended in standard pharmacological references, or that could be taken in a manner that would eliminate the need for giving them during school hours. The district may request parental authorization to consult with the student’s physician regarding any medication prescribed by such physician.

Media Center

Students must check out materials from the librarian on duty. Each borrower is responsible for all books checked out in his/her name. Each student is responsible for any fine that accumulated on a book charged to him/her. If a book is lost and not found by the end of the semester, the student must pay for it. Students must also pay for any damage they cause to library books.

Memorials

Memorials or plaques honoring deceased students are generally not allowed in or on the school grounds unless authorized by board policy. Dedications to students will not be allowed.

Scholarships in the deceased person's name will not be set up by the school. Scholarships set up by outside organizations or individuals, such as a foundation, will be allowed.

Opting Out of Assessments

The Board of Education has adopted a policy on approval and denial of state and federal assessment opt-out requests, which is based on requirements in law. The policy can be requested by contacting the Superintendent of Schools at 402-723-4434.

Parental Involvement

The school district recognizes the unique needs of students who are being served in its Title I program, and the importance of parent and family engagement in the Title I program. Parent and family engagement in the Title I Program shall include, but is not limited to:

1. An annual meeting to which all parents of participating children will be invited to inform parents of their school's participation under this part, to explain the requirements of this part, and the right of the parents to be involved. Invitations may take the form of notes sent with students or announcements in the school newsletter. Additional meetings may be scheduled, based upon need and interest for such meetings.

2. An explanation of the details for the child's and parents' participation, including but not limited to: curriculum objectives, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards, type and extent of participation, parental input in educational decisions, coordination, and integration with other Federal, State, and district programs, and evaluations of progress.

3. Opportunities for participation in parent involvement activities, such as training to help parents work with their children to improve achievement. A goal of these parent activities is to provide parents with opportunities to participate in decisions relating to the education of their students, where appropriate.

4. The district will, to the extent practicable, provide parents of limited English proficiency, parents with disabilities, parents with limited literacy, are economically disadvantaged, are of a racial or minority background or parents of migratory children with opportunities for involvement in the Title I Program. Communication to parents about student progress and the district's other Title I Program communications will be provided in the language used in the home to the extent practicable. Responses to parent concerns will be provided in a timely manner.

5. Opportunities for parent-teacher conferences, in addition to those regularly scheduled by the school district, if requested by the parents or as deemed necessary by school district staff.

6. The district will coordinate and integrate parental involvement programs and activities with other programs in the community. These may include cooperation with other community programs such as Head Start and preschools and other community services such as the public library.

7. The district will educate teachers, specialized instructional support personnel, principals, and other school leaders, with the assistance of parents in the value and utility of contributions of parents, how to reach out to, communicate with, and work with parents as equal partners.

Parties

Elementary classes may have seasonal parties during the year. Parents shall communicate with their student's classroom teacher for the teacher's rules regarding birthday and holiday parties. Invitations for private parties and non-school-sponsored events may not be distributed at school unless an invitation is provided to all members of the class.

Personal Items

The school provides the necessary equipment for classroom and school day activities. **Students should not bring items such as athletic equipment, electronic devices, toys, or other similar personal items to school unless they have the prior permission of their classroom teacher or a school administrator. The school is not responsible for damaged or lost personal items or equipment.**

Physical Education

The school district requires students to receive physical education to assist them in developing gross and fine motor skills. Students are not required to

wear P.E. uniforms, but are required to wear tennis shoes for P.E. Tennis shoes with wheels are not permitted.

Physical Exam

Students entering kindergarten and the seventh grade, and those entering school from another state, are statutorily required to show evidence that they have had a physical examination within six months prior to the date of entering school.

Pictures

The school district arranges for a photographer to be present at school in the fall to take class pictures. Parents will be notified of the date. Parents who want pictures of their students or of their student's class composite may purchase them directly from the photographer.

Playground Rules

Students must follow these rules to keep the playground safe when they are using the playground as part of the school day:

1. Students must obey the playground supervisor at all times.
2. Students may not enter the street/highway to retrieve a ball unless given permission by the playground supervisor.
3. Students must play away from the school windows.
4. Touch and flag football are permitted, but tackle football is prohibited.
5. Students may throw balls and other authorized play equipment. They may not throw rocks, gravel, snowballs, and clothing.
6. Students must use the playground equipment properly and in a safe manner.
7. Students may not leave the playground after they have arrived at school for the day.

Students who violate these rules will be disciplined with the loss of recess or other privileges, detention, and/or other consequences.

The school's playgrounds, equipment, and surrounding areas are generally not supervised. Staff will supervise students when the students are using these areas as part of the school day or as part of a school activity. At all other times and in all other circumstances, the school district does not provide supervision of its playgrounds, equipment, and surrounding areas.

Police Questioning and Apprehension

Police or other law enforcement officers may be called to the school at the request of school administration, or may initiate contact with the school in connection with a criminal investigation. The school district shall inform parents when law enforcement officers seek access to their student prior to the student being questioned unless the officers are investigating charges

that the student has been the victim of abuse or neglect. Members of the school district staff will comply with board policy regarding police questioning of students.

Protection of Student Rights

The Board of Education respects the rights of parents and their children and has adopted a Protection of Pupil Rights policy in consultation with parents to comply with the Protection of Pupil Rights Amendment (PPRA). The policy is available on the district's website or upon request from the district's administrative office. Parents may opt their child out of participation in activities identified by the Protection of Pupil Rights policy by submitting a written request to the superintendent. There are not any regularly scheduled surveys. If a survey is to be given, parents will be notified of the survey. Parents may have access to any survey or other material described in the Protection of Pupil Rights policy by submitting a written request to the superintendent.

Public Displays of Affection

Students may not engage in public displays of affection that are disruptive to the school environment or distracting to others. Prohibited conduct includes hugging, kissing, touching or any other display of affection that a staff member determines to be inappropriate.

Reasonable Suspicion Testing

Students may be required to submit to drug or alcohol testing if there is a reasonable suspicion that the student is under the influence of drugs or alcohol.

Rights of Custodial and Non-Custodial Parents

The school district will honor the parental rights of natural and adoptive parents unless those rights have been altered by a court.

The term "custodial parent" refers to a biological or adoptive parent to whom a court has given primary physical and legal custody of a child, and a person such as a caseworker or foster parent to whom a court has given legal custody of a child.

The district will not restrict the access of custodial and non-custodial parents to their students and their students' records, unless the district has been provided a copy of a court order that limits those rights. If the district is provided such a court order, school officials will follow the directives set forth in the order.

The district will provide the custodial parent with routine information about his or her child, including notification of conferences. The district will not

provide the non-custodial parent with such information on a routine basis, but will provide it upon the non-custodial parent's request unless it has been denied by the courts.

A non-custodial parent who wishes to attend conferences regarding his or her child will be provided information about conference times so both parents may attend a single conference. The district is not required to schedule separate conferences if both parents have been previously informed of scheduled conference times.

If either or both parents' behavior is disruptive, staff members may terminate a conference and reschedule it with appropriate modifications or expectations.

Secret Organizations

Secret organizations are prohibited. School officials shall not allow any person or representative of any such organization to enter upon school grounds or school buildings for the purpose of rushing or soliciting students to participate in any secret fraternity, society, or association.

School Day

The school day typically begins at 8:15 a.m. and ends at 3:28 p.m. Students are to leave the school grounds after dismissal. School staff will provide supervision for students on school grounds from 7:50 to 8:10 a.m. before the school day begins and until 3:35 after the school day ends. **There will be no supervision provided by the school before or after these times**. Parents must arrange for their children to leave school promptly at the end of the day.

Students leaving school for a planned absence will remain in their classroom until the parent or guardian has arrived at school and entered the front office. At this time, front office staff will notify the child to report to the front office. Students leaving or returning to school during the day are required to sign in and out in the front office.

Self-Management of Diabetes or Asthma/Anaphylaxis

Subject to school policy, the school district will work with the parent or guardian in consultation with appropriate medical professionals to develop a medical management plan for a student with diabetes, asthma, or anaphylaxis. Parents desiring to develop such a plan should contact the principal or designee.

EMERGENCY RESPONSE TO LIFE-THREATENING ASTHMA OR SYSTEMIC ALLERGIC REACTIONS (ANAPHYLAXIS)

DEFINITION: Life-threatening asthma consists of an acute episode of worsening airflow obstruction. Immediate action and monitoring are necessary.

A systemic allergic reaction (anaphylaxis) is a severe response resulting in cardiovascular collapse (shock) after the injection of an antigen (e.g. bee or other insect sting), ingestion of a food or medication, or exposure to other allergens, such as animal fur, chemical irritants, pollens or molds, among others. The blood pressure falls, the pulse becomes weak, **AND DEATH CAN OCCUR.** Immediate allergic reactions may require emergency treatment and medications.

LIFE-THREATENING ASTHMA SYMPTOMS: Any of these symptoms may occur:

- Chest tightness
- Wheezing
- Severe shortness of breath
- Retractions (chest or neck "sucked in")
- Cyanosis (lips and nail beds exhibit a grayish or bluish color)
- Change in mental status, such as agitation, anxiety, or lethargy
- A hunched-over position
- Breathlessness causing speech in one-to-two word phrases or complete inability to speak

ANAPHYLACTIC SYMPTOMS OF BODY SYSTEM: Any of the symptoms may occur within seconds. The more immediate the reaction, the more severe the reaction may become. Any of the symptoms present require several hours of monitoring.

- **Skin:** warmth, itching, and/or tingling of underarms/groin, flushing, hives
- **Abdominal:** pain, nausea and vomiting, diarrhea
- **Oral/Respiratory:** sneezing, swelling of face (lips, mouth, tongue, throat), lump or tightness in the throat, hoarseness, difficulty inhaling, shortness of breath, decrease in peak flow meter reading, wheezing reaction
- **Cardiovascular:** headache, low blood pressure (shock), lightheadedness, fainting, loss of consciousness, rapid heart rate, ventricular fibrillation (no pulse)
- **Mental status:** apprehension, anxiety, restlessness, irritability

EMERGENCY PROTOCOL:

1. CALL 911.
2. Summon school nurse if available. If not, summon designated trained, non-medical staff to implement an emergency protocol.

3. Check airway patency, breathing, respiratory rate, and pulse.
4. Administer medications (epinephrine auto injector and nebulized albuterol) per standing order.
5. Determine cause as quickly as possible.
6. Monitor vital signs (pulse, respiration, etc.).
7. Contact parents immediately and prescribing health care practitioner as soon as possible.
8. Any individual treated for symptoms with epinephrine at a school will be transferred to a medical facility.

STANDING ORDERS FOR RESPONSE TO LIFE-THREATENING ASTHMA OR ANAPHYLAXIS:

- Administer epinephrine auto injector junior for any child less than 60 pounds or adult epinephrine auto injector for any individual over 60 pounds into the muscle towards the front and outer side of the thigh.
- Follow with nebulized albuterol while awaiting EMS.
- If symptoms persist, repeat epinephrine auto injector followed by nebulized albuterol every fifteen minutes while awaiting EMS arrival.
- Administer CPR, if indicated.

Smoking and Tobacco

Smoking, including the possession or use of cigarettes, cigars, or other tobacco or tobacco derivative products; vapor products or electronic nicotine delivery systems; alternative nicotine products; or any other such look-alike or imitation product, is not permitted on school property at any time.

Sniffer (Drug) Dogs

The administration is authorized to use sniffer dogs to minimize the presence of illicit items on school grounds. Students and staff are specifically notified of the following:

1. Lockers may be sniffed by sniffer dogs at any time.
2. Vehicles parked on school property may be sniffed by sniffer dogs at any time.
3. Classrooms and other common areas may be sniffed by sniffer dogs at any time students and staff are not present.
4. If contraband of any kind is found, the student or staff member shall be subject to appropriate disciplinary action.

Standardized Assessments

Heartland Community Schools / PK - 6 Assessment Calendar			
	Fall	**Winter**	**Spring**

Preschool	Teaching Strategies GOLD		Teaching Strategies GOLD
Kindergarten	DIBELS 8th Edition	DIBELS 8th Edition	DIBELS 8th Edition
First Grade	DIBELS 8th Edition	DIBELS 8th Edition	DIBELS 8th Edition
Second Grade	DIBELS 8th Edition	DIBELS 8th Edition	DIBELS 8th Edition
		NWEA MAP (Reading / Math)	NWEA MAP (Reading / Math)
Third Grade	DIBELS 8th Edition	DIBELS 8th Edition	DIBELS 8th Edition
		NWEA MAP (Reading / Math)	NWEA MAP (Reading / Math)
			NSCAS (ELA / Math)
Fourth Grade	DIBELS 8th Edition	DIBELS 8th Edition	DIBELS 8th Edition
		NWEA MAP (Reading / Math)	NWEA MAP (Reading / Math / Science)
			NSCAS (ELA / Math)
			NWEA MAP (Reading / Math)
			NAEP - As required
Fifth Grade	DIBELS 8th Edition	DIBELS 8th Edition	DIBELS 8th Edition
		NWEA MAP (Reading / Math / Science)	NWEA MAP (Reading / Math)
			NSCAS (ELA / Math / Science)
Sixth Grade	DIBELS 8th Edition	DIBELS 8th Edition	DIBELS 8th Edition
		NWEA MAP (Reading / Math)	NWEA MAP (Reading / Math)
			NSCAS (ELA / Math)

KEY	
DIBELS	Dynamic Indicators of Basic Early Literacy Skills
NWEA MAP	Northwest Evaluation Association Measures of Academic Progress
NSCAS	Nebraska Student-Centered Assessment System
NAEP	National Assessment of Educational Progress

Student Assistance

Parents who believe their students have any learning, behavior, or emotional needs that they believe are not being addressed by the school district should contact the student's teacher. If appropriate, the teacher may convene the Student Assistance Team (SAT). The SAT

can explore possibilities and strategies that will best meet the educational needs of the student.

Student Fee Policy

The school district shall provide free instruction in accordance with the Nebraska State Constitution and Nebraska statutes. The district also provides activities, programs, and services that extend beyond the minimum level of constitutionally required free instruction. Under the Elementary and Secondary Student Fee Authorization Act, the district is permitted to charge students fees for these activities or to require students to provide specialized equipment and attire for certain purposes. This policy is subject to further interpretation or guidance by administrative or board regulations. Students are encouraged to contact their building administration, their teachers or their coaches, and sponsors for further specifics.

Definitions.

1. "Students" means students, their parents, guardians, or other legal representatives.

2. "Extracurricular activities" means student activities or organizations that (1) are supervised or administered by the district; (2) do not count toward graduation or advancement between grades; and (3) are not otherwise required by the district.

3. "Post-secondary education costs" means tuition and other fees associated with obtaining credit from a post-secondary educational institution.

Listing of Fees Charged by this District.

1. **Guidelines for Clothing Required for Specified Courses and Activities**. Students are responsible for complying with the district's grooming and attire guidelines and for furnishing all clothing required for any special programs, courses, or activities in which they participate. The teacher, coach, or sponsor of the activity will provide students with written guidelines that detail any special clothing requirements and explain why the special clothing is required for the specific program, course, or activity.

2. **Safety Equipment and Attire**. The district will provide students with all safety equipment and attire that is required by law. Building administrators will assure that (a) such equipment is available in the appropriate classes and areas of the school buildings, (b) teachers are directed to instruct students in the use of such devices, and (c) students use the devices as required. Students are responsible for using the devices safely and as instructed.

3. **Personal or Consumable Items**. The district does provide students with personal or consumable items for participation in courses and activities including, but not limited to, pencils, paper, pens, erasers, and notebooks. Students who wish to supply their own personal or consumable items may do so, as long as those items comply with the requirements of the district. The district will provide students with facilities, equipment, materials, and supplies, including books. Students are responsible for the careful and appropriate use of such property. Students will be charged for damage to school property caused by the student and will be held responsible for the reasonable replacement cost of any school property that they lose.

4. **Materials Required for Course Projects.** The school district will provide students with the materials necessary to complete all basic curricular projects. In courses where students choose to produce a project that requires materials beyond the basic materials provided by the district, the students will either furnish the materials, purchase the materials from the school, or purchase the materials from an outside vendor with an order form provided by the school.

5. **Technological Devices.** The district will provide students with the technological devices necessary to complete all basic curricular projects. As with all school property, students may be charged for damage to such devices.

6. **Copies of Student Files or Records**. The school district will charge a fee for making copies of a student's files or records for the student's parents or guardians. The Superintendent or the Superintendent's designee shall establish a schedule of student record fees. Students' parents have the right to inspect and review the students' files or records without the payment of a fee, and the district shall not charge a fee to search for or retrieve any student's files or records. The district will charge a fee of 25 cents per page for reproduction of student records.

7. **Transportation Costs.** The district may charge students reasonable fees for transportation services provided by the district to the extent permitted by federal and state statutes and regulations.

8. **Copies of Student Files or Records.** The district will charge a fee for making copies of a student's files or records for the parents or guardians of such students. The Superintendent or the Superintendent's designee shall establish a schedule of student record fees. Parents of students have the right to inspect and review the students' files or records without the payment of a fee, and the district shall not charge a fee to search for

or retrieve any student's files or records. The district will charge a fee of $0.05 per page for reproduction of student records.

9. **Participation in Before-School, After-School or Pre-Kindergarten Services**. The district will charge reasonable fees for participation in before-school, after-school or pre-kindergarten services offered by the district pursuant to statute. The maximum dollar amount for said fees will be $1,100 per year per student.

10. **Participation in Summer School or Night School.** The district will charge reasonable fees for participation in summer school or night school and may charge reasonable fees for correspondence courses.

11. **Charges for Food Consumed by Students**. The district will charge for items that students purchase from the district's breakfast and lunch programs. The fees charged for these items will be set according to applicable federal and state statutes and regulations. The district will charge students for the cost of food, beverages, and the like that students purchase from a school store, vending machine, booster club or from similar sources. Students may be required to bring money or food for field trip lunches and similar activities. The maximum dollar amount charged by the district for the breakfast and lunch programs is as follows:
    - Breakfast Program - Grades K-6
        - Regular Price - $1.95
        - Reduced Price - $0.30
    - Lunch Program - Grades K-6
        - Regular Price - $3.35
        - Reduced Price - $0.40

12. **Charges for Musical Extracurricular Activities.** Students who qualify for fee waivers under this policy will be provided, at no charge, the use of a musical instrument in optional music courses that are not extracurricular activities. The following list details the maximum dollar amount of all musical extracurricular activities fees and the equipment or attire required for participation in musical extracurricular activities:
    - $100 instruments directly rented from the school district

Waiver Policy.
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) materials for course projects, and (3) the use of a musical instrument in optional music courses that are not extracurricular activities. Actual participation in the free or reduced-price lunch program is not required to qualify for the waivers

provided in this section. The district is not obligated to provide any particular type or quality of equipment or the material to eligible students. Students who wish to be considered for waiver of a particular fee must submit a completed fee waiver application to their building principal.

Distribution of Policy.
This policy will be published in the Student Handbook or its equivalent that will be provided to students at no cost.

Voluntary Contributions to Defray Costs.
The district will, when appropriate, request donations of money, materials, equipment, or attire from parents, guardians and other members of the community to defray the costs of providing certain services and activities to students. These requests are not requirements, and staff members of the district are directed to communicate that fact clearly to students, parents, and patrons.

Fund-Raising Activities
Students may be permitted or required to engage in fund-raising activities to support various curricular and extracurricular activities in which they participate. Students who decline to participate in fund-raising activities are not eligible under this policy for waiver of the costs or fees which the fund-raising activity was meant to defray.

Student Illness

Students who suffer from a significant illness which has an actual or expected duration of six months or more may be eligible for accommodations and supports under Section 504 of the Rehabilitation Act or under the Individuals with Disabilities in Education Act. The school will provide accommodations to students who are returning to school after a prolonged absence due to illness, including pediatric cancer, through a 504 plan or an IEP, as appropriate. The student's plan will include informal or formal accommodations, modifications of curriculum and monitoring by medical or academic staff as determined by the student's IEP team or 504 committee. Parents and staff will engage in ongoing communication about the needs of a student who is facing these circumstances.

Students who become ill at school will be sent to the building office where the school nurse or other school employee will determine the appropriate response. When a child is too ill to remain at school, a school employee will contact the child's parent(s) and arrange for the child to be picked up or sent home. If an illness or injury requires immediate medical attention, school officials shall attempt to contact the child's parent(s) regarding treatment for the child. If the parents cannot be contacted, school officials may have the

child treated by an available physician. Students who show symptoms of a contagious disease may be sent home, and the district may require a physician's statement before allowing such students to return to school.

Student Use of AI Tools

As used in this section, artificial intelligence tools ("AI Tools") mean machine-based resources that use computer science, algorithms, large language models, and/or machine learning to perform tasks, answer questions, collect information, and respond to human-directed tasks, queries, and objectives. AI Tools include, but are not necessarily limited to, commercially-available resources like ChatGPT, Gemini, Claude and similar programs.

AI Tools may be useful to student learning. However, students and staff must ensure that student use of AI Tools should focus on using such tools as a resource and for background material, rather than using the AI Tools to complete the assignment. Therefore, AI Tools may only be used by students in accordance with the following requirements:

1. Students may not use AI tools on any assignment, test, or project unless the staff member has given express permission for the student to do so. Staff Member permission to use an AI tool on one assignment does not carry over to other assignments. Individual staff members will decide for each individual assignment the extent to which students may use AI Tools.

2. If a student uses any AI Tools in connection with a school assignment, the student must:
    a. Give proper attribution to the specific AI Tool(s) used to the same extent that students are expected to give proper attribution to other sources of information such as books, texts, encyclopedias, secondary sources, and other traditional media. Such attribution may include, but is not necessarily limited to, accurate quotations, citations, footnotes, endnotes, and/or bibliography entries.
    b. Never copy and paste the output from the AI Tool into the student's work as if the student wrote such section himself or herself.

3. Students may never use AI Tools to:
    a. Cheat on any assignment, test, or quiz;
    b. Help answer questions on a test or quiz without staff member permission;
    c. Make or share deepfakes or fake images, audio, or video of any real person;

d. Make or share sexual, nude, or intimate images of any real person—even if the image is fake or AI-made;
e. Bully, harass, threaten, intimidate or impersonate any person;
f. Place another student or staff member name, photo, voice, or personal information into an AI Tool without staff member authorization;
g. Use AI Tools to bypass accommodations, content filers, or school security.

4. A student may use AI Tools as an accommodation if his/her IEP team or Section 504 committee has approved use of the tool. The student must disclose the use of AI Tools to the staff member grading the assignment.

5. A student's failure to meet the requirements stated in this policy will constitute a violation of the district's prohibitions against cheating plagiarism and/or academic dishonesty, including but not necessarily limited to such prohibitions stated in the Student Handbook, which violation will subject the student to discipline up to and including expulsion.

6. The student requirements stated above are the minimum requirements for any student assignment. An individual teacher may impose more stringent requirements for any specific academic assignment or coursework.

Student Valuables

Students, not the school, are responsible for their personal property. Students are cautioned not to bring large amounts of money or items of value to school. If it is necessary to bring valuable items or more money than is needed to pay for lunch, leave the money or valuables with a staff member in the school office for temporary safe-keeping. Even then, the school is not in a position to guarantee that the student's property will not be subject to loss, theft, or damage.

Tardiness

Students will be considered tardy to school if they are not seated in their assigned class or ready and attentive in their assigned area when the bell rings at 8:15 a.m.

Telephone Calls

Use of the office may be used only with permission of staff. Use of the phone is not an excuse to be tardy to class.

Threat Assessment and Response

The board of education is committed to providing a safe environment for members of the school community. Students, staff and patrons are urged to immediately report any statements or behavior that makes the observer fearful or uncomfortable about the safety of the school environment.

- **Definitions**

A **threat** is an expression of willful intent to physically or sexually harm someone or to damage property in a way that indicates that an individual poses a danger to the safety of school staff, students or other members of the school community.

The threat may be expressed/communicated behaviorally, orally, visually, in writing, electronically, or through any other means.

A **transient threat** is an expression of anger or frustration that can be quickly or easily resolved.

A **substantive threat** is an expression of serious intent to harm others which includes, but is not limited to, any threat which involves a detailed plan and means

A **threat assessment** is a fact-based process emphasizing an appraisal of observed (or reasonably-observable) behaviors to identify potentially dangerous or violent situations, to assessment them and to manage/address them. Threat assessment is the process of distinguishing "transient" threats from serious ones in a systematic, data-informed way.

The threat assessment process is distinct from student disciplinary procedures. The mere fact that the district is conducting a threat assessment does not by itself necessitate suspension, expulsion or emergency exclusion without complying with state law and board policy related governing those actions.

The threat assessment process is distinct from specialized instruction which a student with a disability may receive from the school district. The school district will not change a student's educational placement as that term is used in

the Individuals with Disabilities in Education Act *solely* as part of a threat assessment.

- **Obligation to Report Threatening Statements or Behaviors.**

All staff and students must report **substantive threats** to a member of the administration immediately and comply with any other mandatory reporting obligations. Staff and students who are unsure whether a threat is substantive or transient should report the situation. Staff and students must make such report regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were threatened or who were the focus of the threatening behavior. Staff and students must also make such reports regardless of where or when the threat was made or the threatening behavior occurred.

THREATS OR ASSAULTS WHICH REQUIRE IMMEDIATE INTERVENTION SHOULD BE REPORTED TO THE POLICE AT 911.

3. Threat Assessment Team

A threat assessment team (team) shall be assembled by the superintendent or their designee. This team may include at least the superintendent of schools, building principal(s), and school counselor(s). It also could include information technology staff, a school nurse, and members of the mental health profession who would be willing to work with the school. The team may not include parents or board members. Members of the school crisis team may also serve on the threat assessment team.

Not every team member need participate in every threat assessment. If the threat has been made by or is directed towards, a student with a disability, the threat assessment team must include a staff member who is knowledgeable about special education services or Section 504 of the Rehabilitation Act, as appropriate. Neither the student nor their student's family members are part of the threat assessment team.

Under the direction of the superintendent, or their designee, the team is responsible for assisting in investigating reported threats that are determined to be potentially substantive threats to school safety, evaluating the significance of each threat, and devising an appropriate response. The threat assessment team shall work closely with the crisis team in planning for crisis situations. The threat assessment team shall be familiar with mental health resources available to students, staff and patrons and shall collaborate with local mental health service providers as appropriate.

4. Threat Assessment Investigation and Response

When a threat is reported, the school administrator shall initiate an initial inquiry/triage and, in consultation with members of the threat assessment team, make a determination of the seriousness of the threat as expeditiously as possible. The school administrator must contact law enforcement if the administrator believes that an individual poses a clear and immediate threat of serious violence.

If there is no reasonably apparent imminent threat present or once such an imminent threat is contained, the superintendent will meet with a threat assessment team to evaluate and respond to the threatening behavior. The superintendent may, but is not required to, review the following types of information:

1. Review of the threatening behavior and/or communication;
2. Interviews with the individuals involved including students, staff members, and family members as necessary and/or appropriate;
3. Review of school and other records for any prior history or interventions with the students involved;
4. Any other investigatory methods that a law enforcement unit determines to be reasonable and useful.
5. The superintendent must confer with at least on member of the school's guidance counseling staff as part of his/her investigation. If the threat has been made by, or is directed towards, a student with a disability, the superintendent must confer with a staff member who is knowledgeable about special education services or Section 504 of the Rehabilitation Act, as appropriate.

At the conclusion of the investigation, the superintendent will determine what, if any, response to the threat is appropriate. The superintendent is authorized to disclose the results of his/her investigation to law enforcement and to the target(s) of any threatened acts.

The superintendent may refer the individual of concern to the appropriate school administrator for consequences under the school's student discipline policy or, if appropriate, report the results of his/her investigation to the student's individualized education plan team.

Regardless of threat assessment activities, disciplinary action and referral to law enforcement will occur consistent with board policy and Nebraska law.

5. Communication with the Public about Reported Threats

To the extent possible, the superintendent will keep members of the school community informed about substantive threats and about the District's response to those threats. This communication may include oral announcements, written communication sent home with students, and

communication through print or broadcast media. However, the superintendent will not reveal the identity of the individual of concern or of any target(s) of threatened violence unless permitted by law.

6. Coordination with the Crisis Team After Resolution of Threat

The superintendent will confer with the district's crisis team after a threat has been investigated to provide the crisis team with information that the crisis team may use in assessing or revising the district's All-Hazard School's Safety Plan.

Transportation Services

The district operates school buses as a convenience for students and parents. They represent a substantial investment, and students are expected to care for and respect them.

Transportation to School

Students who ride the bus to school will arrive in time for them to eat breakfast at school. Parents must contact their bus driver if a student will not ride the bus on a given day. Bus drivers endeavor to adhere to their schedule, and will wait for riders only a short period of time so as not to jeopardize the time remaining for the rest of their schedule.

Non-resident or option enrollment students may ride the buses, in accordance with policy 5005.

Bus Regulations

Riding school vehicles is a privilege, not a right. The bus drivers have the same authority as teachers while transporting students. Students must comply with the following rules and all school conduct rules and directives while riding in school vehicles. In addition, students must also comply with the student code of conduct while riding in school vehicles. If misconduct is recurring, the student will not be allowed to ride the bus.

a) **Rules of Conduct on School Vehicles:**

1) Students must obey the driver promptly.
2) Students must wait in a safe place for the bus to arrive, clear of traffic and away from where the vehicle stops.
3) Students are prohibited from fighting, engaging in bullying, harassment, or horseplay.
4) Students must enter the bus without crowding or disturbing others and go directly to their assigned seats.
5) Students must remain seated and keep aisles and exits clear while the vehicle is moving.
6) Students are prohibited from throwing or passing objects on, from, or into vehicles.

7) Students may not use profane language, obscene gestures, tobacco, alcohol, drugs, or any other controlled substance on the vehicles.
8) Students may not carry weapons, look-a-like weapons, hazardous materials, nuisance items, or animals onto the vehicle.
9) Students may carry on conversations in ordinary tones, but may not be loud or boisterous and should avoid talking to the driver while the vehicle is in motion. Students must be absolutely quiet when the vehicle approaches a railroad crossing and any time the driver calls for quiet.
10) Students may not open windows without permission from the driver. Students may not dangle any item (e.g. legs, arms, backpacks) out of the windows.
11) Student must secure any item or items that could break or produce injury if tossed about the inside of the vehicle if the vehicle were involved in an accident
12) Student must respect the rights and safety of others at all times.
13) Students must help keep the vehicle clean, sanitary, and orderly. Students must remove all personal items and trash upon exiting.
14) Students may not leave or board the vehicle at locations other than the assigned stops at home or school unless approved prior to departure by the superintendent or designee.
15) Video cameras may be placed on buses, at random, to monitor student behavior on the bus.

b) **Consequences**

Drivers must promptly report all student misconduct to the administration. These reports may be oral or written. Students who violate the Rules for Conduct will be referred to their building principal for discipline. Disciplinary consequences may include a note home to parents, suspension of bus riding privileges, exclusion from extracurricular activities, in-school suspension, short- term or long-term suspension from school, and/or expulsion.

These consequences are not progressive, and school officials have discretion to impose any listed punishment they deem appropriate, in accordance with state and federal law and board policy.

c) Records

Records of vehicle misconduct will be forwarded to the appropriate building principal and will be maintained in the same manner as other student discipline records. Reports of serious misconduct may be forwarded to law enforcement.

Requests to be dropped off at a point **not** on the regular route will not be accommodated, unless extenuating circumstances arise and the request is approved by the transportation director or administration.

Students who are not regular route riders may not ride the bus home with a friend, unless the parent of the non-route student presents written permission to the bus driver ahead of time. The written permission should include the date, the non-route rider's name, the signature of the non-rider's parent, and the place approved for drop off. Such requests may not be granted if they cause overcrowding of the vans or buses (Vans-10 riders only, plus driver).

Transportation to Activities

The school district provides transportation to students who are participating in school-sponsored events and they must ride to those events in a school vehicle. Students who wish to take private transportation home from a school event must submit a release form to the sponsor that has been signed by that student's parent.

Video Surveillance, Recordings, and Photographs

The Board of Education has authorized the use of video cameras on school district property to ensure the health, welfare, and safety of all staff, students and visitors, and to safeguard District facilities and equipment. Video cameras may be used in locations deemed appropriate by the Superintendent. If a video surveillance recording captures a student or other building user violating school policies or rules or local, state, or federal laws, it may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

Recordings Made by Parents/Guardians and Patrons. Parents/guardians and patrons may make recordings of school activities intended to be public in a non-disruptive manner including things like athletic contests and school board meetings to the extent permitted by law unless otherwise lawfully restricted by the administration. Parents/guardians or patrons may not make recordings if they are volunteering or visiting school during the school day without permission of the administration or supervising staff member and subject to this policy, such as recording their

child's classroom activities or recess. Parents may not record meetings with administrators or staff, including meetings related to a student's IEP or 504 Plan. Violation of this policy will result in immediate termination of any meeting that is being recorded and may be grounds for exclusion from school property, loss of volunteer privileges, or other restrictions deemed appropriate by the administration.

Recordings Made by Students. This policy applies to students during the school day on school grounds; when being transported to and from school activities or programs in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or by his or her designee; or at a school-sponsored activity or athletic event. Students may make recordings of school activities in a non-disruptive manner including things like athletic contests and other extracurricular performances to the extent permitted by law. Students generally are not permitted to record classroom instruction or members of the school community during the school day without the express consent of a staff member or as required by the student's education plan. Student use of assistive technology that has the capacity to record and/or transmit recordings (e.g. AngelSense) must be approved by the student's education team or administration. Students remain subject to all other district policies and rules. In no event shall recordings be taken or made in restrooms, locker rooms, or other areas where there is a reasonable expectation of privacy. Students who violate this policy may be subject to discipline up to and including expulsion.

Visitors

All visitors must report to the office upon entering the main entrance, to sign in and receive a visitor's pass at all times. All visitors are also required to check out in the district office prior to exiting the building. This includes the beginning (before school) and end of the school day. Parents are asked to postpone their visits to school until after the first three weeks to ensure a smooth transition. Visitations by parents should be kept to an hour in length, and cleared 24 hours in advance with the principal. Visits by parents to classrooms are encouraged; provided the visits do not disrupt the educational program, individual students, or create a safety concern.

Students who wish to have friends or family visit during the school day may do so provided the principal's office has been notified a minimum of 24 hours prior to the visit. Additionally, a student will only be allowed to visit during lunch and/or recess.

Weather-Related School Closing

The Superintendent will occasionally announce an emergency early school dismissal, late start, or cancellation of school due to extreme heat, snow, or ice. Information related to late starts or school closures will be shared in a

variety of ways to help ensure that you have access to this information in an accurate, timely, and reliable manner. This information will also be provided via phone and email through our automated messaging service, School Messenger. Through social media, this information will be shared on the Heartland Facebook and Twitter pages – you can follow these accounts or find them on the homepage of our website. This information will also be provided to the following media outlets: KAWL (1370 AM), KHAS, KLKN, NTV, and KOLN. Our goal will be to make decisions as early as reasonably possible in order to provide parents, students, and staff with as much advance notice as is possible. If decisions can be made the night before a late start or a cancellation, we'll communicate that information no later than 10 PM. If closure decisions cannot be made the night before, our goal regarding early-morning decisions will be to communicate with you between 6:00 AM - 6:30 AM.

Parents should assume that school is open and a regular schedule is being followed if there is no announcement concerning the school district. Please do not call the school or individual staff members to find out whether school is being canceled. Parents who do not believe it is safe to transport their students to school may keep their students home after contacting the district office.

If schools are closed due to severe weather conditions, all after-school activities will be canceled.

Withdrawal From School

Students who are moving from the district must notify the school office.

Work Permits

The building principal or other authorized school official shall be responsible for the issuance of work permits for children in accordance with state law.

SECTION TWO

ACADEMIC INFORMATION

Grades

Students will receive letter grades on report cards. The following scale will be used to assign letter grades and a grade point average from a percent:

ELEMENTARY GRADING SYSTEM

A+	98-100	4.00	C+	82-84	2.33
A	95-97	4.00	C	80-81	2.00
A-	93-94	3.67	C-	78-79	1.67
B+	90-92	3.33	D+	75-77	1.33
B	87-89	3.00	D	72-74	1.00
B-	85-86	2.67	D-	70-71	.67

E	Excellent
S	Satisfactory Work
N	Needs Improvement

Each teacher will define the grading procedures to be used in their classes.

Homework

Classroom teachers will often assign homework. Parents who have questions about homework or concerns about class work should contact the teacher via school email. Questions not resolved by the teacher should be referred to the administration.

Each student is expected to spend some time preparing for studies outside of school hours. The amount of time that is needed will depend upon each student. Normally, at least an hour a day should be spent in preparing for an average assignment.

Students who struggle to complete assignments or who must spend an inordinate amount of time completing an assignment should seek the help and advice of their teachers and consult with the principal and/or the guidance counselor.

Report Cards

Report cards are sent home the week following the end of the nine-week reporting period. Letter grades are used to designate a student's progress. A grade of "F" (failing) carries no credit. A grade of "I" (incomplete) received at the end of a grading period must be made up within two weeks or missing assignments will receive grades of "0" and those grades will be averaged into the final grade. No incompletes will be given at the end of the fourth

quarter, as all course work must be completed by the end of the fourth quarter.

SECTION THREE

STUDENT DISCIPLINE

General Discipline Philosophy

The school district has the authority to discipline students who behave inappropriately on the way to school, at school, during lunch, on the way home, and at all school activities (home and away or any time while on school or district property).

The school district's discipline is guided by the following principles:

6. The school district's discipline policy is intended to ensure that students take responsibility for their behavior.
7. Behavior expectations and the consequences for failing to meet those expectations will be clearly communicated to all students and their parents.
8. The severity of consequences for violating behavior expectations will generally be progressive in nature. That is, sanctions will increase with each instance of misconduct; however, each instance will be assessed on its own facts, and sanctions will be imposed based on the severity of the misconduct.
9. Parents play a vital role in supporting and reinforcing the school district's expectations of their students.
10. Behavior expectations apply to all students; consequences are enforced consistently without regard to a student's academic record or achievement.

Extracurricular activities, including athletics, cheerleading, band, chorus, and club activities, are governed by the Student Activity Handbook. Students who are involved in extracurricular activities may face consequences related to the activity in addition to the consequences discussed in this handbook.

The school district reserves the right to refer to the appropriate non-school agency any act or conduct of its students which may constitute a crime under federal, state, county, or local law. The administration will cooperate with these agencies in their investigations.

Forms of School Discipline

Administrative and teaching personnel may take actions regarding student behavior that are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but need not be limited to, counseling of students, parent conferences, referral to restorative justice practices or services, rearrangement of schedules, requirements that a student remain in school

after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions during the day or mandatory attendance at Saturday school. When in-school suspensions, after-school assignments, Saturday School, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures; a failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school. District administrators may develop building-specific protocols for the imposition of student discipline.

In this section, references to "Principal" shall include building principals, the principal's designee, or other appropriate school district administrators.

For purposes of this section, "Parent" means parent, guardian, or educational decisionmaker of the student. "Educational decisionmaker" means a person designated or ordered by a court to make educational decisions on behalf of a child.

Any statement, notice, recommendation, determination, or similar action specified in this section shall be effectively given at the time written evidence thereof is delivered personally to or upon receipt of certified or registered mail or upon actual knowledge by a student or his or her parent.

Any student who is suspended or expelled from school pursuant to this section may not participate in any school activity during the duration of that exclusion including adjacent school holidays and weekends. The student activity eligibility of a student who is mandatorily reassigned shall be determined on a case-by-case basis by the principal of the building to which the student is reassigned.

After School Sessions and Detentions

Teachers and administrators may require students to stay after school or to serve a detention when the student violates any of the rules contained in this handbook or violates classroom-specific conduct rules set by individual teachers.

- <u>After-school sessions and detentions</u> will begin at the time of dismissal and are to be served in the central office or the room designated by the building principal. <u>A student who fails to attend an after-school session may be given a detention by the teacher or may face additional disciplinary consequences up to and including long-term suspension and/or expulsion.</u>

In-School Suspension
The building administrator may require a student to serve in-school suspension. Students may be required to attend up to six hours per day of school-sponsored suspension a day at a designated location where they will study and participate in campus clean up. There will be zero tolerance for behavior problems from students placed in in-school suspension. Students not completing their In-School Suspension will face further disciplinary action.

Emergency Exclusion
Students may be emergency excluded from school pursuant to the board's separate policy on emergency exclusion or state law.

Short-Term Suspension
The Principal or the Principal's designee may exclude a student from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:

1. Any of the conduct described in the subsections under "Grounds for Long-Term Suspension, Expulsion, or Mandatory Reassignment" below irrespective of the location at which such misconduct; or

2. Other violations of rules and standards of behavior adopted by the board of education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

1. The Principal shall make a reasonable investigation of the facts and circumstances. Short-term suspension shall be imposed only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.

2. After the principal has determined that a short-term suspension is necessary, but prior to commencement of the short-term suspension, the student and the parent will be given oral and written notice of the charges against the student. They will be advised of what the student is accused of having done, an explanation of the evidence the authorities have, and an opportunity to present evidence of the student's version of the facts.

3. Within 24 hours or such additional time as is reasonably necessary following the suspension (not to exceed an additional 48 hours), the Principal will send a written statement to the student and the student's

parent, describing: the student's conduct, misconduct, or violation of the rule or standard; the reasons for the action taken; the actions made by the school to try to discontinue or alleviate the behavior of the student prior to considering suspension; resources the school is able to provide or recommend to assist the student; and how the school plans to handle such behavior in the future, including an actionable plan aimed at maximizing strategies to keep the student in school.

An opportunity will be given to the student, and the student's Parent, to have a conference with the Principal ordering the short-term suspension before or at the time the student returns to school and shall document such effort in writing. The Principal shall determine who, in addition to the Parent, is to attend the conference. If no conference has been held, a Parent may submit a written request to the suspending principal before the student returns to school.

4. Students who are short-term suspended will be given the opportunity to complete classwork, including but not limited to examinations, under the following conditions:

Firearms. No student may bring, possess, handle, or transmit a firearm on school grounds, in a school owned vehicle, or at a school activity or event off school grounds, except as permitted by this policy.

Definition of Firearm. The term "firearm," as defined in 18 U.S.C. 921, means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or firearm silencer, or any destructive device (excluding an antique firearm).

Exceptions Regarding Firearms. The only exceptions for a student to bring or possess a weapon, including a firearm, are as follows:

1. The issuance of firearms to or possession of firearms by members of the Reserve Officers Training Corps when training or
2. Firearms which may lawfully be possessed by the person receiving instruction under the immediate supervision of an adult instructor who may lawfully possess firearms.

Consequences - Firearm. Any student who brings a firearm, as that term is defined in 18 United States Code 921, to school will be expelled from school for one calendar year. The superintendent of schools and the board of education shall have the authority to modify the expulsion requirement on a case-by-case basis.

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

Pre-Kindergarten through Second Grade Students
An elementary school shall not suspend a student in pre-kindergarten through second grade unless the student:

1. Brings a deadly weapon as defined in section 28-109 on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or his or her designee, or at a school-sponsored activity or athletic event; or
2. Engages in violent behavior capable of causing physical harm to another student or school employee.

Expulsion

1. **Meaning of Expulsion.** Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.

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

the school board or board of education or a committee of such board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise, the student may be readmitted by action of the Superintendent.

3. **Suspension of Enforcement of an Expulsion**: Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program/plan and to such other consequences which the school district deems appropriate.

4. **Alternative School or Pre-expulsion Procedures.** The school shall provide either an alternative school, class or educational program for expelled students or shall follow the pre-expulsion procedures outlined in Neb. Rev. Stat. 79-266.

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

The following conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, subject to the procedural provisions of the Student Discipline Act, Neb. Rev. Stat. § 79-254 through 79-296, when such activity occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event:

11. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes. The board has determined that the use of synthetic media such as deepfakes may constitute "similar conduct";
12. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
13. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
14. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
15. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (*see also board policy on weapons and firearms*);

16. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103.02 or being under the influence of a controlled substance or alcoholic liquor (*note: the term "under the influence" for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant*);
17. Public indecency as defined in section 28-806, except that this prohibition shall apply only to students at least twelve years of age but less than nineteen years of age;
18. Engaging in bullying as defined in section 79-2,137 and in these policies;
19. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults that occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section 28-319, sexual assault in the second degree as defined in section 28-320, sexual assault of a child in the second or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 28-319.01, as such sections now provide or may hereafter from time to time be amended;
20. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
21. A repeated violation of any of the following rules, or a single violation if the conduct amounts to a criminal act, if such violations constitute a substantial interference with school purposes:
    a. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, sex, national origin, or religion;
    b. Dressing or grooming in a manner which violates the school district's dress code and/or is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distracting or indecent to the extent that it interferes with the learning and educational process;

c. Violating school bus rules as set by the school district or district staff;
d. Possessing, using, selling, or dispensing tobacco, drug paraphernalia, an electronic nicotine delivery system, or a tobacco imitation substance or packaging, regardless of form, including cigars, cigarettes, chewing tobacco, and any other form of tobacco, tobacco derivative product or imitation, or electronic cigarettes, vapor pens, etc.;
e. Possessing, using, selling, or dispensing any drug paraphernalia or imitation of a controlled substance regardless of whether the actual substance possessed is a controlled substance by Nebraska law;
f. Possession of pornography, including creation, possession, dissemination, accessing, sale, or any other use of synthetic media, such as deepfakes;
g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically), including creation, possession, dissemination, accessing, sale, or any other use of synthetic media, such as deepfakes;
h. Engaging in initiations, defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of "hazing" as defined below. Initiations are prohibited except by permission of the superintendent;
i. Engaging in hazing as defined by state law and this policy. Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Under state criminal law, hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person. For purposes of school rules, hazing also includes any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's

willingness to participate; personal servitude; restrictions on personal hygiene; yelling, swearing and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; binge drinking and drinking games; sexual simulation and sexual assault;

j. Bullying which shall include cyber-bullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send e-mail to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target;
k. Violation of the district's computer acceptable computer use policy are subject to discipline, up to and including expulsion;
l. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a simulated or "look-a-like" weapon;
m. Using any object to simulate possession of a weapon;
n. Knowingly making a false statement or knowingly submitting false information during the Title IX grievance process or any other school investigation or making a materially false statement in bad faith in the course of a Title IX grievance proceeding or any other school investigation; and
o. Any other violation of a rule or regulation established by a school district staff member pursuant to authority delegated by the board.

The length of any suspension, expulsion, or mandatory reassignment shall be as provided or allowed by law.

Reporting Requirement to Law Enforcement

Violations of this section will result in a report to law enforcement if:

1. The violation includes possession of a firearm;
2. The violation results in child abuse;
3. It is a violation of the Nebraska Criminal Code that the administration believes cannot be adequately addressed by discipline from the school district;
4. It is a violation of the Nebraska Criminal Code that endangers the health and welfare of staff or students; or
5. It is a violation of the Nebraska Criminal Code that interferes with school purposes.

Due Process Afforded to Students Facing Long-term Suspension or Expulsion

The following procedures shall be followed regarding any long-term suspension, expulsion, or mandatory reassignment:

1. The decision to recommend discipline shall be made within two school days after learning of the alleged student misconduct. On the date of the decision to discipline, the Principal shall file with the Superintendent a written charge and a summary of the evidence supporting such charge.

2. The Principal shall serve the student and the student's Parent with a written notice by registered or certified mail or personal service within two school days of the date of the decision to recommend long-term suspension or expulsion. The 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, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student;
b. The penalty, if any, which the principal has recommended in the charge and any other penalty to which the student may be subject;
c. Resources the school is able to provide or recommend to assist the student;
d. How the school plans to handle such behavior in the future, including an actionable plan aimed at maximizing strategies to keep the student in school;
e. A statement that, before long-term suspension, expulsion, or mandatory reassignment can be invoked, the student has a right to a hearing, upon request, and that if the student is suspended pending the outcome of the hearing, the student may complete classwork and homework, including, but not limited to, examinations, missed during the period of suspension pursuant to district guidelines which shall not require the student to

attend the school district's alternative programs for expelled students in order to complete classwork or;

f. A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;
g. A statement that the principal, legal counsel for the school, the student, the student's Parent, or the student's representative has the right (i) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and (ii) to know the identity of the witnesses to appear at the hearing and the substance of their testimony; and
h. A form on which the student, the student's Parent, may request a hearing, to be signed by such parties and delivered to the principal or superintendent in person or by registered or certified mail to the address provided on the form.

3. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.

4. Nothing in this policy shall preclude the student, student's Parent or representative(s) from discussing and settling the matter with appropriate school personnel prior to the time the long-term suspension, expulsion, or mandatory reassignment takes effect.

5. If a hearing is requested within five days after receipt of the notice, the Superintendent shall recommend appointment of a hearing examiner within two school days after receipt of the hearing request. The student or the student's Parent may request designation of a hearing examiner other than the hearing examiner recommended by the superintendent if notice of the request is given to the superintendent within two school days after receipt of the superintendent's recommended appointment. Upon receiving such request, the superintendent must provide one alternative hearing examiner who is not an employee of the school district or otherwise currently under contract with the school district and whose impartiality may not otherwise be reasonably questioned. The student or the student's parent Parent must, within five school days, select a hearing examiner to conduct the hearing who was recommended or provided as an alternative hearing examiner, and shall notify the superintendent

in writing of the selection. The superintendent must appoint the selected hearing examiner upon receipt of such notice.

6. The hearing examiner must, within two school days after being appointed, give written notice to the principal, the student, and the student's Parent of the time and place for the hearing.

7. The hearing shall be held within a period of five school days after appointment of the hearing examiner, but such time may be changed by the hearing examiner for good cause with consent of the parties. No hearing shall be held upon less than two school days' actual notice to the principal, the student, and the student's Parent, except with the consent of all the parties.

8. The principal or legal counsel for the school, the student, and the student's Parent, or representative have the right to receive a copy of all records and written statements referred to in the Student Discipline Act as well as the statement of any witness in the possession of the school board or board of education no later than forty-eight hours prior to the hearing.

9. If a hearing is requested more than five school days following the receipt of the written notice, but not more than thirty calendar days after receipt, the Superintendent shall appoint a hearing examiner. The hearing will be held according to the requirements of section 79-269. The student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.

10. 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.

In the event a hearing is requested, the hearing, hearing procedures, the student's rights and any appeals or judicial review permitted by law shall be governed by the applicable provisions of the Nebraska Student Discipline Act (Neb. Rev. Stat. § 79-254 to 79-294).

SECTION FOUR

School Wellness

The school district is committed to providing a school environment that enhances learning and the development of lifelong wellness. The goals outlined in this policy were determined and selected after reviewing and considering evidence-based strategies.*

1. Goals for Nutrition Promotion and Education

a. The district will promote healthy food and beverage choices for all students, as well as encourage participation in school meal programs by such methods as implementing evidence-based healthy food promotion techniques through the school meal programs and promoting foods and beverages that meet or exceed the USDA Smart Snacks in School nutrition standards.

b. The health curriculum will include information on good nutrition and healthy living habits.

c. Teachers will incorporate information on nutrition and wellness into the classroom curriculum as appropriate.

d. The district will collaborate with public and private entities to promote student wellness.

e. Water will be made available to students throughout the school day.

2. Goals for Physical Activity

a. The school district’s curriculums shall include instruction on physical activity and habits for healthy living.

b. Students will be encouraged to engage in physical activities throughout the school day and will be provided with opportunities to do so.

c. The district encourages parents and guardians to support their children's participation in physical activity, to be physically active role models, and to include physical activity in family events.

3. Goals for Other School-Based Activities Designed to Promote Student Wellness

a. The district will participate in state and federal child nutrition programs as appropriate.

b. The district will provide professional development, support, and resources for staff about student wellness.

c. Students will be provided sufficient time in which to eat school-provided meals.

d. The district's lunchrooms will be attractive and well-lighted.

e. The district will allow other health-related entities to use school facilities for activities such as health clinics and screenings so long as the activities meet the district's requirements and criteria for the use of facilities.

f. The district may partner with other individuals or entities in the community to support the implementation of this policy.

g. The district will strive to provide physical activity breaks for all students, recess for elementary students, and before and after school activities, as well as encourage students to use active transport (walking, biking, etc.)

h. The district will use evidence-based strategies to develop, structure, and support student wellness.

4. Standards and Nutrition Guidelines for All Foods and Beverages Sold to Students on the School Campus and During the School Day

a. The district will ensure that student access to foods and beverages meet federal, state and local laws and guidelines including, but not limited to:

   i. USDA National School Lunch and School Breakfast nutrition standards

   ii. USDA Smart Snacks in School nutrition standards.

b. The district will offer students a variety of age-appropriate, healthy food and beverage selections with plenty of fruits, vegetables, and whole grains aimed at meeting the nutrition needs of students within their calorie requirements in order to promote student health and reduce childhood obesity.

5. Standards for All Foods and Beverages Provided, But Not Sold to Students During the School Day

The district may provide a list of healthy party ideas or food and beverage alternatives to parents, teachers, and students for classroom parties, rewards and incentives, or classroom snacks. The district discourages the use of food and beverages as a reward or incentive for performance or behavior.

6. Food and Beverage Marketing

Marketing and advertising is only allowed on school grounds or at school activities for foods and beverages that meet or exceed the USDA Smart Snacks in School nutrition standards, except as follows:

a. This requirement does not apply to marketing that occurs at events outside of school hours such as after school sporting or any other events, including school fundraising events.

b. The district will not immediately replace menu boards, coolers, tray liners, beverage cups, and other food service equipment with depictions of noncompliant products or logos to comply with the new USDA Smart Snacks in Schools nutrition requirements. All previously purchased products will be used, and all existing contracts honored.

c. All equipment that currently displays noncompliant marketing materials will not be removed or replaced (e.g., a score board with a Coca-Cola logo). However, as the district reviews and considers new contracts, and as scoreboards or other such durable equipment are replaced or updated over time, any products that are marketed and advertised will meet or exceed the USDA Smart Snacks in School nutrition standards

7. Public Participation

Parents, students, representatives of the school food authority, teachers, school health professionals, board members, school administrators, and

members of the general public shall be allowed to provide their input to the school district during the wellness policy adoption and review process.

8. Competitive Foods (Includes Food and Beverages Sold in Vending Machines, School Stores, and Fundraisers)

a. Definitions. "Competitive food" means all food and beverages other than meals reimbursed under programs authorized by the Richard B. Russell National School Lunch Act and the Child Nutrition Act of 1966 available for sale to students on the school campus during the school day. For the purpose of competitive food standards implementation, "school day" means the period from the midnight before to 30 minutes after the end of the official school day.
b. Applicability. Except as otherwise allowed by the Nebraska Department of Education (NDE) or applicable law, all competitive food sold during the school day must meet the USDA Smart Snacks Standards and the nutrition standards found in 7 CFR § 210.11. The competitive food restrictions do not apply to food sold during non-school day hours, weekends, and off-campus fundraising events such as concessions during after-school sporting events, school plays or concerts; or to bulk food items that are sold for consumption at home. (Ex: frozen pizzas, cookie dough tubs, etc.)
c. Fundraiser Exemptions. A special exemption is allowed for the sale of food and/or beverages that do not meet the competitive food standards as required in this section for the purpose of conducting an infrequent school-sponsored fundraiser. The specially exempted fundraisers must not take place more than the frequency specified by NDE during such periods that schools are in session. No specially exempted fundraiser foods or beverages may be sold in competition with school meals in the food service area during the meal service.
d. Other Exemptions. The only other nutrition exemptions from the competitive food requirements are those found in 7 CFR § 210.11.
e. Other Limitations. No competitive food can be sold to children anywhere on school premises beginning one half hour before breakfast and/or lunch service until one half hour after meal service unless all proceeds earned during these time periods go to the school nutrition program.

9. Triennial Assessment

The school board shall assess and review this policy at least every three years to determine:

a. Compliance with this policy;

b. How this policy compares to NDE model wellness policies;

c. Progress made in attaining the goals of this policy.

The school board will update or modify this policy as appropriate.

10. Public Notice

In addition to identifying the topic on its meeting agenda as required by the Open Meetings Act, the school district will provide notice of this policy at least annually to the public and other stakeholders identified in this policy by one or more of the following methods: on its webpage, in its newsletter, in the student and employee handbooks, newspaper advertisements, direct mailings, electronic mail, and public postings.

In addition to identifying the topic on its meeting agenda as required by the Open Meetings Act, the school district will provide notice of the Triennial Assessment and progress reports towards meeting the goals in this policy using one or more of those same methods.

11. Recordkeeping

The District will retain records to document compliance with the requirements of the wellness policy at its central office.

12. Operational Responsibility

The superintendent is responsible for coordinating the implementation of this policy and for monitoring the district's progress in meeting the goals established by this policy. The superintendent will periodically report to the board on the district's progress in implementing this policy.

* These strategies include, but are not necessarily limited to, those cited in the Alliance for a Healthier Generation's Model Wellness Policy (Updated June 2020 to Reflect the USDA Final Rule) found at https://api.healthiergeneration.org/resource/2.

Title IX Policy

As required by Title IX of the Education Amendments of 1972, it is the policy of the district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any of the district's programs or activities, or in regards to admission or employment. Any person may report sex discrimination, including sexual harassment. This report must be made by any means to the district's Title IX Coordinator whose contact information can be found on the district's website and in the district's student and staff handbooks. Any other inquiries regarding the application of this policy should be referred to the Title IX Coordinator.

SECTION FIVE

ELEMENTARY STUDENT HANDBOOK RECEIPT

This Student Handbook is distributed in accordance with Nebraska State Law, Section 79-262, paragraph three which states in part: "Rules and Standards which form the basis for discipline shall be distributed to students and parents at the beginning of each school year or at the time of enrollment…"

Parents (or guardians) and students are required to sign & return the receipt form below before August 20, 2026.

PARENT/STUDENT AGREEMENT

I have been provided access to the Student Handbook which is, at all times, available on the school website describing the Heartland Community School District's discipline policies, regulations, rules, and expectations to be followed by students enrolled in the Heartland Community School, including the Drug Free School Policy. My child and I understand that we must comply with these policies.

RECOGNITION OF POTENTIAL AMENDMENTS OR SUPPLEMENTS

The rules and information provided in this handbook may be supplemented or amended by the School District's administration at any time, consistent with applicable law and board policy. All parents shall be provided notice of any such changes by the district's regular means of contact. By signing below, you agree that you will read any such information and communications, discuss them with your child, and recognize that you must comply with all rules, procedures, and requirements as they apply at that time.

Parent's Signature: _____Date _____

Parent's Printed Name: _____

Student's Signature: _____Date _____

HEARTLAND COMMUNITY SCHOOLS

STUDENT HANDBOOK
Grades 7-12

2026-2027

1501 Front Street
Henderson, NE 68371
Phone: (402) 723-4434
Fax: (402) 723-4431

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WELCOME

Dear Students and Parents:

On behalf of the faculty, administration, and board of education, we welcome you to another school year. We are looking forward to helping your children reach their learning potential and achieve their educational goals in the upcoming year.

Please read this handbook carefully. Students and their parents are responsible for knowing the rules, regulations, and procedures covered in this handbook. The student handbook is an extension of school policies and has the force and effect of board policy when approved by the board of education.

This handbook contains information of value to every student and parent. It contains explanations of school regulations and procedures necessary for our school to run smoothly and efficiently. If you are ever in doubt about what is the right thing to do, ask a classroom teacher, speak with the building principal, or contact my office.

Sincerely,

Jeremy Klein
Superintendent

Intent of Handbook

This handbook is intended to be used by students, parents, and staff as a guide to the rules, procedures, and general information about this school district. Students and their parents must become familiar with the handbook, and parents should use it as a resource and assist their children in following the rules contained in it. The use of the word "parents" refers to any adult who has the responsibility for making education-related decisions about a child, including, but not limited to biological parents, adoptive parents, legal guardians, and adults acting in loco parentis.

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

Notice of Nondiscrimination

The school district does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The school district prohibits sex discrimination in any education program or activity in any education program or activity that it operates.

Students who believe that they have been the subject of unlawful discrimination or harassment due to their disability, or that have other related concerns or questions, should contact the following Section 504 Coordinator: Kelsey Vnoucek at 402-723-4434 (phone number), kvnoucek@heartlandschools.net (e-mail address) or in person at school.

Students who believe that they have been the subject of unlawful discrimination or harassment due to their sex, or that have other related concerns or questions, should contact the Title IX Coordinator: Josh Struckman at 402-723-4434 (phone number), jstruckman@heartlandschools.net (e-mail address), 1501 Front Street, Henderson, NE 68371 (mailing address) or in person at school.

Students who believe that they have been the subject of unlawful discrimination or harassment due to their race, color, or national origin, or that have other related concerns or questions, should contact the following Title VI Coordinator: Jeremy Klein at 402-723-4434 (phone number), jklein@heartlandschools.net (e-mail address), 1501 Front Street, Henderson, NE 68371 (mailing address) or in person at school.

Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact the secondary principal at 402-723-4434 (phone number), tcarr@heartlandschools.net (e-mail address) or in person at school. Students may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

For additional prohibited discrimination and related information, please review school district Policy 3053 – Nondiscrimination.

MISSION STATEMENT

EMPOWERING EXCELLENCE - Every Student, Every Day

HEARTLAND COMMUNITY SCHOOLS
2026 - 2027 SCHOOL CALENDAR

August 2026

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2026

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2026

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2026

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2026

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Aug. 7	New Teacher Orientation
Aug. 10-12	Teacher Inservice
Aug. 13	K-12 Classes Begin (11:40 Dismissal)
Sept. 7	No School - Labor Day
Sept. 14	No School - Professional Development
Oct. 9	Last Day - 1st Quarter
Oct. 12	First Day - 2nd Quarter
Oct. 19	No School - Professional Development
Oct. 19	PTC 4:30 PM - 8:30 PM
Oct. 20	PTC 4:30 PM - 8:30 PM
Nov. 25-27	No School - Thanksgiving Break
Dec. 18	Last Day - 1st Semester (Regular Dismissal)
Dec. 21	No School - Professional Development
Dec. 22-31	No School - Holiday Break
Dec. 23-27	NSAA Moratorium

Jan. 1	No School - Holiday Break
Jan. 4-5	No School - Professional Development
Jan. 6	Classes Resume / 1st Day - 2nd Semester
Jan. 15	No School - Mid-Winter Break
Feb. 12	No School - Mid-Winter Break
Mar. 5	No School - Professional Development
Mar. 8	PTC 4:30 PM - 8:30 PM
Mar. 9	PTC 4:30 PM - 8:30 PM
Mar. 10	Last Day - 3rd Quarter
Mar. 11	No School - Professional Development
Mar. 12	No School - Winter Break
Mar. 15	First Day - 4th Quarter
Mar. 26	No School - Spring Break
Mar. 29	No School - Spring Break
Apr. 13	No School - Staff Workday (HS Track Invite)
May 5	Seniors' Last Day
May 9	Graduation
May 14	Last Day - 2nd Semester (11:30 Dismissal)
May 17	Teacher Inservice

January 2027

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

February 2027

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27

March 2027

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2027

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2027

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

- Beginning/End of Term
- No School - Professional Development
- No School - Break
- Parent-Teacher Conferences
- Early Dismissal
- Event
- Curriculum Development

1st Quarter	40	Student Days
	44	Teacher Days
2nd Quarter	46	Student Days
	49	Teacher Days
3rd Quarter	43	Student Days
	47	Teacher Days
4th Quarter	42	Student Days
	45	Teacher Days
1st Semester	86	Student Days
	93	Teacher Days
2nd Semester	85	Student Days
	92	Teacher Days
School Year	171	Student Days
	185	Teacher Days

Additional days for students and/or staff will be added to the end of the year if it is determined to be necessary.

NSAA DATES	
Start of Fall Practices	Aug. 10
District Golf	Oct. 5-6
State Golf	Oct. 12-13
State Football 1st Rd.	Oct. 30
State Volleyball	Nov. 4-5-6-7
Start of Winter Practices	Nov. 16
District One-Act	Week of Nov. 30
NSAA Moratorium	Dec. 23-27
Girls State Basketball	Mar. 3-4-5-6
Boys State Basketball	Mar. 10-11-12-13
Start of Spring Practices	Mar. 1
District Music	Week of Apr. 19
District Track	May 13
District Golf	May 17-18
State Track	May 21-22
State Golf	May 25-26

Heartland Community Schools
1501 Front Street
Henderson, NE 68371
Phone: 402-723-4434
www.heartlandschools.org

ADOPTED 3/9/26

SCHOOL PERSONNEL 7-12 SECONDARY STAFF		
Jeremy Klein	Superintendent	Superintendent's Office
Tim Carr	Secondary Principal	Principal's Office
Dana Reinke	Elem Principal, SPED Director	Elem Office
Eric Allgood	Asst. JH FB	
Ashton Brown	Asst. VB	
Blake Burgess	Assistant FB, Asst.	
Chad Buzek	Ind. Tech, B & G Golf	Ag Shop
Stephanie Buzek	Math, Tech Coor., Head Track	Mac Lab
Sydni Fousek	Resource	200B
Kelsey Gooder	Art, Journalism	210
Mark Hiebner	Instrumental Music	Music
Noah Jones	Social Studies, Asst. FB, Asst. B BB	109
Lisa Kroeker	One Act Play, All School Play	
Kelsey Linabery	Vocal Music, Musical	Music
Gina Mestl	Media Specialist	Library
Stephanie Miller	Ag, FFA	Ag Shop
Paige Peters	Head HS Girls BB, Asst. Boys Golf	
Tami Peters	Title I	
Amy Pinney	English, Speech, Cheer	103
Christine Quiring	Asst. JH VB, Asst HS Girls BB	
Anne Regier	Family & Consumer Science	106
Carrie Regier	Science, Math, JH VB, JH Robotics, Quiz Bowl	201
Marc Regier	Science, Asst. B BB	401
Les Reinke	P.E., Social Studies, Head JH FB, Head JH Girls BB	208
Amy Rotter	Resource	200a
Heidi Ruhl	Math, Quiz Bowl, Math Team, NHS, Asst. Track	107
Malaina Schlautman	Asst. Track	
Meghan Siebert	Asst. JH Girls BB	
Rachael Strong	English, Asst. One Act	206
Josh Struckman	Spanish, Activities Dir.	112

Austin Stuhr	Asst. Track	
Corbin Tessman	Asst. Track	
Kelsey Vnoucek	School Counselor	Counselor Office
Erik Wetjen	PE, Health, JH Boys BB, Asst. Track	Gym
Deb Wilhelm	Speech Pathologist	405
Karma Yantzie	Computer, Business, FBLA	108
Office: Janet May, Tammy Ott, Dandi Cabanting		
Maintenance: Matthew Quiring (Head Maintenance), Lance Ruhl, Rick Thiesen		
Cooks: Valorie Quiring-Food Manager; Lunchroom Assistants: Michelle Goertzen, Lindsay Mierau, Laini Meyer		
Board of Education: Tyler Newton, President; Ryan Goertzen, Vice President; Tammy Ott, Secretary; Lacey Gloystein; Jennifer Hiebner, and Jeb Mierau.		

SECTION ONE

BASIC SCHOOL RULES AND GENERAL PRACTICES

Attendance

Required Attendance

Every person residing in the school district who has legal or actual charge or control of any child who is of mandatory attendance age shall cause that child to attend a public or private school regularly unless the child has graduated from high school or has been allowed to disenroll pursuant to this policy.

Mandatory Attendance Age

All children who are or will turn six years old before January 1 of the current school year are of mandatory attendance age. Children who have not turned eighteen years of age are of mandatory attendance age.

Exceptions

This policy does not apply when attendance is made impossible or impracticable by severe weather conditions or by the mental or physical illness of the student or a child whom the student is parenting.

A child who will not reach age 7 before January 1 of the current school year may be excused from mandatory attendance if the child's parent or guardian completes an affidavit affirming that alternative educational arrangements

have been made for the child. A copy of the required affidavit is attached to this policy.

Discontinuing Enrollment – 5- Year- Old Students
The person seeking to discontinue the enrollment of a student who will not reach six years of age prior to January 1 of the current school year shall submit a signed, written request to the superintendent using the form which is attached to this policy. The school district may request written verification or documentation that the person signing the form has legal or actual charge or control of the student. The school district shall discontinue the enrollment of any student who satisfies these requirements. Any student whose enrollment is discontinued under this subsection shall not be eligible to reenroll in this school district until the beginning of the following school year unless otherwise required by law.

Discontinuing Enrollment – 16- and 17- Year- Old Students
Only children who are at least 16 years of age may be disenrolled from the district. The person seeking to discontinue the child's enrollment shall submit a signed, written request that demonstrates that the student meets the district's legal criteria allowing for disenrollment to the superintendent using the applicable district form. The district will follow the procedures outlined on the attached form in considering requests to disenroll.

Only children disenrolling to attend a non-accredited school may be exempt from this policy. The person with legal or actual charge or control of the child must provide the superintendent with a copy of the signed request submitted to the State Department of Education for attending non-accredited schools. The superintendent may confirm the validity of the submission with the State Department of Education.

Prohibition on Discontinuing Enrollment – Abuse or Neglect Investigation
Upon notice from the Department of Health and Human Services, the District shall not facilitate the transfer or disenrollment of a student whose parent, guardian, or educational decisionmaker is subject to an active investigation by the Department for fourteen days or until further notice from the Department, whichever occurs first..

Attendance Officer
Each building principal is designated as an attendance officer for the district. Each building principal, at his or her discretion, may delegate these responsibilities to any other qualified individual. The attendance officer is responsible for enforcing the provisions of state law relating to compulsory attendance. This responsibility includes but is not limited to filing a report

with the county attorney of the county in which a student resides. Compensation for the duties of attendance officer is included in the salary for the superintendent or designee.

Excused Absences – Physical or Mental Illness
Absences shall be excused by a parent, guardian, or educational decision maker, as defined in section 79-530, of the child for physical or mental illness and as documented by a credentialed health professional, provided the documentation supports such absence. In the instance of chronic illness, documentation shall be reviewed each semester.

The following absences will be considered excused if they are confirmed by communication to the school from the student's parent/guardian:

1. Severe weather
2. Medical appointments for the student or for a child whom the student is parenting.
3. Death or serious illness of the student’s family member
4. Attending a funeral, wedding or graduation
5. Appearance at court or for other legal matters
6. Observance of religious holidays of the student's own faith
7. College planning visits
8. Personal or family vacations

Excessive Absenteeism
When a student receives 5 unexcused absences or the hourly equivalent in any semester, the Attendance Officer may send written notification of the student’s total absences to the student’s parent or guardian. When a student receives 10 unexcused absences or the hourly equivalent in any school year, the Attendance Officer will send written notification of the student’s total absences to the student’s parent or guardian and offer to meet with the student’s parents or guardians to discuss any barriers to the student’s attendance. When a student receives 15 unexcused absences or the hourly equivalent in any school year, the Attendance Officer will send written notification of the student’s total absences to the student’s parent or

guardian and shall schedule a meeting with relevant stakeholders to discuss and address any barriers to the student's attendance, unless the Attendance Officer determines that such a meeting would not be productive in facilitating the student's regular attendance.
When a student is absent more than twenty days per year or the hourly equivalent and any portion of the absences is unexcused, the Attendance Officer may file a report with the county attorney of the county in which the student resides. For example, if the student accumulates 23 days of excused absences due to documented illness and is tardy one time, the Attendance Officer may file a report with the appropriate county attorney.

Absences due to illness
The school district will contact parents if a student becomes ill at school. A student who is absent due to illness has two days for every day of absence to complete missed assignments.

Planned absences
Parents who know in advance that a student will be absent must call the school or send a written note at the earliest possible date. Students who will be absent for reasons that can be anticipated, such as routine medical appointments and school activities, must complete any work required by the teacher before the absence. Parents should make every attempt to schedule medical and other appointments after school hours when possible.

Students are obligated to:
1) Complete all class work in advance for any absence that can be anticipated.
2) Attend school from 10:45 a.m. to 3:30 p.m. before attending practice or participating in a scheduled student activity except in cases of family emergencies or prearranged absences.
3) Check out and in the school office if leaving or returning to school during the school day.
4) Make up any and all work that is assigned by teachers as make-up work for the instructional time that has been missed.

Parents are obligated to:
1) Call the appropriate building office to inform the school of the reason for each absence.
2) Submit a doctor's statement, if requested, for each period of absence due to illness that exceeds five days.

Pregnant and Parenting Students

The District will not discriminate in its education program or activity against any student based on the student's current, potential, or past pregnancy. Students who are pregnant or parenting are encouraged to continue participating in the district's educational and extracurricular programs. Students who anticipate deviations from their regular school experience or accrue absences due to pregnancy or parenting should notify their building principal as early as possible to discuss their educational programming in collaboration with the Title IX Coordinator.

Make-up Work

Written make-up work may be assigned for each day missed regardless of the type of absence. If make-up work is not completed, students will receive no credit for the work required. The time each student is allowed will be determined by the teacher.

The student has the responsibility to contact teachers, initially, regarding make-up assignments.

For excused absences, two school days will be allowed to make up the work for each day missed with a maximum of ten (10) days allowed to complete make up work. If requested, assignment sheets will be prepared for students who are ill. If parents or students request assignment sheets the school should be contacted by no later than 10:00 a.m.

Band

Students may participate in the elementary band and begin taking band lessons in the 5th grade. Students in grades 7-8 may participate in the middle school band; grades 9-12 may participate in the high school band. Instruments will be provided by students or the school as provided by school policy. Fees may be charged as allowed or provided in the Public Elementary and Secondary Student Fee Authorization Act and the school's student fee policy or other applicable policy.

Bills

Students should pay bills for supplies, fines, shop materials, clothing orders, etc. in the school bookkeeper's office. Any check for these payments should be made out to Heartland Community Schools unless otherwise instructed. Pursuant to board policy, the district will assess an additional penalty of $30 for any check returned from the bank for insufficient funds.

When students purchase items of significant value, such as class rings and letter jackets, they must make payment at the time of purchase or when the order is placed.

Books and Supplies

Students must take care of books and other supplies provided by the district. The school will assess fines for damage to books and school property.

Students must supply their own consumable items such as pens, pencils, tablets, notebooks, erasers, and crayons. Each classroom teacher will prepare a supply list for students at the beginning of the school year.

Breastfeeding and Lactation

In order to accommodate lactating and breastfeeding students, the district will provide reasonable opportunities to express breast milk or breastfeed in a place, other than a bathroom, which is shielded from view and free from intrusion from district students, employees, and the public. The district will also provide a location for students to store expressed breast milk in or near the location designated for students to express milk to create the least amount of disruption to the student's participation in class or activities.

Students who wish or need to express breast milk on a regular schedule must work with school administrators to create a schedule that accommodates the student's needs while facilitating education to the maximum extent possible.

In order to prevent interference with the educational process, no student shall express breast milk within school classrooms or buses. Nothing in this policy limits the authority of the administration to impose consequences consistent with the Student Discipline Act and other state and federal law.

Bulletin Boards

Bulletin boards are maintained throughout the building to communicate general information, material, and school announcements. Students should check the bulletin boards carefully each school day. A written copy of daily announcements will be posted on the main bulletin board by the offices.

Bulletin board or electronic publishing space may be provided for the use of students and student organizations for notices relating to matters of general interest to students. The following general limitations apply to all posting or publishing:

1. All postings must be approved by the appropriate building principal or designee. Students may not post any material containing any statement or expression that is libelous, obscene, or vulgar; that

would violate board of education policies, including the student code of conduct; or that is otherwise inappropriate for the school environment.

2. All postings must identify the student or the student organization posting or publishing the notice.

3. Material shall be removed after a reasonable time to assure full access to the bulletin boards or electronic publishing media.

Bullying

Students are prohibited from engaging in any form of bullying. The Centers for Disease Control and Prevention defines bullying as "any unwanted aggressive behavior(s) by another youth or group of youths who are not siblings or current dating partners that involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated." Nebraska statute defines bullying as "an ongoing pattern of physical, verbal or electronic abuse." The District's administrators will consider these definitions when determining whether any specific situation constitutes bullying. Both of these definitions include both in-person and cyberbullying behaviors.

The disciplinary consequences for bullying will depend on the severity, frequency, duration, and effect of the behavior and may result in sanctions up to and including suspension or expulsion. Students who believe they are being bullied should immediately inform a teacher or the building principal.

Reporting Bullying

Students who experience or observe bullying behavior must immediately report what happened to a teacher or administrator. Students may always confer with their parents or guardians about bullying they experience or witness, but the students must also ultimately report the situation to a teacher or administrator.

Bullying Investigations

School district staff will investigate allegations of bullying using the same practices and procedures that the district observes for student disciplinary matters. In no circumstance will school district staff be deliberately indifferent to allegations of bullying.

These guidelines are established to respond specifically to bullying behavior.

1. Step One: The first time school personnel become aware of a possible harassment or bullying situation, the accused student will be informed that such a complaint has been filed. At that time a warning will

be given regarding this kind of behavior. The consequences for this kind of behavior in the future will be clearly outlined for the student. If, in the school's opinion, the first occurrence of harassment behavior is severe, the school may move immediately to any of the four steps in the harassment policy. In other words, the policy may or may not be used sequentially. Moreover, at any stage the student may be disciplined under the student code by actions which may include expulsion, in the event the conduct is also a violation of other provisions of the student code.

2. Step Two: The second time school personnel become aware of a harassment incident, the student's parents will be notified. A conference will be requested at that time. If it is determined that the student has harassed another student, consequences will be assigned. A student may stay on the second step as long as school authorities feel the consequences are effectively correcting the harassment behaviors. If it is determined that there is no basis for the harassment accusation, no consequences will be assigned. If the school determines that a student is intentionally making a false accusation against another student, an appropriate response will be made.

3. Step Three: If the school authorities determine that the student continues to harass another student or the student fails to agree to not harass in the future, the school may assign the student to the Harassment Program level set forth which the school authorities determine to be appropriate.

4. Step Four: If a student fails to respond positively to the corrective measures of the Harassment Program, the student will be suspended from school for a minimum of five school days, up to expulsion. School authorities will determine the action necessary to insure a safe learning environment for all students.

HARASSMENT AND BULLYING PROGRAM LEVELS

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

1. Level I: The guidelines for a Level I placement are listed below:
   a. The length of the assignment will be for a minimum of two weeks.
   b. The student will report to the office no later than 8:00 a.m. each morning.
   c. The student will eat on campus at an assigned table.
   d. The student will report to an assigned room at the end of the day, and will remain until 3:45 p.m. This will allow all other students to leave the school grounds in safety.

2. Level II: The guidelines for this level are listed below:
   a. The length of the assignment will be for a minimum of two weeks.
   b. The student will report to the office no later than 8:00 a.m. the morning.
   c. The student will eat on campus at an assigned table.
   d. The student will report to an assigned room at the end of the day, and remain until 3:45.
   e. The student will remain in class at the end of each period. The student will be under direct teacher supervision during passing time. The teacher will dismiss the student at the end of the passing period. The student will then have three minutes to get to his/her next class.
3. Level III: This is a long-term assignment. The guidelines are listed below.

   All items listed in Level II will be used, except the length of the assignment will be no less than six weeks, and may remain in effect until the end of the school year and continue into the next, if determined to be appropriate.

Cafeteria Rules

1. All food must be consumed in the areas designated by the school.
2. After students have eaten, they must return trays to the kitchen. All straws, papers, milk cartons should be deposited in the trash cans. All leftover food should be scraped off the tray on to the correct container. Forks and spoons should be placed in the pan with water, NOT THROWN AWAY!
3. Students are to use proper manners including eating quietly.
4. Students may not throw food or other items.
5. Second servings are available to those who have made an effort to clean their trays and have requisite funds as required by board policy.
6. Students should remain at their tables until they are dismissed.
7. Parents who wish their child to eat lunch away from school must provide a written authorization to the student's building principal.
8. Students must treat lunch personnel with respect.
9. Students who violate the above rules will be disciplined.

Cell Phones and Other Electronic Devices

Possession and/or use of cell phones and electronic communication devices is permitted on a limited basis. Permitted and prohibited actions are outlined herein. This section is intended to address the most common instances and does not include all possible instances. The assumption should be made that unless specifically permitted, the possession or use of a cell phone or electronic communication device is prohibited. It shall be within the authority of the principal to enforce these regulations with clear and broad distinction.

Electronic communication device means any device which transmits by electronic means any writing, sound, visual image, or data of any nature to another electronic communication device. This includes personally owned electronic tablets, "smart" watches, earbuds, headphones, and gaming devices. The term "electronic communication device" includes a cell phone. Any reference to a "cell phone" in these regulations shall be interpreted as to include both cell phones and any other electronic communication devices. For the purposes of this regulation, the term "cell phone" or "electronic communication device" shall not include a computer, tablet, or device provided to a student by the district for legitimate school purposes that would otherwise be prohibited by these or other regulations.

Students in grades 7-12 are subject to these regulations at all times during the school day, at all times while on school property, at all times while in a school-owned vehicle, at all times while engaged in a school-directed activity, and at all times while under the direction/supervision/authority of the school or its authorized personnel.

Students are at all times responsible for their devices. The school assumes no responsibility for the supervision, care, safety, or condition of personal cell phones or electronic communication devices.

Use

Use of a cell phone or other electronic device is broadly defined as a device being held, grasped, carried, worn, viewed, listened to, or interacted with by any kinesthetic, sensory, electronic, or voice-activated means. Common examples might include sending, receiving, or viewing messages via text, chat, or email. Other common examples might include sending, receiving, or engaging in conventional telephonic communications (i.e. phone calls). Additional examples might include utilizing or downloading applications (apps) and listening/streaming any audio or audio-visual content. Use shall also include the emitting of sound via alert, notification, ring/ringtone by a cell phone or device due to a failure of the device to either be powered off or placed on a silenced setting. The vibration of a phone or device when placed on a silenced setting shall not constitute use unless such vibration is of a nature where it clearly creates a distraction, disruption, or risk to safety.

Permissible Possession
When any student exceeds the limits of permissible possession, they will be considered to be engaging in prohibited use of a cell phone and/or electronic communication device.

For students in grades 7-12, permissible possession includes the momentary holding or grasping of a cell phone while at one's locker for the purposes of silencing, securing, or storing a cell phone. For students in grades 7-12 permissible possession includes the transport of a phone by a student from their locker to the school office for the purpose of requesting use. Permissible use shall not include the viewing or use of a cell phone in a hallway or at one's locker during the school day when such use is otherwise restricted.

Individualized Education Plan
Students in grades 7-12 may possess a cell phone or electronic communication device to the extent as is required by a student's individualized education program developed under the Special Education Act and its rules and regulations.

504 Plan
Students in grades 7-12 may possess a cell phone or electronic communication device to the extent as is required by a plan developed for the student under section 504 of federal statutes.

Official Health Care Plan
Students in grades 7-12 may possess a cell phone or electronic communication device to the extent as is necessary to monitor or manage a student's official health care plan that is filed with the school.

Grades 9-12 During The School Day
Unless otherwise specifically prohibited by another regulation or by the direction of an adult authorized by the principal, students in grades 9-12 are permitted to possess a cell phone or electronic communication device at times when use of such devices is otherwise prohibited during the school day provided that such possession does not constitute use. Permitted possession is allowed during the school day as a means of making communication in emergency circumstances possible should such a need arise. Any possession that causes a disruption, creates a distraction, interferes with the learning environment, creates a legitimate safety risk, or impedes the reasonable and necessary actions of another person will not be permitted.

For students in grades 9-12, permissible possession during the school day requires that any cell phone or electronic communication device either be turned off or set on a silenced setting (i.e. a phone may vibrate in a manner that is not disruptive, but it may not emit a ring or ringtone of any type or at any volume). Permitted possession may include storing or transporting a cell phone in a pants pocket or in a book bag in such a manner that the phone is not considered to be in the general view of the student or others, and the phone cannot, or is not, being held, grasped, carried, viewed, used, or interacted with by any kinesthetic, sensory, electronic, or voice-activated means.

Grades 7-8 During The School Day

Students in grades 7-8 will be required to store their cell phones and electronic communication devices in their hallway locker from 7:45 AM to 3:30 PM (9:45 AM when there is a 2-hour late start to the school day). Devices must either be either powered off or kept on a silenced setting while being stored in a locker.

Grades 7-12 Smart Watches

Smart watches may be visibly worn by students in grades 7-12 during the school day provided that they are not being viewed, used, or interacted with by any kinesthetic, sensory, electronic, or voice-activated means for the purpose of electronically sending or receiving data. Students may not visibly wear smart watches or other wearables in a manner that causes a disruption or otherwise violates any other school rule.

Grades 7-12 Classroom Management Discretion

Unless otherwise specifically prohibited or permitted by another regulation, it shall be within the discretion of the classroom teacher, or supervising adult, to require students to place/store their cell phone or electronic communication device in a secure, central location within the classroom during any specific instructional period or any specific testing/assessment period.

Unless otherwise specifically prohibited or permitted by another regulation, it shall be within the discretion of the classroom teacher, or supervising adult, to require students to place/store their cell phone or electronic communication device in a secure, central location within the classroom prior to exiting the classroom during any specific instructional period or any specific testing/assessment period (e.g. exiting to use the restroom).

Grades 7-12 School Owned Or Provided Vehicles

Students in grades 7-12 may possess a cell phone or electronic communication device when riding in a school-owned or school-provided vehicle. Unless otherwise allowed by the driver, teacher, coach, or sponsor, such devices should be stored away out of plain sight and either powered off or placed on a silenced setting. School-provided vehicles shall include any mode of transport provided by the school for the transportation of students as part of a student's participation in a school-related activity.

Grades 7-12 School Activity
Unless otherwise specifically prohibited or permitted by another regulation, the possession of cell phones or electronic communication devices while directly or actively participating in a school activity is prohibited unless otherwise allowed by the principal, teacher, coach, or sponsor. Activity shall include occasions that are commonly referred to as a practices, games, competitions, meets, events, etc. This regulation is in place regardless of the time and/or location of the school activity. For the purposes of this regulation, school activity will include any dance under the sponsorship or direction of the school.

Permissible Use
When any student exceeds the limits of permissible use, they will be considered to be engaging in prohibited use of a cell phone and/or electronic communication device.

Individualized Education Plan
Students in grades 7-12 may use a cell phone or electronic communication device to the extent as is required by a student's individualized education program developed under the Special Education Act and its rules and regulations.

504 Plan
Students in grades 7-12 may use a cell phone or electronic communication device to the extent as is required by a plan developed for the student under section 504 of federal statutes.

Official Health Care Plan
Students in grades 7-12 may use a cell phone or electronic communication device to the extent as is necessary to monitor or manage a student's official health care plan that is filed with the school.

Grades 7-12 Prior To The School Day
Unless otherwise specifically prohibited by another regulation or by the direction of an adult authorized by the principal, on days when school is in session, students in grades 7-12 will be permitted to use their cell phones in

common areas on school property prior to the start of the school day up to 25 minutes prior to the time that instruction would typically begin within the building (e.g. 7:45 AM on a normal school day or 9:45 AM for a 2-hr late start). Common areas shall mean hallways, lobbies, viewing/spectating areas, gymnasiums, cafeterias, sidewalks, parking lots, and building approaches. Common areas shall not include classrooms, media centers, weight rooms, shop areas, restrooms, or locker rooms.

Grades 7-12 After The School Day

Unless otherwise specifically prohibited by another regulation or by the direction of an adult authorized by the principal, on days when school is in session, students in grades 7-12 will be permitted to use their cell phones in common areas on school property after the final dismissal bell of the day (e.g. 3:30 PM on a normal school day). Common areas shall mean hallways, lobbies, viewing/spectating areas, gymnasiums, cafeterias, sidewalks, parking lots, and building approaches. Common areas shall not include classrooms, media centers, weight rooms, shop areas, restrooms, or locker rooms.

Grades 9-12 During The School Day (The Lunch Period)

Unless otherwise specifically prohibited by another regulation or by the direction of a supervising adult, on days when school is in session, students in grades 9-12 will be permitted to use a cell phone during their lunch period. Permitted cell phone use during a student's lunch time is limited to the cafeteria and the space that is both immediately adjacent to the cafeteria and directly visible from the cafeteria. Cafeteria shall mean the general space that is regularly intended for students to sit and eat during lunchtime.

Grades 9-12 During The School Day (Special Occasions)

Unless otherwise specifically prohibited by another regulation or by the direction of an adult authorized by the principal, on days when school is in session, students in grades 9-12 may be permitted to use their cell phones in common areas on school property for the purpose of taking photos and/or video during specific occasions/events. Examples might include public performances, pep rallies, etc. that occur during the school day. Common areas shall mean hallways, lobbies, viewing/spectating areas, gymnasiums, cafeterias, sidewalks, parking lots, and building approaches. Common areas shall not include classrooms, media centers, weight rooms, shop areas, restrooms, or locker rooms. Such exceptions shall be made under the direction of the principal and may be limited to either specific times, specific locations, or both.

Grades 7-8 During The School Day

On days when school is in session, students in grades 7-8 are entirely prohibited from using a cell phone or electronic communication device from 7:45 AM to 3:30 PM (9:45 AM when there is a 2-hour late start to the school day). There are two exceptions to this prohibition, these exceptions are outlined in the sections titled, "Request To Use In Office Section" and "Emergency Use".

Grades 7-12 Request To Use In The Office

Students in grades 7-12 wishing to use their cell phone during the school day at times when their cell phone use is otherwise prohibited must 1) report to the office, 2) obtain permission to use their phone from either office staff or administrative staff, 3) use their phone immediately inside of the office area, and 4) use their cell phone only for the requested purpose. Such use shall be restricted only to matters of an urgent nature. Excessive or superfluous requests will be denied.

Grades 7-12 Non-School Days

Unless otherwise specifically prohibited by another regulation or by the direction of an adult authorized by the principal, on days when school is not in session (e.g. weekends, breaks, etc.) students in grades 7-12 will be permitted to use their cell phones in common areas on school property. Common areas shall mean hallways, lobbies, viewing/spectating areas, gymnasiums, cafeterias, sidewalks, parking lots, and building approaches. Common areas shall not include classrooms, media centers, weight rooms, shop areas, restrooms, or locker rooms.

Grades 7-12 School Owned Or Operated Vehicles

Unless otherwise specifically prohibited or permitted by another regulation, the use of cell phones or electronic communication devices on school-owned or school-provided vehicles by students in grades 7-12 is prohibited unless otherwise allowed by the driver, coach, or sponsor. School-provided vehicle shall include any mode of transport provided by the school for the transportation of students as part of a student's participation in a school-related activity.

Grades 7-12 School Activity

Unless otherwise specifically prohibited or permitted by another regulation, the use of cell phones or electronic communication devices by students in grades 7-12 while directly or actively participating in a school activity is prohibited unless otherwise allowed by the principal, teacher, coach, or sponsor. Activity shall include occasions that are commonly referred to as a practices, games, competitions, meets, events, etc. This regulation is in place regardless of the time and/or location of the school activity. For the

purposes of this regulation, school activity will include any dance under the sponsorship or direction of the school.

Emergency Use
Unless otherwise specifically prohibited by another regulation or by the direction of an adult authorized by the principal, students may use a cell phone for necessary and reasonable communication in times where a clear and material emergency or perceived threat of danger exists. Examples may include a vehicular accident, a natural disaster, calling for aid due to serious injury, calling for aid due to a mental or physical health crisis, instances where serious harm or injury to oneself or others is imminent, during times of crisis when conventional lines of communication between parents, students, and the school may not be adequate or practical.

Standing Prohibitions
Any use or possession of a cell phone or electronic communication devices that causes a disruption to the learning environment, causes a material disruption to the operations of the school, or reasonably creates any risk to safety is at all times prohibited.

Smart Glasses
- The possession of smart/AI glasses/eyewear/contacts is at all times prohibited.
- The use of smart/AI glasses/eyewear/contacts is at all times prohibited.

Areas Of Heightened Risk
- Except for cases of an emergency, the use of cell phones and is at all times prohibited inside of shop areas.
- Except for cases of an emergency, the use of cell phones and electronic devices is at all times prohibited inside of kitchen/concessions areas.
- Except for cases of an emergency, the use of cell phones and electronic devices is at all times prohibited inside of weight room areas.

Mass Coordination Events
- Except for cases of an emergency, the use of cell phones and electronic devices is at all times prohibited during safety drills.
- Except for cases of an emergency, the use of cell phones and electronic devices is at all times prohibited during times of mass staging, mass mobilizing, or mass directing as part of a crisis-response event.

Restrooms & Locker Rooms

- Except for cases of an emergency, the use of cell phones and electronic devices is at all times prohibited inside of restrooms.
- Except for cases of an emergency, the use of cell phones and electronic devices is at all times prohibited inside of locker rooms.

Expectations Of Privacy

- Except for cases of an emergency, the use of cell phones and electronic devices is at all times prohibited at any time or in any place where there is an expectation of privacy.
- The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise may constitute a crime under state and/or federal law. Any person engaged in these activities while on school grounds, in a school vehicle or at a school activity will be subject to the disciplinary procedures of the student code of conduct. Any student found to be in possession of obscene, pornographic, lewd, or otherwise illegal images or photographs will be promptly referred to law enforcement and/or other state or federal agencies, which may result in arrest, criminal prosecution, and possible inclusion on sex offender registries.

Transmitting Photos, Images, Sounds Of Others

Students shall not use electronic devices for recording or transmitting photographs, images or sounds of other persons without direct administrative approval and consent of all person(s) being recorded, other than the recording of persons participating in school activities that are open to the public.

Consequences For Violations And Rules For Confiscation

Violations of this policy may result in disciplinary action including, but not limited to, suspension or expulsion from school.

Under normal circumstances, the following progression of consequences will be utilized in response to the prohibited use or the prohibited possession of a cell phone or electronic communication device by a student. The principal is authorized to deviate from this progression when any offense includes aggravating circumstances.

1. First offense: confiscation by school personnel – student will pick up device at the end of the day.
2. Second offense: confiscation by school personnel – parent/guardian may pick up the device at the end of the day.

3. Third offense: confiscation by school personnel – parent/guardian may pick up the device at the end of the day and the student will serve detention.
4. After the Third Offense: confiscation - follow the handbook for cumulative misconduct.

Cheating, Plagiarism, and Academic Dishonesty

Students may not cheat, plagiarize, or otherwise participate in any academic dishonesty in any form. Prohibited behavior includes:

- Obtaining, attempting to obtain, or aiding another person to obtain credit for work by any dishonest or deceptive means.
- Lying.
- Copying another person's work or answers.
- Discussing the answers or questions on a test or assignment unless specifically authorized by the teacher.
- Taking or receiving copies of a test without the permission of the teacher.
- Using or displaying notes, "cheat sheets," or other sources of unauthorized information.
- Using the ideas or work of another person as if they were your own without giving proper credit to the source.
- Submitting work or any portion of work completed by another person.
- Failing to give credit for ideas, statements, facts, or conclusions which rightfully belong to another person.
- Failing to use quotation marks or other appropriate means of attribution when quoting directly from another person or source.

A student who cheats, plagiarizes, or otherwise participates in any academic dishonesty is subject to discipline, up to and including expulsion.

Child Abuse and Neglect

School employees will report suspected abuse or neglect of a child as required by state law and school policy. Nebraska law defines abuse or neglect as knowingly, intentionally, or negligently causing or permitting a minor child or an incompetent or disabled person to be (1) placed in a situation that endangers his or her life or physical or mental health; (2) cruelly confined or cruelly punished; (3) deprived of necessary food, clothing, shelter or care; (4) left unattended in a motor vehicle, if such child is six years of age or younger; (5) sexually abused; (6) placed in a situation to be sexually exploited through sex trafficking of a minor as defined in state law or by allowing, encouraging, or forcing such person to engage in debauchery, public indecency, or obscene or pornographic photography,

films, or depictions; or (7) placed in a situation to be a trafficking victim as defined in state law.

Class Dismissal

Classes are in session from the ringing of the tardy bell until the teacher dismisses the class. The bell at the end of the period is not a dismissal bell, and students may not leave their classrooms until they have been excused by their classroom teacher.

Classroom Behavior

Student behavior and attitude in the classroom must be cooperative and serious. All students must:

- arrive to class on time;
- prepare for class with all necessary materials;
- be considerate of others;
- respond promptly to all directions of the teacher; and
- take care of school property and the property of others.

Teachers will establish classroom conduct rules that students must obey.

Closed Campus

Students may not leave the building without permission from the administration.

Coats and Boots

Elementary students must wear coats outdoors when the weather makes it advisable. The staff will decide when coats are required for recess.

Elementary students may choose to wear overshoes or boots when the playground is wet or muddy. Waterproof boots worn to school should be taken off and regular shoes worn during the day. Boots worn to school must be marked with the student's name. Boots are not permitted on gymnasium floors.

Communicable Diseases

Any student who has contracted a contagious disease may be restricted from attendance at school until the student is no longer contagious. The school district uses the Title 173- Nebraska Health and Human Services/Control of Communicable Disease, Chapter 3 of the Nebraska Administrative Code as a "best practice" guideline for contagious and infectious diseases. If there are questions regarding the communicability of your child's health condition or if you know your child has contracted a contagious or communicable disease or condition not otherwise specified in board policy or this handbook, please call 402-723-4434.

Communicating with Parents

Parents shall be kept informed of student progress, grades, and attendance through report cards, progress reports, and parent/teacher conferences. The school district will notify parents if their students are failing or close to failing. The school district will endeavor to notify parents of failing students prior to entry of the failing grade on the student's report card. Parents will also be notified of their student's possible failure to meet graduation requirements. Other pertinent information will be communicated to parents by mail or by personal contact. Official transcripts of student progress, grades, and attendance will be sent to other school systems upon the student's transfer when the district receives a written request signed by the student's parent or guardian or upon being notified that the student has enrolled in another school.

Complaint Procedure

Good communication helps to resolve many misunderstandings and disagreements. This complaint procedure applies to complaints unless the complaint is subject to a different procedure required by law, policy or contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems at the lowest level of the chain of command. When those efforts do not resolve matters satisfactorily, including matters involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age, a complainant should follow the procedures set forth in any specific policy addressing those areas or the procedures set forth below. Allegations of sex discrimination covered by Title IX will be addressed through the board's Title IX policy.

References to "coordinator" in this policy refer to the board-designated coordinator for the applicable area, such as the Section 504 Coordinator for allegations of disability-based discrimination.

Under this policy, factual conclusions will be based on a preponderance of the evidence.

Complaint and Appeal Process.

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if complainant reasonably believes speaking directly to the person would

subject complainant or complainant's student to discrimination or harassment.

2. The second step is for the complainant to speak to the building principal, coordinator, superintendent of schools, or president of the board of education, as set forth below. Anyone with questions about the appropriate person to speak with may request clarification from the superintendent.

    a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.

    b) Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.

    c) Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.

    d) Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may also be submitted at any time during the complaint procedure to the applicable coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268-0599.

3. When a complainant submits a complaint to an administrator or coordinator, the administrator or coordinator shall first determine whether another applicable procedure is required by policy or law and if so, direct the complaint to the appropriate person to follow that procedure. If not, the administrator or coordinator will promptly and thoroughly investigate the complaint, and shall:

    a) Determine whether the complainant has discussed the matter with the respondent.

        1) If the complainant has not, urge the complainant to discuss the matter directly with the respondent, if appropriate.

        2) If the complainant refuses to discuss the matter with the respondent, the administrator or coordinator shall, in his or

her sole discretion, determine whether the complaint should or must be pursued further.

b) Strongly encourage the complainant to reduce his or her concerns to writing.

c) Interview the complainant and, if necessary, the respondent against whom the complaint is filed, to determine:

1) All relevant details of the complaint;

2) All witnesses and documents which the complainant believes support the complaint;

3) The action or solution which the complainant seeks.

d) Respond to the complainant. If the complaint involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the administrator or coordinator receives the complaint.

4. If either the complainant or the respondent is not satisfied with the decision, he or she may appeal the decision to the superintendent. The superintendent may assign a qualified designee to hear any appeal.

a) The appeal must be in writing.

b) This appeal must be received by the superintendent no later than three (3) calendar days from the date of the decision.

c) For complaints addressed through other applicable procedures that do not include a separate investigatory process, the superintendent will investigate as he or she deems appropriate.

d) The superintendent will prepare a written decision and provide it to the complainant and any other person entitled by law to receive the appeal decision. For complaints involving discrimination or harassment, the superintendent shall submit the decision within 180 calendar days after the superintendent received complainant's written appeal. Appeals to the superintendent from complaints involving discrimination or harassment are final once the superintendent delivers the written decision, as are all other appeals/complaints to the

superintendent unless the complaint can be appealed on the limited grounds to appeal to the board below.

5. The board's role is to set policy, establish and implement a budget, and evaluate the superintendent. The board does not manage the daily operations of the school district entrusted to its administration unless required by law or policy. Because of the board's statutory roles, it does not hear complaints or appeals that may involve oversight or discipline of students, staff, or others, unless those involve the superintendent as discussed below. The board does not hear complaints or appeals based on allegations of discrimination or harassment unless otherwise required by law. The board will hear appeals only in the following circumstances:

   a) When the complaint is about a board policy, not implementation of the policy;

   b) When the complaint involves the budget or school expenditures that have been or must be approved by the board; or

   c) When the board is required by law, policy, or contract to hear a complaint or appeal.

6. If a complaint involves those limited grounds and a party is not satisfied with the superintendent's decision regarding the complaint or appeal, he or she may appeal the decision to the board.

   a) This appeal must be in writing.

   b) This appeal must be received by the board president no later than ten (10) calendar days from the date the superintendent communicated his/her decision to the complainant.

   c) This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment allegations against the superintendent shall be promptly and thoroughly investigated by the board president or a designee.

   d) The board president will notify the complainant and any other person legally required to receive the decision in writing of its decision. If the complaint involves discrimination or harassment allegations against the Superintendent, the board president shall

submit the decision within 180 calendar days after receiving the written appeal.

e) There is no appeal from any decision of the board unless authorized by law.

7. Formal complaints about the superintendent shall be filed with the president of the board. However, complaints about the superintendent do not include disagreement with the superintendent's decision on appeal based on a complaint of discrimination, harassment, or action of any other employee who is not the superintendent. Upon receipt of a complaint, the board president or his or her designee shall promptly and thoroughly investigate the complaint, and shall:

a) Coordinate with school district staff, other than the superintendent, to determine if another procedure in policy or law requires the complaint against the superintendent to follow another procedure. If so, the board president will coordinate handling the complaint through that procedure. If another procedure applies, such as in the case of allegations of sex discrimination against the superintendent, the board president or, at his or her discretion, the full board will serve only to hear any appeal by a party to the complaint.

b) Determine whether the complainant has discussed the matter with the superintendent.

1) If the complainant has not, the board president or designee will urge or require the complainant to discuss the matter directly with the superintendent, if appropriate or required.

2) If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should or must be pursued further.

c) Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting by the full board.

d) Respond to the complainant or appeal. If the complaint or appeal involves discrimination or harassment, the response shall be in

writing and shall be submitted within 180 calendar days after the president received the complaint.

e) Appoint or contract with other individuals qualified to assist the board through this process or any other applicable procedure used to address allegations against the superintendent.

No Retaliation. The school district prohibits retaliation against any person for filing a complaint or for participating in the complaint procedure in good faith.

Special Rules Regarding Educational Services and Related Services to Students with Disabilities. Students with disabilities and their families have specific rights outlined in state and federal law, including administrative processes by which they may challenge the educational services being provided by the school district. Therefore, the appeal process contained in this policy may not be used to challenge decisions made by a student's individualized education plan (IEP) team or 504 team.

Complaints about the educational services provided a student with a disability, including but not limited to services provided to a student with an IEP, access to curricular and extracurricular activities, and educational placement must be submitted to the school district's Director of Special Education. The Director of Special Education will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of IDEA Parental Rights promulgated by the Nebraska Department of Education.

Complaints about the educational services provided a student with a disability pursuant to a Section 504 plan must be submitted to the school district's 504 Coordinator. The 504 Coordinator will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of Section 504 Parental Rights adopted by the board of education.

Complaints about the educational services provided to a student who is suspected of having a disability must be submitted in writing to the school district's Director of Special Education or to the district's 504 Coordinator. The Director of Special Education or 504 Coordinator will either refer the student for possible verification as a student with a disability or will provide prior written notice of the district's refusal to do so.

Bad Faith or Serial Filings. The purpose of the complaint procedure is to resolve complaints at the lowest level possible within the chain of command.

Individuals who file complaints (a) without a good faith intention to attempt to resolve the issues raised; (b) for the purpose of adding administrative burden; (c) at a volume unreasonable to expect satisfactory resolution; or (c) for purposes inconsistent with the efficient operations of the district may be dismissed by the superintendent without providing final resolution other than noting the dismissal. There is no appeal from dismissals made pursuant to this section.

Computer Network Use by Students

Students are expected to use computers and the Internet as an educational resource. The following procedures and guidelines govern the use of computers and the Internet at school.

I. **Student Expectations in the Use of the Internet**

A. **Acceptable Use**

1. Students may use the Internet to conduct research assigned by teachers.
2. Students may use the Internet to conduct research for classroom projects.
3. Students may use the Internet to gain access to information about current events.
4. Students may use the Internet to conduct research for school-related activities.
5. Students may use the Internet for appropriate educational purposes.

B. **Unacceptable Use**

1. Students shall not use school computers to gain access to material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for educational uses.
2. Students shall not engage in any illegal or inappropriate activities on school computers, including the downloading and copying of copyrighted material.
3. Students shall not use e-mail, chat rooms, instant messaging, or other forms of direct electronic communications on school computers for any unauthorized or unlawful purpose or in violation of any school policy or directive.
4. Students shall not use school computers to participate in on-line auctions, on-line gaming or mp3 sharing systems including, but not limited to Aimster or Freenet and the like.
5. Students shall not disclose personal information, such as their names, school, addresses, or telephone numbers outside the school network.

6. Students shall not use school computers for commercial advertising or political advocacy of any kind without the express written permission of the technology coordinator.
7. Students shall not publish web pages that purport to represent the school district or the work of students at the school district without the express written permission of the technology coordinator..
8. Students shall not erase, rename, or make unusable anyone else's computer files, programs or disks.
9. Students shall not share their passwords with fellow students, school volunteers or any other individuals, and shall not use, or try to discover, another user's password.
10. Students shall not copy, change or transfer any software or documentation provided by the school district, teachers or another student without permission from the technology coordinator.
11. Students shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called, but is not limited to, malware, a bug, virus, worm, or Trojan Horse.
12. Students shall not configure or troubleshoot computers, networks, printers or other associated equipment, except as directed by a teacher or the technology coordinator.
13. Students shall not take home technology equipment (hardware or software) without permission of the technology coordinator.
14. Students shall not falsify electronic mail messages or web pages.
15. Students shall not attempt to bypass or bypass the internet filter.
16. Students shall not access or attempt to access social media sites and computer games without specific permission from a teaching or administrative staff member.
17. Students should not physically alter or disassemble a computer in any way.
18. Students shall not add outside email accounts other than Heartland Community Schools or a specific college/university for a course they are taking.

II. **Enforcement**

A. Methods of Enforcement

1. The district monitors all Internet communications, Internet usage, and patterns of Internet usage. Students have no right of privacy to any Internet communications or other electronic files. The computer system is owned by the school district. As with any school property, any electronic files on the system are subject to search and inspection at any time.
2. The school district uses a technology protection measure that blocks access to some Internet sites that are not in accordance with the policy of the school district. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.
3. Due to the nature of filtering technology, the filter may at times filter pages that are appropriate for student research. The system administrator may override the technology protection measure for the student to access a site with legitimate educational value that is wrongly blocked.
4. The school district staff will monitor students' use of the Internet through direct supervision and by monitoring Internet use history to ensure enforcement of the policy.

B. Consequences for Violation of this Policy

1. Access to the school's computer system and to the Internet is a privilege, not a right. Any violation of school policy and rules may result in:
   a. Loss of computer privileges;
   b. Short-term suspension;
   c. Long-term suspension or expulsion in accordance with the Nebraska Student Discipline Act; and
   d. Other discipline as school administration and the school board deems appropriate.
2. Students who use school computer systems without permission and for non-school purposes may be guilty of a criminal violation and will be prosecuted.

III. Protection of Students

A. Children's Online Privacy Protection Act (COPPA)

1. The school will not allow companies to collect personal information from children under 13 for commercial purposes. The school will make reasonable efforts to disable advertising in educational computer applications.
2. This policy allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for

education purposes.

B. **Education About Appropriate On-Line Behavior**

1. School district staff will educate students about appropriate online behavior, both in specific computer usage units and in the general curriculum.

Conferences

Students' academic success has been closely linked to parental involvement in school. The school district has formal parent-teacher conferences in the fall and spring.

In addition to formal conferences, classroom teachers will communicate with parents as necessary. Parents are encouraged to communicate with their student's teacher or the building principal to discuss parental concerns, student needs or any other issue.

Copyright and Fair Use

The school district complies with federal copyright laws. Students must comply with copyright laws when using school equipment or working on school projects and assignments. Federal law prohibits the unauthorized reproduction of works of authorship, regardless of the medium in which they were created.

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. "Fair use" of a copyrighted work includes reproduction for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research. Students who are unsure whether their proposed reproduction of copyrighted material constitutes "fair use" should consult with their teacher or building principal, review the school district's copyright compliance policy, and review *Copyright for Students* found at https://www.whoishostingthis.com/resources/student-copyright/. You can find more information on copyright compliance requirements and permitted uses from the U.S. Copyright Office and the Library of Congress at the following site: http://www.loc.gov/teachers/usingprimarysources/copyright.html.

Damage to School Property

Students who damage school property either intentionally or unintentionally may be required to pay to replace or restore the property, at the discretion of the administration.

Dating Violence

Dating violence, as that term is defined by Nebraska law, will not be tolerated by the school district. Students who engage in dating violence on school grounds, in a school vehicle or at a school activity or that otherwise violates the Nebraska Student Discipline Act will receive consequences consistent with the Act and the district's student discipline policies.

The school district shall provide dating violence training to staff deemed appropriate by the administration and in accordance with Nebraska law.

Discrimination and Harassment

Students who believe that they have been the subject of unlawful discrimination or harassment due to their disability should contact the following Section 504 Coordinator: Kelsey Vnoucek at 402-723-4434 (phone number), kvnoucek@heartlandschools.net (e-mail address) or in person at school. Students who believe that they have been the subject of unlawful discrimination or harassment due to their sex should contact the following Title IX Coordinator: Josh Struckman at 402-723-4434 (phone number), jstruckman@heartlandschools.net (e-mail address), 1501 Front St. Henderson, NE 68371 (mailing address) or in person at school. Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact Tim Carr at 402-723-4434 (phone number), tcarr@heartlandschools.net (e-mail address) or in person at school. Students may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

Dress Code

The school administration and teachers will continue to encourage all to behave and dress in a fashion that reflects good taste and a style appropriate for a school day or school activity.

An individual's dress, personal appearance, and cleanliness, as well as behavior, should reflect a sensitivity to and a respect for others. The fact that a school will permit a wide variety in school clothes does not mean that all styles are equally appropriate. **The final decision in those situations of disagreement will be resolved by the school administration after consultation with the student and parents/guardians.**

Students will be expected to adhere to the following guidelines during school functions on or off school property:

1. Students will not be allowed to wear clothing, jewelry, or attire that presents a material risk to the safety or wellbeing to either themselves or anyone else.
2. Students will not be allowed to wear clothing, jewelry, or attire that materially interferes with the learning/instructional environment in school.
3. Students are not to wear clothing which excessively exposes the midriff. The wearing of pants, jeans, or shorts should not be worn in a sagging fashion below the waistline.
4. Clothing usually worn as undergarments may not be worn as outer garments - such items may include but are not limited to sports bras, spandex tops and boxer shorts.
5. Skirts, dresses and shorts - As a reference, the length of clothing should generally extend beyond a closed fist when your arms are at your side.
6. Clothing which promotes alcohol, tobacco/tobacco products **(including nicotine products, vaping products, and e-cigarettes)** or drugs, or which contain any inappropriate messages is prohibited. Inappropriate messages may include but are not limited to innuendos, entendres, profanity, implied profanity, hate speech and anything that would promote a violation of the law and/or the student code of conduct.
7. Shoes, boots or sandals must be worn at all times.
8. Students are not allowed to wear hats, caps, visors, hoods, or sunglasses in the school building during the school day. For special occasions, exceptions may be allowed. These special occasions will be determined by the principal.
9. Mesh shirts must have a t-shirt worn under them.
10. All sleeveless shirts must have finished seams and edges. Clothing must also cover the area under the arm.

***Consideration will be made for students who wear special clothing as required by religious beliefs, disability, medical status or condition or to convey a particularized message protected by law. The final decision regarding attire and grooming will be made by the Principal or

Superintendent. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school's guidelines, the student should contact the Principal for approval, and may also review such additional posting of prohibited items or grooming which may be available in the Principal's office.

Students who violate dress code guidelines will be required to correct the violation by changing into something appropriate at school or returning home to change. A detention or suspension may be given to make up the time away from school. Repeated dress code violations may result in more severe consequences. Significant, intentional, or repeated violations of the dress code may result in formal disciplinary consequences that may include detention or suspension.

Driving and Parking Personal Vehicles

Students who drive privately owned motor vehicles to school must obey the following rules:

1. Students may not move their vehicles during the school day without the permission of the building principal or superintendent. Students will not be allowed to sit in or be around their vehicles during the school day, without administrative permission.
2. Students must drive with care to ensure the safety of the pedestrians. Students may not drive carelessly or with excessive speed.
3. By driving personal vehicles to school and parking on school grounds, students consent to having that vehicle searched by school officials when they have reasonable suspicion that such a search will reveal a violation of school rules.

Drug Free Schools

The board of education has adopted policies to comply with the Federal Drug-Free Schools and Communities Act. Students are prohibited from using, possessing, or selling any drug, alcohol, or tobacco while on school grounds, at a school activity or in a school vehicle. In addition, students who participate in the school's activities program should refer to the Activities Handbook which prohibits the use or possession of alcohol, controlled substances and tobacco at all times.

Any student who violates any school policy regarding drug, alcohol, and tobacco use will be disciplined, up to and including short-term suspension,

long-term suspension, or expulsion from school and/or referral to appropriate authorities for criminal prosecution.

Emergency Contact Information

Parents must complete an emergency information card for each child enrolled in the district. The card should list the family physician's name, where parents or a responsible adult can be located, and any necessary emergency instructions. Parents must promptly inform the school if this contact information changes during the school year. Emergency contacts are requested to be individuals that reside within close proximity to the school.

Evacuations

The school district will hold routine evacuation drills throughout the school year. Classroom teachers will provide students with detailed instructions on building evacuations.

Eye Exams

All students enrolling in kindergarten or transferring into the school district from out of state must undergo a visual examination by a physician, a physician assistant, an advanced practice registered nurse, or an optometrist , which consists of testing for amblyopia, strabismus, and internal and external eye health, with testing sufficient to determine visual acuity, except that no such physical examination or visual evaluation shall be required of any child whose parent or guardian objects in writing. They must provide evidence of the vision examination within six months prior to entrance. The cost of such physical examination and visual evaluation shall be borne by the parent or guardian of each child who is examined.

Food Service Program

The school will serve breakfast daily from 7:50 to 8:10 a.m. Students who qualify for free or reduced-price lunch also qualify for free or reduced-price breakfast. Meal charges are available on the school website. .

Lunch

Lunch prices depend on the federal funding that the program receives. Meal charges are available on the school website.

Payment for Meals

Students are encouraged to pay for meals several weeks in advance. Payment should be made to the bookkeeper in the office.

Students who qualify for free meals will not be denied a reimbursable meal, even if they have accrued a negative balance from other food purchases. School staff may prohibit any students from charging a la carte or extra

items if they do not have adequate balance in their account in hand or their account has a negative balance.

If a student repeatedly lacks funds to purchase a meal, has not brought a meal from home, and is not enrolled in a free meal program, the district will use its resources and contacts to protect the health and safety of the student. Failure or refusal of parents or guardians to provide meals for students may require mandatory reporting to child protection agencies as required by law.

Collection of Delinquent Meal Charge Debt

The school district is required to make reasonable efforts to collect unpaid meal charges. The building principal or his or her designee will contact households about unpaid meal charges and notify them again of the availability of the free and reduced meal program and/or establish payment plans and due dates by telephone, e-mail, or other written or oral communication. If these collection efforts are unsuccessful, the school district may pursue any other methods to collect delinquent debt as allowed by law.

Collection efforts may continue into a new school year.

Notice of Non-discrimination

In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, disability, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

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

(2) Fax: (202) 690-7442; or

(3) Email: program.intake@usda.gov

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the school district. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the

Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

Field Trips

Classes occasionally take field trips off school property for educational enrichment. A student's parent, or "caregiver" as that term is defined in the Nebraska Strengthening Families Act, must authorize a student to participate in a field trip by signing a permission slip and providing it to the school before the field trip. Students who have not completed classroom work on time may not be allowed to attend field trips. Students must comply with the student code of conduct, any applicable extracurricular conduct codes, and all directives by trip chaperones.

First-Aid

First-aid items may only be used by school staff. Students who need first aid should ask for assistance from their classroom teacher or the nearest staff member.

Head Lice

Students found to have live head lice or louse eggs will not be permitted at school and will be sent home. Upon discovering the presence of any indication of lice or louse eggs the student's parent(s) or guardian(s) will be notified, and if appropriate will be asked to pick up the student from school immediately.

Students will not be permitted to return to school until the district finds that no live lice or eggs can be detected. The parent(s) or guardian(s) will be required to treat the student and accompany the student to school to be examined.

The student cannot ride the school bus until the district has cleared the student to return to school.

Health Problems Limiting Activities

Parents who do not want their children to play outdoors or participate in physical education for health reasons must send a written request to school. If a student persistently requests to be excused from these activities, the building principal or classroom teacher may require a doctor's verification.

Parents should notify the principal or superintendent if their student has any special health problems such as diabetes, asthma, or the like.

Homebound Instruction

The school district may provide a student with instruction in his or her home and under parental supervision if the student is physically or mentally ill or injured and unable to attend regular classes for an extended period of time. Homebound instruction shall be provided when the student's physical and mental condition are such that the student can benefit from instruction and no other provision will meet the student's educational needs. If you believe that homebound instruction is appropriate for your child, please contact the building principal to initiate the appropriate process to determine eligibility.

Homeless Children and Youth

Homeless students generally include children who lack a fixed, regular, and adequate nighttime residence, as further defined by applicable state and federal law.

It is the school's policy not to stigmatize or segregate homeless students on the basis of their status of being homeless. Transportation for homeless students who enroll in the district shall be furnished by the district under the same guidelines applying to other students or if such transportation is necessary for compliance with federal law.

Each homeless child shall be provided services for which the child is eligible comparable to services provided to other students in the school selected regardless of residency. Homeless children shall be provided access to education and other services that such children need to ensure that they have an opportunity to meet the same student performance standards to which all students are held.

If a homeless child registered to attend school in the district is receiving family reconciliation services pursuant to state law, the district will work in cooperation with any county or department of social services in the district to jointly develop an educational program for the child. The district's homeless coordinator is Kelsey Vnoucek, who may be contacted at 402-723-4434.

Illness or Injury at School

Students who feel ill or are hurt while at school should seek immediate assistance from their classroom teacher or the nearest staff member. The school will contact parents to pick students up from school whenever necessary. When school officials determine that a student needs immediate medical attention but the parents cannot be reached by phone, emergency services will be summoned or the student will be taken directly to the doctor and/or hospital. Parents must complete an emergency information card for each child enrolled in the district. The card should list the family physician's

name, where parents or a responsible adult can be located, and any necessary emergency instructions.

Students who are sent home from school with a temperature greater than 100 degrees fahrenheit may not return to school until they are twenty-four hours fever free without fever-reducing medication.

Immunizations

All students must furnish one of the following to school officials:

- proof of adequate immunizations for mumps, measles, rubella; diphtheria, pertussis, tetanus; polio; and hepatitis B series; or
- a signed parental statement of refusal to provide the immunization history. Homeless students who are in need of immunizations will be referred to the homeless coordinator, who shall assist in obtaining necessary immunizations or medical records.

Provisional Enrollment. Students who meet the statutory requirements for provisional enrollment shall be allowed to attend school for sixty days without the necessary immunizations.

Students who are excepted from the immunization requirement may be excluded from school in the event of an outbreak of any contagious disease in the school population.

Initiations and Hazing

Initiations and hazing by members of classes, clubs, athletic teams, or any other organization affiliated with the district are prohibited except as otherwise permitted by this policy. Any student engaging in hazing or non-approved initiations is subject to discipline as permitted by policy and law.

Initiations are defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of "hazing" as defined below. Initiations are prohibited except by permission of the superintendent.

Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person,

forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person.

Lockers and Other School Property

The school district owns and exercises exclusive control over student lockers, desks, computer equipment, and other such property. Students should not expect privacy regarding usage of or items placed in or on school property, because school property is subject to search at any time by school officials. Periodic, random searches of lockers, desks, computers, and other such property may be conducted at the discretion of the administration. The assignment of a locker is on a temporary basis and may be revoked at any time. School officials may inspect student lockers without any particularized suspicion or reasonable cause.

Lost and Found

All lost and found articles are to be taken to the receptacles at the front lobby of the school. Students may claim lost articles there. Unclaimed articles will be donated to a local charity or otherwise disposed of at the conclusion of each semester.

Medications

Whenever possible, parents should arrange medication schedules to eliminate the need for giving medication during school hours. When it is necessary for school personnel to administer medication to students, the school district will comply with the Nebraska Medication Aide Act, the requirements of Title 92, Nebraska Administrative Code, Chapter 59, (promulgated by the Nebraska Department of Education and entitled *Methods of Competency Assessment of School Staff Who Administer Medication*), and all state and federal regulations. Parents and guardians who wish to have their child receive medication from school personnel must comply with the following procedures:

Prescription medication. (1) Parents/guardians must provide a physician's written authorization for the administration of the medication. (2) Parents/guardians must provide their own written permission for the administration of the medication. (3) The medication must be brought to school in the prescription container and must be properly labeled with the student's name, the physician's name, and directions for administering the medication.

Non-prescription medication. (1) Parents/guardians must provide written permission for the administration of the medication. (2) The medication

must be brought to the school in the manufacturer's container. (3) The container must be labeled with the child's name and with directions for provision or administration of the medication

The district reserves the right to review and decline requests to administer or provide medications that are not consistent with standard pharmacological references, are prescribed in doses that exceed those recommended in standard pharmacological references, or that could be taken in a manner that would eliminate the need for giving them during school hours. The district may request parental authorization to consult with the student's physician regarding any medication prescribed by such physician.

Media Center

Students must check out materials from the librarian on duty. Each borrower is responsible for all books checked out in his/her name. A fine of five cents per day per book may be charged for overdue books. Each student is responsible for any fine that accumulated on a book charged to him/her. If a book is lost and not found by the end of the semester, the student must pay for it. Students must also pay for any damage they cause to library books.

Memorials

Memorials or plaques honoring deceased students are generally not allowed in or on the school grounds unless authorized by board policy. Dedications to students will not be allowed.

Scholarships in the deceased person's name will not be set up by the school. Scholarships set up by outside organizations or individuals, such as a foundation, will be allowed.

Opting Out of Assessments

The Board of Education has adopted a policy on approval and denial of state and federal assessment opt-out requests, which is based on requirements in law. The policy can be requested by contacting the Superintendent of Schools at 402-723-4434.

Parental Involvement

The school district recognizes the unique needs of students who are being served in its Title I program, and the importance of parent and family engagement in the Title I program. Parent and family engagement in the Title I Program shall include, but is not limited to:

1. An annual meeting to which all parents of participating children will be invited to inform parents of their school's participation

under this part, to explain the requirements of this part, and the right of the parents to be involved. Invitations may take the form of notes sent with students or announcements in the school newsletter. Additional meetings may be scheduled, based upon need and interest for such meetings.

2. An explanation of the details for the child's and parents' participation, including but not limited to: curriculum objectives, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards, type and extent of participation, parental input in educational decisions, coordination, and integration with other Federal, State, and district programs, and evaluations of progress.

3. Opportunities for participation in parent involvement activities, such as training to help parents work with their children to improve achievement. A goal of these parent activities is to provide parents with opportunities to participate in decisions relating to the education of their students, where appropriate.

4. The district will, to the extent practicable, provide parents of limited English proficiency, parents with disabilities, parents with limited literacy, are economically disadvantaged, are of a racial or minority background or parents of migratory children with opportunities for involvement in the Title I Program. Communication to parents about student progress and the district's other Title I Program communications will be provided in the language used in the home to the extent practicable. Responses to parent concerns will be provided in a timely manner.

5. Opportunities for parent-teacher conferences, in addition to those regularly scheduled by the school district, if requested by the parents or as deemed necessary by school district staff.

6. The district will coordinate and integrate parental involvement programs and activities with other programs in the community. These may include cooperation with other community programs such as Head Start and preschools and other community services such as the public library.

7. The district will educate teachers, specialized instructional support personnel, principals, and other school leaders, with the assistance of parents in the value and utility of contributions of

parents, how to reach out to, communicate with, and work with parents as equal partners.

Personal Items

The school provides the necessary equipment for classroom and school day activities. **Students should not bring items such as athletic equipment, electronic devices, toys, or other similar personal items to school unless they have the prior permission of their classroom teacher or a school administrator. The school is not responsible for damaged or lost personal items or equipment.**

Physical Education

The school district requires students to receive physical education to assist them in developing gross and fine motor skills. Students are not required to wear P.E. uniforms.

Physical Exam

Students entering kindergarten and the seventh grade, and those entering school from another state, are statutorily required to show evidence that they have had a physical examination within six months prior to the date of entering school.

Pictures

The school district arranges for a photographer to be present at school in the fall to take class pictures. Parents will be notified of the date. Included in the individual packet is a class composite. Parents who want pictures of their students or of their student's class composite may purchase them directly from the photographer.

Playground Rules

Students must follow these rules to keep the playground safe when they are using the playground as part of the school day:

1. Students must obey the playground supervisor at all times.
2. Students may not enter the street/highway to retrieve a ball unless given permission by the playground supervisor.
3. Students must play away from the school windows.
4. Touch and flag football are permitted, but tackle football is prohibited. Students may only play football on grassy areas.
5. Students may throw balls and other authorized play equipment. They may not throw rocks, gravel, snowballs, and clothing.
6. Students must use the playground equipment properly and in a safe manner.
7. Students may not leave the playground after they have arrived at school for the day.

Students who violate these rules will be disciplined with the loss of recess or other privileges, detention, and/or other consequences.

The school's playgrounds, equipment, and surrounding areas are generally not supervised. Staff will supervise students when the students are using these areas as part of the school day or as part of a school activity. At all other times and in all other circumstances, the school district does not provide supervision of its playgrounds, equipment, and surrounding areas.

Police Questioning and Apprehension

Police or other law enforcement officers may be called to the school at the request of school administration, or may initiate contact with the school in connection with a criminal investigation. The school district shall inform parents when law enforcement officers seek access to their student prior to the student being questioned unless the officers are investigating charges that the student has been the victim of abuse or neglect. Members of the school district staff will comply with board policy regarding police questioning of students.

Protection of Student Rights

The Board of Education respects the rights of parents and their children and has adopted a Protection of Pupil Rights policy in consultation with parents to comply with the Protection of Pupil Rights Amendment (PPRA). The policy is available on the district's website or upon request from the district's administrative office. Parents may opt their child out of participation in activities identified by the Protection of Pupil Rights policy by submitting a written request to the superintendent. There are not any regularly scheduled surveys. If a survey is to be given, parents will be notified of the survey. Parents may have access to any survey or other material described in the Protection of Pupil Rights policy by submitting a written request to the superintendent.

ACT Exam

Students taking the ACT Exam will be prompted to complete a short, optional questionnaire addressing a number of topics. If you wish to review this questionnaire prior to the administration of the exam, please submit a written request to the superintendent.

Public Displays of Affection

Students may not engage in public displays of affection that are disruptive to the school environment or distracting to others. Prohibited conduct includes hugging, kissing, touching or any other display of affection that a staff member determines to be inappropriate.

Reasonable Suspicion Testing

Students may be required to submit to drug or alcohol testing if there is a reasonable suspicion that the student is under the influence of drugs or alcohol.

Rights of Custodial and Non-Custodial Parents

The school district will honor the parental rights of natural and adoptive parents unless those rights have been altered by a court.

The term "custodial parent" refers to a biological or adoptive parent to whom a court has given primary physical and legal custody of a child, and a person such as a caseworker or foster parent to whom a court has given legal custody of a child.

The district will not restrict the access of custodial and non-custodial parents to their students and their students' records, unless the district has been provided a copy of a court order that limits those rights. If the district is provided such a court order, school officials will follow the directives set forth in the order.

The district will provide the custodial parent with routine information about his or her child, including notification of conferences. The district will not provide the non-custodial parent with such information on a routine basis, but will provide it upon the non-custodial parent's request unless it has been denied by the courts.

A non-custodial parent who wishes to attend conferences regarding his or her child will be provided information about conference times so both parents may attend a single conference. The district is not required to schedule separate conferences if both parents have been previously informed of scheduled conference times.

If either or both parents' behavior is disruptive, staff members may terminate a conference and reschedule it with appropriate modifications or expectations.

Secret Organizations

Secret organizations are prohibited. School officials shall not allow any person or representative of any such organization to enter upon school grounds or school buildings for the purpose of rushing or soliciting students to participate in any secret fraternity, society, or association.

School Day

The school day typically begins at 8:15 a.m. and ends at 3:30 p.m. Students are to leave the school grounds after dismissal. School staff will

provide supervision for students on school grounds 15 minutes before the school day begins and 30 minutes after the school day ends. **There will be no supervision provided by the school before or after these times**. Parents must arrange for their children to leave school promptly at the end of the day.

Self-Management of Diabetes or Asthma/Anaphylaxis

Subject to school policy, the school district will work with the parent or guardian in consultation with appropriate medical professionals to develop a medical management plan for a student with diabetes, asthma, or anaphylaxis. Parents desiring to develop such a plan should contact the school principal, 402-723-4434.

Smoking and Tobacco

Smoking, including the possession or use of cigarettes, cigars, or other tobacco or tobacco derivative products; vapor products or electronic nicotine delivery systems; alternative nicotine products; or any other such look-alike or imitation product, is not permitted on school property at any time.

Sniffer (Drug) Dogs

The administration is authorized to use sniffer dogs to minimize the presence of illicit items on school grounds. Students and staff are specifically notified of the following:

1. Lockers may be sniffed by sniffer dogs at any time.
2. Vehicles parked on school property may be sniffed by sniffer dogs at any time.
3. Classrooms and other common areas may be sniffed by sniffer dogs at any time students and staff are not present.
4. If contraband of any kind is found, the student or staff member shall be subject to appropriate disciplinary action.

Standardized Assessments

Heartland Community Schools / PK - 12 Assessment Calendar			
	Fall	**Winter**	**Spring**
Seventh Grade		NWEA MAP (Reading / Math)	NWEA MAP (Reading / Math / Science)
			NSCAS (ELA / Math)
Eighth Grade		NWEA MAP (Reading / Math / Science)	NWEA MAP (Reading / Math)

			NSCAS (ELA / Math / Science)
			NAEP - As required
Ninth Grade	CCRA+	NWEA MAP (Reading / Math)	NWEA MAP (Reading / Math)
Tenth Grade	PSAT / NMSQT (Optional)	NWEA MAP (Reading / Math)	NWEA MAP (Reading / Math / Science)
			PreACT
Eleventh Grade	PSAT / NMSQT (Optional)	NWEA MAP (Reading / Math / Science)	NWEA MAP (Reading / Math)
		ASVAB (Optional)	NSCAS ACT
		Accuplacer (Optional)	
Twelfth Grade		ASVAB (Optional)	CCRA+
		Accuplacer (Optional)	NAEP - As required

KEY	
NWEA MAP	Northwest Evaluation Association Measures of Academic Progress
NSCAS	Nebraska Student-Centered Assessment System
PreACT / ACT	Preliminary American College Test / American College Test
CCRA+	College and Career Readiness Assessment
PSAT / NMSQT	Preliminary SAT / National Merit Scholarship Qualifying Test
ASVAB	Armed Services Vocational Aptitude Battery
Accuplacer	Accurate placement test for placement in college-level or developmental courses
NAEP	National Assessment of Educational Progress

Student Assistance

Parents who believe their students have any learning, behavior, or emotional needs that they believe are not being addressed by the school district should contact the student's teacher. If appropriate, the teacher may convene the Student Assistance Team (SAT). The SAT can explore possibilities and strategies that will best meet the educational needs of the student.

Student Fee Policy

The school district shall provide free instruction in accordance with the Nebraska State Constitution and the Nebraska statutes. The district also provides activities, programs, and services that extend beyond the minimum level of constitutionally required free instruction. Under the Public Elementary and Secondary Student Fee Authorization Act, the district is permitted to charge students fees for these activities or to require students

to provide specialized equipment and attire for certain purposes. This policy is subject to further interpretation or guidance by administrative or board regulations. Students are encouraged to contact their building administration, their teachers or their coaches, and sponsors for further specifics.

A. Definitions.

1. "Students" means students, their parents, guardians or other legal representatives.
2. "Extracurricular activities" means student activities or organizations that (1) are supervised or administered by the district; (2) do not count toward graduation or advancement between grades; and (3) are not otherwise required by the district.
3. "Post-secondary education costs" means tuition and other fees associated with obtaining credit from a post-secondary educational institution.

B. Listing of Fees Charged by this District.

1. Guidelines for Clothing Required for Specified Courses and Activities.

Students are responsible for complying with the district's grooming and attire guidelines and for furnishing all clothing required for any special programs, courses or activities in which they participate. The teacher, coach, or sponsor of the activity will provide students with written guidelines that detail any special clothing requirements and explain why the special clothing is required for the specific program, course or activity.

2. Safety Equipment and Attire.

The district will provide students with all safety equipment and attire that is required by law. Building administrators will assure that (a) such equipment is available in the appropriate classes and areas of the school buildings, (b) teachers are directed to instruct students in the use of such devices, and (c) students use the devices as required. Students are responsible for using the devices safely and as instructed.

3. Personal or Consumable Items.

The district does not provide students with personal or consumable items for participation in courses and activities including, but not limited to, pencils, paper, pens, erasers and notebooks. Students who wish to supply their own personal or consumable items may do so, as long as those items comply with the requirements of the district. The district will provide students with facilities, equipment, materials and

supplies, including books. Students are responsible for the careful and appropriate use of such property. Students will be charged for damage to school property caused by the student and will be held responsible for the reasonable replacement cost of any school property that they lose.

4. Materials Required for Course Projects.
The district will provide students with the materials necessary to complete all basic curricular projects. In courses where students choose to produce a project that requires materials beyond the basic materials provided by the district, the students will furnish the materials, purchase the materials from the school, or purchase the materials from an outside vendor with an order form provided by the school.

5. Technological Devices
The district will provide students with the technological devices necessary to complete all basic curricular projects. As with all school property, students may be charged for damage to such devices. To protect against such potential losses, students and parents may, but are not required, to purchase insurance coverage for the devices.

- Computer Insurance Fee: $30
    - Allows students to possess their assigned computers outside of school.

6. Extracurricular Activities.
The district may charge students a fee to participate in extracurricular activities to cover the district's reasonable costs in offering such activities. The district may require students to furnish specialized equipment and clothing that is required for participation in extracurricular activities, or may charge a reasonable fee for the use of district-owned equipment or attire. Attached to this policy is a list of the fees charged for particular activities. The coach or sponsor will provide students with additional written guidelines detailing the fees charged, the equipment and/or clothing required, or the usage fee charged. The guidelines will explain the reasons that fees, equipment and/or clothing are required for the activity. The following list details the maximum dollar amount of all extracurricular activities fees and the specifications for any equipment or attire required for participation in extracurricular activities:

- Student Activity Card: $25
    - Covers admission to all extracurricular events.
- FBLA: $35
    - Covers dues and an organizational shirt.
- FFA: $100

o Covers dues and jackets.

- Cheerleading, Dance Team:
  - o Students must purchase uniforms and shoes selected by the sponsor and/or student group.
- Football:
  - o Students must provide their own football shoes, undergarments, and mouthguards.
- Golf:
  - o Students must provide their own golf shoes, undergarments, clubs, and any personalized attire.
- Track and Basketball:
  - o Students must provide their own shoes, undergarments, and any personalized attire.
- Volleyball:
  - o Students must provide their own shoes, undergarments, knee pads, shorts, and any personalized attire.

7. Post-Secondary Education Costs.

Some students enroll in postsecondary courses while still enrolled in the district's high school. For a postsecondary course in which students receive high school credit (dual-credit) or a course being taken as part of an approved accelerated or differentiated curriculum program, the district may offer the course without charge for tuition, transportation, books, or other fees. Students who choose to apply for post-secondary education credit that is not dual-credit or offered as part of an approved accelerated or differentiated curriculum program must pay tuition and all other fees associated with obtaining credits from a post-secondary educational institution. As a general rule, students must pay all costs associated with such post-secondary courses. The costs of these courses will vary.

8. Transportation Costs.

The district may charge students reasonable fees for transportation services provided by the district to the extent permitted by federal and state statutes and regulations.

9. Copies of Student Files or Records.

The district will charge a fee for making copies of a student's files or records for the parents or guardians of such students. The Superintendent or the Superintendent's designee shall establish a schedule of student record fees. Parents of students have the right to inspect and review the students' files or records without the payment of a fee, and the district shall not charge a fee to search for or retrieve any student's files or records. The district will charge a fee of $0.05 per page for reproduction of student records.

10. Participation in Before-and-After-School or Pre-Kindergarten Services. The district will charge reasonable fees for participation in before-and- after school or pre-kindergarten services offered by the district pursuant to statute. The maximum dollar amount for said fees will be $1,100 per year per student.

11. Participation in Summer School or Night School.
The district will charge reasonable fees for participation in summer school or night school and may charge reasonable fees for correspondence courses.

12. Charges for Food Consumed by Students.
The district will charge for items that students purchase from the district's breakfast and lunch programs. The fees charged for these items will be set according to applicable federal and state statutes and regulations. The district will charge students for the cost of food, beverages, and the like that students purchase from a school store, vending machine, booster club or from similar sources. Students may be required to bring money or food for field trip lunches and similar activities. The maximum dollar amount charged by the district for the breakfast and lunch programs is as follows:
- Breakfast Program – Grades K-6
  - Regular Price $1.95
  - Reduced Price $0.30
- Breakfast Program – Grades 7-12
  - Regular Price $1.95
  - Reduced Price $0.30
- Lunch Program – Grades K-6
  - Regular Price $3.35
  - Reduced Price $0.40
- Lunch Program – Grades 7-12
  - Regular Price $3.50
  - Reduced Price $0.40

13. Charges for Musical Extracurricular Activities.
Students who qualify for fee waivers under this policy will be provided, at no charge, the use of a musical instrument in optional music courses that are not extracurricular activities. The following list details the maximum dollar amount of all musical extracurricular activities fees and the equipment or attire required for participation in musical extracurricular activities:
- Band:

o $50 shoe rental
o $50 uniform cleaning
o $100 instruments directly rented from the school district
● Choir:
o $50 uniform cleaning

14. Contributions for Junior and Senior Class Extracurricular Activities. Students are eligible to participate in a number of unique extracurricular activities during their last two years in high school, including prom, various senior recognitions, and graduation. In order to fund these extracurricular activities, the school district will ask each student to make a contribution to their class's fund. This contribution is completely voluntary. Students who chose not to contribute to the class fund are still eligible to participate in the extra activities. The suggested donation to the class fund will be $200.

C. Waiver Policy.
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) materials for course projects, and (3) the use of a musical instrument in optional music courses that are not extracurricular activities. Actual participation in the free or reduced-price lunch program is not required to qualify for the waivers provided in this section. The district is not obligated to provide any particular type or quality of equipment or other material to eligible students. Students who wish to be considered for waiver of a particular fee must submit a completed fee waiver application to their building principal.

D. Distribution of Policy.
This policy will be published in the Student Handbook or its equivalent that will be provided to students at no cost.

E. Voluntary Contributions to Defray Costs.
The district will, when appropriate, request donations of money, materials, equipment or attire from parents, guardians and other members of the community to defray the costs of providing certain services and activities to students. These requests are not requirements and staff members of the district are directed to clearly communicate that fact to students, parents and patrons.

F. Fund-Raising Activities
Students may be permitted or required to engage in fund-raising

activities to support various curricular and extracurricular activities in which they participate. Students who decline to participate in fund-raising activities are not eligible under this policy for waiver of the costs or fees which the fund-raising activity was meant to defray.

Student Illness

Students who suffer from a significant illness which has an actual or expected duration of six months or more may be eligible for accommodations and supports under Section 504 of the Rehabilitation Act or under the Individuals with Disabilities in Education Act. The school will provide accommodations to students who are returning to school after a prolonged absence due to illness, including pediatric cancer, through a 504 plan or an IEP, as appropriate. The student's plan will include informal or formal accommodations, modifications of curriculum and monitoring by medical or academic staff as determined by the student's IEP team or 504 committee. Parents and staff will engage in ongoing communication about the needs of a student who is facing these circumstances.

Students who become ill at school will be sent to the building office where the school nurse or other school employee will determine the appropriate response. When a child is too ill to remain at school, a school employee will contact the child's parent(s) and arrange for the child to be picked up or sent home. If an illness or injury requires immediate medical attention, school officials shall attempt to contact the child's parent(s) regarding treatment for the child. If the parents cannot be contacted, school officials may have the child treated by an available physician. Students who show symptoms of a contagious disease may be sent home, and the district may require a physician's statement before allowing such students to return to school.

Student Government

Students are encouraged to formulate and participate in elective and representative student government activities. The organization, operation, and scope of the student government shall be administered by the superintendent or designee.

Student Records

The Family Education Rights and Privacy Act ("FERPA") provides parents certain rights with respect to their student's education records. These rights include the right to inspect and review the student's education records within 45 days of the date the school receives a request for access; and the right to request the amendment of the student's education records that you believe to be inaccurate.

If parents believe one of their student's records is inaccurate, they should write to the school principal, clearly identify the part of the record they want changed, and specify why they believe it is inaccurate. If the school decides not to amend the record as requested, it will notify the parents of the decision and advise them of their right to a hearing regarding the request for amendment.

Directory Information. FERPA and the Nebraska Public Records Law authorize school districts to make "directory information" available for review at the request of non-school individuals. These laws also give parents and guardians a voice in the decision-making process regarding the disclosure of directory information regarding their children. The school district has designated the following as directory information:

> name and grade, name of parent and/or guardian, address, telephone number, including the student's cell phone number, e-mail address, date and place of birth, dates of attendance, the image or likeness of students in pictures, videotape, film or other medium, major field of study, participation in activities and sports, degrees and awards received, social media usernames and handles, weight and height of members of athletic teams, most recent previous school attended, certain class work which may be published onto the Internet, classroom assignment and/or home room teacher, student ID number, user ID, or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems (but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password, or other factor known or possessed only the authorized user). Directory information does not include a student's social security number.

Directory information about students may be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that market or manufacture class rings, sell student photographs or publish student yearbooks.

Federal law requires school districts to provide military recruiters and institutions of higher education with the names, addresses, and telephone listings of high school students unless parents have notified the school district in writing that they do not want this information disclosed without prior written parental consent. Military recruiters will be granted the same access to a student in a high school grade as is provided to postsecondary educational institutions or to prospective employers of such students.

Parents who ***OBJECT*** to the disclosure of any directory information about their student should write a letter to the principal. This letter should specify the particular categories of directory information that the parents do not wish to have released about their child or the particular types of outside organizations to which they do not wish directory information to be released. This letter must be received by the school district no later than September 1 or the current school year.

Non-Directory Information

All of the other personally identifiable information about students that is maintained in the school district's education records will generally not be disclosed to anyone outside the school system except under one of two circumstances: (1) in accordance with the provisions of the FERPA statutes and related administrative regulations, or (2) in accordance with the parent's written instructions.

One FERPA exception permits disclosure to school officials with legitimate educational interests without consent. A school official includes, but is not necessarily limited to, a teacher or other educator, administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); school board member; volunteer; contractor or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, representative of the district's insurance providers, auditor, medical consultant, therapist, or a third-party website operator who has contracted with the school district or its agent to offer online programs for the benefit of students and/or the district; members of law enforcement acting on behalf of the school district; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a "legitimate educational interest" if the official needs to review an education record in order to fulfill a school-related professional, contractual, statutory, or regulatory responsibility.

The district will share information with the Department of Education necessary to comply with the requirement of state law that all third- year high school students take a college entrance exam. Any redisclosure of information related to the administration of this exam shall be governed by the agreement between the Nebraska Department of Education and the third-party testing company.

Transfer of Records Upon Student Enrollment
Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. The school is not obligated to inform parents when it makes a disclosure under this provision.

Complaints
Individuals who wish to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA may contact the Office that administers FERPA:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Student Schedule Changes

Student schedule changes may be made without penalty during the first five school days of each semester. Drop and Add slips are to be obtained from the office of the Guidance Counselor and must be signed by the guidance counselor and building principal before they are presented to the teacher of the class that is to be added or dropped.

Student Use of AI Tools

As used in this section, artificial intelligence tools ("AI Tools") mean machine-based resources that use computer science, algorithms, large language models, and/or machine learning to perform tasks, answer questions, collect information, and respond to human-directed tasks, queries, and objectives. AI Tools include, but are not necessarily limited to, commercially-available resources like ChatGPT, Gemini, Claude and similar programs.

AI Tools may be useful to student learning. However, students and staff must ensure that student use of AI Tools should focus on using such tools as a resource and for background material, rather than using the AI Tools to complete the assignment. Therefore, AI Tools may only be used by students in accordance with the following requirements:

1. Students may not use AI tools on any assignment, test, or project unless the staff member has given express permission for the student to do so. Staff Member permission to use an AI tool on one assignment does not carry over to other assignments. Individual staff members will decide for each individual assignment the extent to which students may use AI Tools.
2. If a student uses any AI Tools in connection with a school assignment,

the student must:

a. Give proper attribution to the specific AI Tool(s) used to the same extent that students are expected to give proper attribution to other sources of information such as books, texts, encyclopedias, secondary sources, and other traditional media. Such attribution may include, but is not necessarily limited to, accurate quotations, citations, footnotes, endnotes, and/or bibliography entries.

b. Never copy and paste the output from the AI Tool into the student's work as if the student wrote such section himself or herself.

3. Students may never use AI Tools to:

a. Cheat on any assignment, test, or quiz;

b. Help answer questions on a test or quiz without staff member permission;

c. Make or share deepfakes or fake images, audio, or video of any real person;

d. Make or share sexual, nude, or intimate images of any real person—even if the image is fake or AI-made;

e. Bully, harass, threaten, intimidate or impersonate any person;

f. Place another student or staff member name, photo, voice, or personal information into an AI Tool without staff member authorization;

g. Use AI Tools to bypass accommodations, content filers, or school security.

4. A student may use AI Tools as an accommodation if his/her IEP team or Section 504 committee has approved use of the tool. The student must disclose the use of AI Tools to the staff member grading the assignment.

5. A student's failure to meet the requirements stated in this policy will constitute a violation of the district's prohibitions against cheating plagiarism and/or academic dishonesty, including but not necessarily limited to such prohibitions stated in the Student Handbook, which violation will subject the student to discipline up to and including expulsion.

6. The student requirements stated above are the minimum requirements for any student assignment. An individual teacher may impose more stringent requirements for any specific academic assignment or coursework.

Tardiness

TARDINESS

Punctuality is an important quality for the student to possess. Just as in the work world,
tardiness cannot be tolerated, so also the school must have a sound and firm policy in the matter.

Tardy #	1	2	3	4	5	6	7	8	9	10	11	12
Consequence	W	W	W	D	D	D	D	D	D	D	D	D

W=warning D=detention (30 min.)

Students who are tardy, will receive the following consequence(s):

After 3 tardies: Warning

For the 4th tardy, and each tardy following, a 30 minute detention will be served.

Telephone Calls

The school's telephone may be used only with permission of staff.

Threat Assessment and Response

The board of education is committed to providing a safe environment for members of the school community. Students, staff and patrons are urged to immediately report any statements or behavior that makes the observer fearful or uncomfortable about the safety of the school environment.

- **Definitions**

A **threat** is an expression of willful intent to physically or sexually harm someone or to damage property in a way that indicates that an individual poses a danger to the safety of school staff, students or other members of the school community.

The threat may be expressed/communicated behaviorally, orally, visually, in writing, electronically, or through any other means.

A **transient threat** is an expression of anger or frustration that can be quickly or easily resolved.

A **substantive threat** is an expression of serious intent to harm others which includes, but is not limited to, any threat which involves a detailed plan and means

A **threat assessment** is a fact-based process emphasizing an appraisal of observed (or reasonably-observable) behaviors to identify potentially dangerous or violent situations, to assessment them and to manage/address them. Threat assessment is the process of distinguishing "transient" threats from serious ones in a systematic, data-informed way.

The threat assessment process is distinct from student disciplinary procedures. The mere fact that the district is conducting a threat assessment does not by itself necessitate suspension, expulsion or emergency exclusion without complying with state law and board policy related governing those actions.

The threat assessment process is distinct from specialized instruction which a student with a disability may receive from the school district. The school district will not change a student's educational placement as that term is used in the Individuals with Disabilities in Education Act *solely* as part of a threat assessment.

- **Obligation to Report Threatening Statements or Behaviors.**

All staff and students must report **substantive threats** to a member of the administration immediately and comply with any other mandatory reporting obligations. Staff and students who are unsure whether a threat is substantive or transient should report the situation. Staff and students must make such report regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were threatened or who were the focus of the threatening behavior. Staff and students must also make such reports regardless of where or when the threat was made or the threatening behavior occurred.

THREATS OR ASSAULTS WHICH REQUIRE IMMEDIATE INTERVENTION SHOULD BE REPORTED TO THE POLICE AT 911.

3. Threat Assessment Team

A threat assessment team (team) shall be assembled by the superintendent or their designee. This team may include at least the superintendent of schools, building principal(s), and school counselor(s). It also could include information technology staff, a school nurse, and members of the mental

health profession who would be willing to work with the school. The team may not include parents or board members. Members of the school crisis team may also serve on the threat assessment team.

Not every team member need participate in every threat assessment. If the threat has been made by or is directed towards, a student with a disability, the threat assessment team must include a staff member who is knowledgeable about special education services or Section 504 of the Rehabilitation Act, as appropriate. Neither the student nor their student's family members are part of the threat assessment team.

Under the direction of the superintendent, or their designee, the team is responsible for assisting in investigating reported threats that are determined to be potentially substantive threats to school safety, evaluating the significance of each threat, and devising an appropriate response. The threat assessment team shall work closely with the crisis team in planning for crisis situations. The threat assessment team shall be familiar with mental health resources available to students, staff and patrons and shall collaborate with local mental health service providers as appropriate.

4. Threat Assessment Investigation and Response

When a threat is reported, the school administrator shall initiate an initial inquiry/triage and, in consultation with members of the threat assessment team, make a determination of the seriousness of the threat as expeditiously as possible. The school administrator must contact law enforcement if the administrator believes that an individual poses a clear and immediate threat of serious violence.

If there is no reasonably apparent imminent threat present or once such an imminent threat is contained, the superintendent will meet with a threat assessment team to evaluate and respond to the threatening behavior. The superintendent may, but is not required to, review the following types of information:

1. Review of the threatening behavior and/or communication;
2. Interviews with the individuals involved including students, staff members, and family members as necessary and/or appropriate;
3. Review of school and other records for any prior history or interventions with the students involved;
4. Any other investigatory methods that a law enforcement unit determines to be reasonable and useful.
5. The superintendent must confer with at least on member of the school's guidance counseling staff as part of his/her investigation. If

the threat has been made by, or is directed towards, a student with a disability, the superintendent must confer with a staff member who is knowledgeable about special education services or Section 504 of the Rehabilitation Act, as appropriate.

At the conclusion of the investigation, the superintendent will determine what, if any, response to the threat is appropriate. The superintendent is authorized to disclose the results of his/her investigation to law enforcement and to the target(s) of any threatened acts.

The superintendent may refer the individual of concern to the appropriate school administrator for consequences under the school's student discipline policy or, if appropriate, report the results of his/her investigation to the student's individualized education plan team.

Regardless of threat assessment activities, disciplinary action and referral to law enforcement will occur consistent with board policy and Nebraska law.

5. Communication with the Public about Reported Threats

To the extent possible, the superintendent will keep members of the school community informed about substantive threats and about the District's response to those threats. This communication may include oral announcements, written communication sent home with students, and communication through print or broadcast media. However, the superintendent will not reveal the identity of the individual of concern or of any target(s) of threatened violence unless permitted by law.

6. Coordination with the Crisis Team After Resolution of Threat

The superintendent will confer with the district's crisis team after a threat has been investigated to provide the crisis team with information that the crisis team may use in assessing or revising the district's All-Hazard School's Safety Plan.

Transportation Services

The district operates school buses as a convenience for students and parents. They represent a substantial investment, and students are expected to care for and respect them.

Transportation to School

Students who ride the bus to school will arrive in time for them to eat breakfast at school. Parents must contact their bus driver if a student will not ride the bus on a given day. Bus drivers endeavor to adhere to their

schedule, and will wait for riders only a short period of time so as not to jeopardize the time remaining for the rest of their schedule.

Non-resident or option enrollment students may ride the buses, in accordance with policy 5005.

Bus Regulations

Riding school vehicles is a privilege, not a right. The bus drivers have the same authority as teachers while transporting students. Students must comply with the following rules and all school conduct rules and directives while riding in school vehicles. In addition, students must also comply with the student code of conduct while riding in school vehicles. If misconduct is recurring, the student will not be allowed to ride the bus.

a) **Rules of Conduct on School Vehicles:**

1) Students must obey the driver promptly.
2) Students must wait in a safe place for the bus to arrive, clear of traffic and away from where the vehicle stops.
3) Students are prohibited from fighting, engaging in bullying, harassment, or horseplay.
4) Students must enter the bus without crowding or disturbing others and go directly to their assigned seats.
5) Students must remain seated and keep aisles and exits clear while the vehicle is moving.
6) Students are prohibited from throwing or passing objects on, from, or into vehicles.
7) Students may not use profane language, obscene gestures, tobacco, alcohol, drugs, or any other controlled substance on the vehicles.
8) Students may not carry weapons, look-a-like weapons, hazardous materials, nuisance items, or animals onto the vehicle.
9) Students may carry on conversations in ordinary tones, but may not be loud or boisterous and should avoid talking to the driver while the vehicle is in motion. Students must be absolutely quiet when the vehicle approaches a railroad crossing and any time the driver calls for quiet.
10) Students may not open windows without permission from the driver. Students may not dangle any item (e.g. legs, arms, backpacks) out of the windows.
11) Student must secure any item or items that could break or produce injury if tossed about the inside of the vehicle if the vehicle were involved in an accident
12) Student must respect the rights and safety of others at all times.

13) Students must help keep the vehicle clean, sanitary, and orderly. Students must remove all personal items and trash upon exiting.
14) Students may not leave or board the vehicle at locations other than the assigned stops at home or school unless approved prior to departure by the superintendent or designee.
15) Video cameras may be placed on buses, at random, to monitor student behavior on the bus.

b) **Consequences**

Drivers must promptly report all student misconduct to the administration. These reports may be oral or written. Students who violate the Rules for Conduct will be referred to their building principal for discipline. Disciplinary consequences may include a note home to parents, suspension of bus riding privileges, exclusion from extracurricular activities, in-school suspension, short- term or long-term suspension from school, and/or expulsion.

These consequences are not progressive, and school officials have discretion to impose any listed punishment they deem appropriate, in accordance with state and federal law and board policy.

c) Records

Records of vehicle misconduct will be forwarded to the appropriate building principal and will be maintained in the same manner as other student discipline records. Reports of serious misconduct may be forwarded to law enforcement.

Requests to be dropped off at a point **not** on the regular route will not be accommodated, unless extenuating circumstances arise and the request is approved by the transportation director or administration.

Students who are not regular route riders may not ride the bus home with a friend, unless the parent of the non-route student presents written permission to the bus driver ahead of time. The written permission should include the date, the non-route rider's name, the signature of the non-rider's parent, and the place approved for drop off. Such requests may not be granted if they cause overcrowding of the vans or buses (Vans-10 riders only, plus driver).

Transportation to Activities

The school district provides transportation to students who are participating in school-sponsored events and they must ride to those events in a school vehicle. Students who wish to take private transportation home from a school event must submit a release form to the sponsor that has been signed by that student's parent.

Video Surveillance, Recordings, and Photographs

The Board of Education has authorized the use of video cameras on school district property to ensure the health, welfare, and safety of all staff, students and visitors, and to safeguard District facilities and equipment. Video cameras may be used in locations deemed appropriate by the Superintendent. If a video surveillance recording captures a student or other building user violating school policies or rules or local, state, or federal laws, it may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

Recordings Made by Parents/Guardians and Patrons. Parents/guardians and patrons may make recordings of school activities intended to be public in a non-disruptive manner including things like athletic contests and school board meetings to the extent permitted by law unless otherwise lawfully restricted by the administration. Parents/guardians or patrons may not make recordings if they are volunteering or visiting school during the school day without permission of the administration or supervising staff member and subject to this policy, such as recording their child's classroom activities or recess. Parents may not record meetings with administrators or staff, including meetings related to a student's IEP or 504 Plan. Violation of this policy will result in immediate termination of any meeting that is being recorded and may be grounds for exclusion from school property, loss of volunteer privileges, or other restrictions deemed appropriate by the administration.

Recordings Made by Students. This policy applies to students during the school day on school grounds; when being transported to and from school activities or programs in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or by his or her designee; or at a school-sponsored activity or athletic event. Students may make recordings of school activities in a non-disruptive manner including things like athletic contests and other extracurricular performances to the extent permitted by law. Students generally are not permitted to record classroom instruction or members of the school community during the school day without the express consent of a staff member or as required by the student's education plan. Student use of assistive technology that has the capacity to record and/or transmit recordings (e.g. AngelSense) must be approved by the student's education team or administration. Students

remain subject to all other district policies and rules. In no event shall recordings be taken or made in restrooms, locker rooms, or other areas where there is a reasonable expectation of privacy. Students who violate this policy may be subject to discipline up to and including expulsion.

Weather-Related School Closing

The Superintendent will occasionally announce an emergency early school dismissal, late start, or cancellation of school due to extreme heat, snow, or ice. Information related to late starts or school closures will be shared in a variety of ways to help ensure that you have access to this information in an accurate, timely, and reliable manner. This information will also be provided via phone and email through our automated messaging service, School Messenger. Through social media, this information will be shared on the Heartland Facebook and Twitter pages – you can follow these accounts or find them on the homepage of our website. This information will also be provided to the following media outlets: KAWL (1370 AM), KHAS, KLKN, NTV, and KOLN. Our goal will be to make decisions as early as reasonably possible in order to provide parents, students, and staff with as much advance notice as is possible. If decisions can be made the night before a late start or a cancellation, we'll communicate that information no later than 10 PM. If closure decisions cannot be made the night before, our goal regarding early-morning decisions will be to communicate with you between 6:00 AM - 6:30 AM.

Parents should assume that school is open and a regular schedule is being followed if there is no announcement concerning the school district. Please do not call the school or individual staff members to find out whether school is being canceled. Parents who do not believe it is safe to transport their students to school may keep their students home after contacting the district office.

If schools are closed due to severe weather conditions, all after-school activities will be canceled.

Withdrawal From School

Students who are moving from the district must notify the school office.

Work Permits

The building principal or other authorized school official shall be responsible for the issuance of work permits for children in accordance with state law.

SECTION TWO

ACADEMIC INFORMATION

Honor Roll

At the end of each nine-week period, the grade point average of all classes for each student will be computed. There will be 3.25 to 4.0 GPA Honor Roll, with all A's listed with an asterisk. When computing the Honor Roll, one C will be allowed.

Class Rank

Student class rank shall be determined by using a numeric grade point average derived from all classes graded on a numeric basis. To be included in the class ranking, a student must have received a numeric grade for each core curriculum class in which he/she was enrolled. For the purposes of this policy, core curriculum shall include all courses in the areas of language arts, mathematics, science, and social studies.

Students who transfer into the school district will be eligible to be included in class ranking after six consecutive semesters of attendance.

Students who transfer into the school district in the middle of their senior year will be eligible to be included in class ranking, although a mid-year transfer will not displace the ranking of a student who has not transferred mid-year. In those circumstances there will be two students holding the relevant class ranking.

Credit for Non-Academic Work

Credit is not awarded for participation in extracurricular activities such as sports, speech, drama, etc.

Correspondence and Online Courses

Some students enroll in postsecondary courses while still enrolled in the district's high school. For a postsecondary course in which students receive high school credit (dual-credit) or a course being taken as part of an approved accelerated or differentiated curriculum program, the district may offer the course without charge for tuition, transportation, books, or other fees.

Students who choose to apply for post-secondary education credit that is not dual-credit or offered as part of an approved accelerated or differentiated curriculum program must pay tuition and all other fees associated with obtaining credits from a post-secondary educational institution. As a general rule, students must pay all costs associated with such post-secondary courses. The costs of these courses will vary.

Grades

Students will receive letter grades for their academic core classes.

HIGH SCHOOL GRADING SYSTEM

A+	98-100	4.00	C+	82-84	2.33
A	95-97	4.00	C	80-81	2.00
A-	93-94	3.67	C-	78-79	1.67
B+	90-92	3.33	D+	75-77	1.33
B	87-89	3.00	D	72-74	1.00
B-	85-86	2.67	D-	70-71	.67

A student may earn an incomplete when he or she fails to complete classroom assignments. Any student in grades 7-11 who receives an incomplete will have this grade recorded on his/her permanent record until the required work is completed to the teacher's satisfaction. If a student does not remove an incomplete by completing the minimum classroom assignments, the incomplete will be calculated as a failing grade in determining the student's grade point average.

A student who receives an incomplete during his/her senior year in a course that is required for graduation, the student must satisfactorily complete the classroom assignments to participate in the graduation ceremony. Seniors with incompletes will not be dismissed from school attendance until the classroom assignments are completed to the teacher's satisfaction.

Graduation Awards

The valedictorian and salutatorian of the graduating class shall be the students with the highest and second highest cumulative percentage grade point averages respectively in grades nine through twelve. These students will receive their awards during commencement exercises.

Students who transfer into the school district will be eligible to be included in class ranking after two semesters of attendance.

Students who transfer into the school district after the last day of the 1st quarter of their senior year will be considered to be a mid-year transfer. A mid-year transfer student will be eligible to be included in class ranking, although a mid-year transfer will not displace the ranking of a student who has not transferred mid-year. In those circumstances there will be two students holding the relevant class ranking. Mid-year transfer students will not be eligible to receive senior awards such as valedictorian and salutatorian unless the student has been enrolled in the district's high school for the last two semesters.

Semester grades are assigned numeric point values, for example an A is given 4 points of value. Quality points are calculated for each course by multiplying the number of hours for the course by the numeric value for the grade earned in the course. The total number of quality points for all courses is calculated by adding them together.

The GPA is calculated by dividing the total number of quality points by the total number of hours/credits used to determine the total number of quality points. That value is rounded/truncated to 4 decimal places.

Graduation Requirements

Students must earn 230 total credit hours in order to graduate from high school.

Required courses and credit hours that students must complete in order to qualify for the Heartland Community Schools Diploma are:

COURSE REQUIREMENTS	CREDIT HOURS
English	40
Math	30
Science	30
Social Studies *American History (10) *World History (10) *American Government (5) *Economics (5)	30
Information Technology Applications I	5
Intro to Computer Science and Technology	5
Speech	5
Health	5
PE	10
Vocational	10
Fine Arts	5
Electives	55
Total Required	230

Transfer students must meet the minimum hour requirement for graduation both in terms of total number and specific subject areas. Substitutions may be made for deficiencies in required courses, provided that it was not possible to include the courses on the student's schedule while enrolled at this school district.

Students who receive special education services are mainstreamed into the regular education curriculum when appropriate. The curriculum content of regular education classes may be modified to accommodate the individual needs and abilities of verified special education students. Each curriculum modification will be included on the student's Individual Education Plan by the Multi-Disciplinary Team and/or school staffing teams composed of special and regular education staff. Hours in special education will be counted toward a high school diploma.

Parents of students who may not qualify for their high school diploma because of academic deficiencies will be notified of this possibility by the beginning of the second semester of the student's senior year.

Graduation Ceremony

Graduation is a school-sponsored activity. All student dress code policies will be in effect. "Business Casual" attire looks great with graduation attire. Wear shoes that are comfortable and suitable for walking. Graduates should wear graduation attire appropriately and not add to or alter the regalia with additional pins, decorations, etc. The class of 2027 is a CLASS ACT and we want to make sure we look like a CLASS ACT on graduation day.

Graduation speakers – The valedictorian and salutatorian will have the opportunity to speak at graduation. In the event that there is more than one valedictorian/salutatorian, administration will make an effort to limit the speakers to two. A point system will be used where the student's ACT score will be added to the decimal of the GPA. For example, if a student carried a 4.0 and his/her ACT score was 29, their points would equal 4.29. If there is still a tie, more than two speakers would be allowed.

Homework

Classroom teachers will often assign homework. Parents who have questions about homework or concerns about class work should contact the teacher via school email. Questions not resolved by the teacher should be referred to the administration.

Each student is expected to spend some time preparing for studies outside of school hours. The amount of time that is needed will depend upon each student. Normally, at least an hour a day should be spent in preparing for an average assignment.

Students who struggle to complete assignments or who must spend an inordinate amount of time completing an assignment should seek the help and advice of their teachers and consult with the principal and/or the guidance counselor.

Mid-Term Graduation

Students most effectively obtain the skills and experience necessary to graduate from high school by completing grades 9 through 12 over the course of 4 years. Unless otherwise permitted by Board policy or other applicable law, students must finish all 4 grade levels in order to graduate.

A student who wishes to graduate from high school in less time than the ordinary eight (8) semester, grade 9-12 sequence, may request permission to complete graduation requirements on an alternate schedule. Students will be allowed to graduate at the end of the first semester of their senior year provided all graduation requirements have been met.

The student and parents/guardians will consult with high school guidance personnel to develop a graduation plan. The student's intention to accomplish this shall be stated in writing to the principal. The student's parent or legal guardian must submit a letter in support of the student's request for early graduation, and such letter is to accompany the student's written request. The request letters to the principal are to be submitted no later than six months prior to the anticipated completion of the required high school program.

A student who graduates early must complete all graduation requirements established by the board. The student who chooses early graduation will not be allowed to participate in the spring graduation ceremonies. In all school activities during second semester, the early-out graduate will be treated as a graduated student.

Report Cards

Report cards will be provided to parents following the end of the nine-week reporting period.

SECTION THREE

STUDENT DISCIPLINE

General Discipline Philosophy

The school district has the authority to discipline students who behave inappropriately on the way to school, at school, during lunch, on the way home, and at all school activities (home and away or any time while on school or district property).

The school district's discipline is guided by the following principles:

1. The school district's discipline policy is intended to ensure that students take responsibility for their behavior.
2. Behavior expectations and the consequences for failing to meet those expectations will be clearly communicated to all students and their parents.
3. The severity of consequences for violating behavior expectations will generally be progressive in nature. That is, sanctions will increase with each instance of misconduct; however, each instance will be assessed on its own facts, and sanctions will be imposed based on the severity of the misconduct.
4. Parents play a vital role in supporting and reinforcing the school district's expectations of their students.
5. Behavior expectations apply to all students; consequences are enforced consistently without regard to a student's academic record or achievement.

Extracurricular activities, including athletics, cheerleading, band, chorus, and club activities, are governed by the Student Activity Handbook. Students who are involved in extracurricular activities may face consequences related to the activity in addition to the consequences discussed in this handbook.

The school district reserves the right to refer to the appropriate non-school agency any act or conduct of its students which may constitute a crime under federal, state, county, or local law. The administration will cooperate with these agencies in their investigations.

Forms of School Discipline

Administrative and teaching personnel may take actions regarding student behavior that are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but need not be limited to, counseling of students, parent conferences, referral to restorative justice practices or services, rearrangement of schedules, requirements that a student remain in school

after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions during the day or mandatory attendance at Saturday school. When in-school suspensions, after-school assignments, Saturday School, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures; a failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school. District administrators may develop building-specific protocols for the imposition of student discipline.

In this section, references to "Principal" shall include building principals, the principal's designee, or other appropriate school district administrators.

For purposes of this section, “Parent” means parent, guardian, or educational decisionmaker of the student. “Educational decisionmaker” means a person designated or ordered by a court to make educational decisions on behalf of a child.

Any statement, notice, recommendation, determination, or similar action specified in this section shall be effectively given at the time written evidence thereof is delivered personally to or upon receipt of certified or registered mail or upon actual knowledge by a student or his or her Parent.

Any student who is suspended or expelled from school pursuant to this section may not participate in any school activity during the duration of that exclusion including adjacent school holidays and weekends. The student activity eligibility of a student who is mandatorily reassigned shall be determined on a case-by-case basis by the principal of the building to which the student is reassigned.

As a point of reference, the following chart shows some possible scenarios and possible consequences.

Heartland Community Schools - Level of Consequence

Behaviors	**Step 1** Student/ Teacher Conference	**Step 2** 1/2 Hour detention Parent Contacted	**Step 3** 1 or more hours detention assigned by off. Par Contacted	**Step 4** In-School Suspension by office Par Contacted	**Step 5** Short Term OSS 1-5 days Parent Contacted	**Step 6** LongTerm OSS 6-20 days Parent Contacted	**Step 7** Emergency Exclusion Parent Contacted	**Step 8** Alternative Education Plan Par Contacted	**Step 9** Expulsion Parent Contacted
Cheating & Plagiarism	1st Offense-zero on assign.,2nd Offense-zero & move to Step 3								
Failure to Follow Directions									
Inappropriate Clothing									
Stealing									
Lying									
Harassment/ Threats									
Cumulative Misconduct									
Skipping Assigned Area/Truancy									
Defiance of Authority Insubordination									
Aggressive behavior Profanity/Obscenity									
Assault/Fighting									
Drugs/Alcohol Tobacco									
Weapons/Explosives									

After School Sessions and Detentions

Teachers and administrators may require students to stay after school or to serve a detention when the student violates any of the rules contained in this handbook or violates classroom-specific conduct rules set by individual teachers.

- After-school sessions/detentions will begin at the time of dismissal and are to be served in the central office or the detention room designated by the building principal. A student who fails to attend an after-school session may be given a detention by the teacher or may face additional disciplinary consequences up to and including long-term suspension and/or expulsion.

In-School Suspension
The building administrator may require a student to serve in-school suspension. Students may be required to attend up to six hours per day of school-sponsored suspension a day at a designated location where they will study and participate in campus clean up. There will be zero tolerance for behavior problems from students placed in in-school suspension. Students not completing their In-School Suspension will face further disciplinary action.

Emergency Exclusion
Students may be emergency excluded from school pursuant to the board's separate policy on emergency exclusion or state law.

Short-Term Suspension
The Principal or the Principal's designee may exclude a student from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:

1. Any of the conduct described in the subsections under "Grounds for Long-Term Suspension, Expulsion, or Mandatory Reassignment" below irrespective of the location at which such misconduct; or

2. Other violations of rules and standards of behavior adopted by the board of education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

1. The Principal shall make a reasonable investigation of the facts and circumstances. Short-term suspension shall be imposed only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.

2. 2. After the principal has determined that a short-term suspension is necessary, but prior to commencement of the short-term suspension, the student and the parent will be given oral and written notice of the charges against the student. They will be advised of what the student is accused of having done, an explanation of the evidence the authorities have, and an opportunity to present evidence of the student's version of the facts.

3. Within 24 hours or such additional time as is reasonably necessary following the suspension (not to exceed an additional 48 hours), the

Principal will send a written statement to the student and the student's parent, describing: the student's conduct, misconduct, or violation of the rule or standard; the reasons for the action taken; the actions made by the school to try to discontinue or alleviate the behavior of the student prior to considering suspension; resources the school is able to provide or recommend to assist the student; and how the school plans to handle such behavior in the future, including an actionable plan aimed at maximizing strategies to keep the student in school.

An opportunity will be given to the student, and the student's Parent, to have a conference with the Principal ordering the short-term suspension before or at the time the student returns to school and shall document such effort in writing. The Principal shall determine who, in addition to the Parent, is to attend the conference. If no conference has been held, a Parent may submit a written request to the suspending principal before the student returns to school.

4. Students who are short-term suspended will be given the opportunity to complete classwork, including but not limited to examinations, under the following conditions:

Firearms. No student may bring, possess, handle, or transmit a firearm on school grounds, in a school owned vehicle, or at a school activity or event off school grounds, except as permitted by this policy.

Definition of Firearm. The term "firearm," as defined in 18 U.S.C. 921, means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or firearm silencer, or any destructive device (excluding an antique firearm).

Exceptions Regarding Firearms. The only exceptions for a student to bring or possess a weapon, including a firearm, are as follows:

1. The issuance of firearms to or possession of firearms by members of the Reserve Officers Training Corps when training or
2. Firearms which may lawfully be possessed by the person receiving instruction under the immediate supervision of an adult instructor who may lawfully possess firearms.

Consequences - Firearm. Any student who brings a firearm, as that term is defined in 18 United States Code 921, to school will be expelled from school for one calendar year. The superintendent of schools and the board

of education shall have the authority to modify the expulsion requirement on a case-by-case basis.

Long-Term Suspension

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

Expulsion

1. **Meaning of Expulsion.** Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.

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

3. **Suspension of Enforcement of an Expulsion**: Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not

more than one full semester in addition to the balance of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program/plan and to such other consequences which the school district deems appropriate.

4. **Alternative School or Pre-expulsion Procedures.** The school shall provide either an alternative school, class or educational program for expelled students or shall follow the pre-expulsion procedures outlined in Neb. Rev. Stat. 79-266.

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

The following conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, subject to the procedural provisions of the Student Discipline Act, Neb. Rev. Stat. § 79-254 through 79-296, when such activity occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event:

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes. The board has determined that the use of synthetic media such as deepfakes may constitute "similar conduct";
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (*see also board policy on weapons and firearms*);
6. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103.02 or being under the influence of a controlled substance or alcoholic liquor (*note: the term "under the influence" for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means*

any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant);

7. Public indecency as defined in section 28-806, except that this prohibition shall apply only to students at least twelve years of age but less than nineteen years of age;
8. Engaging in bullying as defined in section 79-2,137 and in these policies;
9. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults that occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section 28-319, sexual assault in the second degree as defined in section 28-320, sexual assault of a child in the second or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 28-319.01, as such sections now provide or may hereafter from time to time be amended;
10. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
11. A repeated violation of any of the following rules, or a single violation if the conduct amounts to a criminal act, if such violations constitute a substantial interference with school purposes:
    a. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, sex, national origin, or religion;
    b. Dressing or grooming in a manner which violates the school district's dress code and/or is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distracting or indecent to the extent that it interferes with the learning and educational process;
    c. Violating school bus rules as set by the school district or district staff;
    d. Possessing, using, selling, or dispensing tobacco, drug paraphernalia, an electronic nicotine delivery system, or a tobacco imitation substance or packaging, regardless of form, including cigars, cigarettes, chewing tobacco, and any other form of tobacco, tobacco derivative product or imitation, or electronic cigarettes, vapor pens, etc.;

e. Possessing, using, selling, or dispensing any drug paraphernalia or imitation of a controlled substance regardless of whether the actual substance possessed is a controlled substance by Nebraska law;
f. Possession of pornography, including creation, possession, dissemination, accessing, sale, or any other use of synthetic media, such as deepfakes;
g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically), including creation, possession, dissemination, accessing, sale, or any other use of synthetic media, such as deepfakes;
h. Engaging in initiations, defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of "hazing" as defined below. Initiations are prohibited except by permission of the superintendent;
i. Engaging in hazing as defined by state law and this policy. Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Under state criminal law, hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person. For purposes of school rules, hazing also includes any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate; personal servitude; restrictions on personal hygiene; yelling, swearing and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; binge drinking and drinking games; sexual simulation and sexual assault;
j. Bullying which shall include cyber-bullying, defined as the use of the internet, including but not limited to social networking sites

such as Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send e-mail to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target;

k. Violation of the district's computer acceptable computer use policy are subject to discipline, up to and including expulsion;
l. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a simulated or "look-a-like" weapon;
m. Using any object to simulate possession of a weapon;
n. Knowingly making a false statement or knowingly submitting false information during the Title IX grievance process or any other school investigation or making a materially false statement in bad faith in the course of a Title IX grievance proceeding or any other school investigation; and
o. Any other violation of a rule or regulation established by a school district staff member pursuant to authority delegated by the board.

The length of any suspension, expulsion, or mandatory reassignment shall be as provided or allowed by law.

Reporting Requirement to Law Enforcement

Violations of this section will result in a report to law enforcement if:

1. The violation includes possession of a firearm;
2. The violation results in child abuse;
3. It is a violation of the Nebraska Criminal Code that the administration believes cannot be adequately addressed by discipline from the school district;
4. It is a violation of the Nebraska Criminal Code that endangers the health and welfare of staff or students; or

5. It is a violation of the Nebraska Criminal Code that interferes with school purposes.

Due Process Afforded to Students Facing Long-term Suspension or Expulsion

The following procedures shall be followed regarding any long-term suspension, expulsion, or mandatory reassignment:

1. The decision to recommend discipline shall be made within two school days after learning of the alleged student misconduct. On the date of the decision to discipline, the Principal shall file with the Superintendent a written charge and a summary of the evidence supporting such charge.

2. The Principal shall serve the student and the student's Parent with a written notice by registered or certified mail or personal service within two school days of the date of the decision to recommend long-term suspension or expulsion. The 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, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student;
   b. The penalty, if any, which the principal has recommended in the charge and any other penalty to which the student may be subject;
   c. Resources the school is able to provide or recommend to assist the student;
   d. How the school plans to handle such behavior in the future, including an actionable plan aimed at maximizing strategies to keep the student in school;
   e. A statement that, before long-term suspension, expulsion, or mandatory reassignment can be invoked, the student has a right to a hearing, upon request, and that if the student is suspended pending the outcome of the hearing, the student may complete classwork and homework, including, but not limited to, examinations, missed during the period of suspension pursuant to district guidelines which shall not require the student to attend the school district's alternative programs for expelled students in order to complete classwork or;
   f. A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;

g. A statement that the principal, legal counsel for the school, the student, the student's Parent, or the student's representative has the right (i) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and (ii) to know the identity of the witnesses to appear at the hearing and the substance of their testimony; and
h. A form on which the student, the student's Parent, may request a hearing, to be signed by such parties and delivered to the principal or superintendent in person or by registered or certified mail to the address provided on the form.

3. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.

4. Nothing in this policy shall preclude the student, student's Parent or representative(s) from discussing and settling the matter with appropriate school personnel prior to the time the long-term suspension, expulsion, or mandatory reassignment takes effect.

5. If a hearing is requested within five days after receipt of the notice, the Superintendent shall recommend appointment of a hearing examiner within two school days after receipt of the hearing request. The student or the student's Parent may request designation of a hearing examiner other than the hearing examiner recommended by the superintendent if notice of the request is given to the superintendent within two school days after receipt of the superintendent's recommended appointment. Upon receiving such request, the superintendent must provide one alternative hearing examiner who is not an employee of the school district or otherwise currently under contract with the school district and whose impartiality may not otherwise be reasonably questioned. The student or the student's parent Parent must, within five school days, select a hearing examiner to conduct the hearing who was recommended or provided as an alternative hearing examiner, and shall notify the superintendent in writing of the selection. The superintendent must appoint the selected hearing examiner upon receipt of such notice.

6. The hearing examiner must, within two school days after being appointed, give written notice to the principal, the student, and the student's Parent of the time and place for the hearing.

7. The hearing shall be held within a period of five school days after appointment of the hearing examiner, but such time may be changed by the hearing examiner for good cause with consent of the parties. No hearing shall be held upon less than two school days' actual notice to the principal, the student, and the student's Parent, except with the consent of all the parties.

8. The principal or legal counsel for the school, the student, and the student's Parent, or representative have the right to receive a copy of all records and written statements referred to in the Student Discipline Act as well as the statement of any witness in the possession of the school board or board of education no later than forty-eight hours prior to the hearing.

9. If a hearing is requested more than five school days following the receipt of the written notice, but not more than thirty calendar days after receipt, the Superintendent shall appoint a hearing examiner. The hearing will be held according to the requirements of section 79-269. The student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.

10. 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.

In the event a hearing is requested, the hearing, hearing procedures, the student's rights and any appeals or judicial review permitted by law shall be governed by the applicable provisions of the Nebraska Student Discipline Act (Neb. Rev. Stat. § 79-254 to 79-294).

SECTION FOUR
School Wellness

The school district is committed to providing a school environment that enhances learning and the development of lifelong wellness. The goals outlined in this policy were determined and selected after reviewing and considering evidence-based strategies.*

1. Goals for Nutrition Promotion and Education

a. The district will promote healthy food and beverage choices for all students, as well as encourage participation in school meal programs by such methods as implementing evidence-based healthy food promotion techniques through the school meal programs and promoting foods and beverages that meet or exceed the USDA Smart Snacks in School nutrition standards.

b. The health curriculum will include information on good nutrition and healthy living habits.

c. Teachers will incorporate information on nutrition and wellness into the classroom curriculum as appropriate.

d. The district will collaborate with public and private entities to promote student wellness.

e. Water will be made available to students throughout the school day.

2. Goals for Physical Activity

a. The school district’s curriculums shall include instruction on physical activity and habits for healthy living.

b. Students will be encouraged to engage in physical activities throughout the school day and will be provided with opportunities to do so.

c. The district encourages parents and guardians to support their children's participation in physical activity, to be physically active role models, and to include physical activity in family events.

3. Goals for Other School-Based Activities Designed to Promote Student Wellness

a. The district will participate in state and federal child nutrition programs as appropriate.

b. The district will provide professional development, support, and resources for staff about student wellness.

c. Students will be provided sufficient time in which to eat school-provided meals.

d. The district's lunchrooms will be attractive and well-lighted.

e. The district will allow other health-related entities to use school facilities for activities such as health clinics and screenings so long as the activities meet the district's requirements and criteria for the use of facilities.

f. The district may partner with other individuals or entities in the community to support the implementation of this policy.

g. The district will strive to provide physical activity breaks for all students, recess for elementary students, and before and after school activities, as well as encourage students to use active transport (walking, biking, etc.)

h. The district will use evidence-based strategies to develop, structure, and support student wellness.

4. Standards and Nutrition Guidelines for All Foods and Beverages Sold to Students on the School Campus and During the School Day

a. The district will ensure that student access to foods and beverages meet federal, state and local laws and guidelines including, but not limited to:

   i. USDA National School Lunch and School Breakfast nutrition standards

   ii. USDA Smart Snacks in School nutrition standards.

b. The district will offer students a variety of age-appropriate, healthy food and beverage selections with plenty of fruits, vegetables, and whole grains aimed at meeting the nutrition

needs of students within their calorie requirements in order to promote student health and reduce childhood obesity.

5. Standards for All Foods and Beverages Provided, But Not Sold to Students During the School Day

The district may provide a list of healthy party ideas or food and beverage alternatives to parents, teachers, and students for classroom parties, rewards and incentives, or classroom snacks. The district discourages the use of food and beverages as a reward or incentive for performance or behavior.

6. Food and Beverage Marketing

Marketing and advertising is only allowed on school grounds or at school activities for foods and beverages that meet or exceed the USDA Smart Snacks in School nutrition standards, except as follows:

a. This requirement does not apply to marketing that occurs at events outside of school hours such as after school sporting or any other events, including school fundraising events.

b. The district will not immediately replace menu boards, coolers, tray liners, beverage cups, and other food service equipment with depictions of noncompliant products or logos to comply with the new USDA Smart Snacks in Schools nutrition requirements. All previously purchased products will be used, and all existing contracts honored.

c. All equipment that currently displays noncompliant marketing materials will not be removed or replaced (e.g., a score board with a Coca-Cola logo). However, as the district reviews and considers new contracts, and as scoreboards or other such durable equipment are replaced or updated over time, any products that are marketed and advertised will meet or exceed the USDA Smart Snacks in School nutrition standards

7. Public Participation

Parents, students, representatives of the school food authority, teachers, school health professionals, board members, school administrators, and members of the general public shall be allowed to provide their input to the school district during the wellness policy adoption and review process.

8. Competitive Foods (Includes Food and Beverages Sold in Vending Machines, School Stores, and Fundraisers)

a. Definitions. "Competitive food" means all food and beverages other than meals reimbursed under programs authorized by the Richard B. Russell National School Lunch Act and the Child Nutrition Act of 1966 available for sale to students on the school campus during the school day. For the purpose of competitive food standards implementation, "school day" means the period from the midnight before to 30 minutes after the end of the official school day.

b. Applicability. Except as otherwise allowed by the Nebraska Department of Education (NDE) or applicable law, all competitive food sold during the school day must meet the USDA Smart Snacks Standards and the nutrition standards found in 7 CFR § 210.11. The competitive food restrictions do not apply to food sold during non-school day hours, weekends, and off-campus fundraising events such as concessions during after-school sporting events, school plays or concerts; or to bulk food items that are sold for consumption at home. (Ex: frozen pizzas, cookie dough tubs, etc.)

c. Fundraiser Exemptions. A special exemption is allowed for the sale of food and/or beverages that do not meet the competitive food standards as required in this section for the purpose of conducting an infrequent school-sponsored fundraiser. The specially exempted fundraisers must not take place more than the frequency specified by NDE during such periods that schools are in session. No specially exempted fundraiser foods or beverages may be sold in competition with school meals in the food service area during the meal service.

d. Other Exemptions. The only other nutrition exemptions from the competitive food requirements are those found in 7 CFR § 210.11.

e. Other Limitations. No competitive food can be sold to children anywhere on school premises beginning one half hour before breakfast and/or lunch service until one half hour after meal service unless all proceeds earned during these time periods go to the school nutrition program.

9. Triennial Assessment

The school board shall assess and review this policy at least every three years to determine:

a. Compliance with this policy;

b. How this policy compares to NDE model wellness policies;

c. Progress made in attaining the goals of this policy.

The school board will update or modify this policy as appropriate.

10. Public Notice

In addition to identifying the topic on its meeting agenda as required by the Open Meetings Act, the school district will provide notice of this policy at least annually to the public and other stakeholders identified in this policy by one or more of the following methods: on its webpage, in its newsletter, in the student and employee handbooks, newspaper advertisements, direct mailings, electronic mail, and public postings.

In addition to identifying the topic on its meeting agenda as required by the Open Meetings Act, the school district will provide notice of the Triennial Assessment and progress reports towards meeting the goals in this policy using one or more of those same methods.

11. Recordkeeping

The District will retain records to document compliance with the requirements of the wellness policy at its central office.

12. Operational Responsibility

The superintendent is responsible for coordinating the implementation of this policy and for monitoring the district's progress in meeting the goals established by this policy. The superintendent will periodically report to the board on the district's progress in implementing this policy.

* These strategies include, but are not necessarily limited to, those cited in the Alliance for a Healthier Generation's Model Wellness Policy (Updated June 2020 to Reflect the USDA Final Rule) found at https://api.healthiergeneration.org/resource/2.

Title IX Policy

As required by Title IX of the Education Amendments of 1972, it is the policy of the district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any of the district's programs or activities, or in regards to admission or employment. Any person may report sex discrimination, including sexual harassment. This report must be made by any means to the district's Title IX Coordinator whose contact information can be found on the district's website and in the district's student and staff handbooks. Any other inquiries regarding the application of this policy should be referred to the Title IX Coordinator.

EMERGENCY RESPONSE TO LIFE-THREATENING ASTHMA OR SYSTEMIC ALLERGIC REACTIONS (ANAPHYLAXIS)

DEFINITION: Life-threatening asthma consists of an acute episode of worsening airflow obstruction. Immediate action and monitoring are necessary.

A systemic allergic reaction (anaphylaxis) is a severe response resulting in cardiovascular collapse (shock) after the injection of an antigen (e.g. bee or other insect sting), ingestion of a food or medication, or exposure to other allergens, such as animal fur, chemical irritants, pollens or molds, among others. The blood pressure falls, the pulse becomes weak, **AND DEATH CAN OCCUR.** Immediate allergic reactions may require emergency treatment and medications.

LIFE-THREATENING ASTHMA SYMPTOMS: Any of these symptoms may occur:

- Chest tightness
- Wheezing
- Severe shortness of breath
- Retractions (chest or neck "sucked in")
- Cyanosis (lips and nail beds exhibit a grayish or bluish color)
- Change in mental status, such as agitation, anxiety, or lethargy
- A hunched-over position
- Breathlessness causing speech in one-to-two word phrases or complete inability to speak

ANAPHYLACTIC SYMPTOMS OF BODY SYSTEM: Any of the symptoms may occur within seconds. The more immediate the reaction, the more severe the reaction may become. Any of the symptoms present require several hours of monitoring.

- **Skin:** warmth, itching, and/or tingling of underarms/groin, flushing, hives
- **Abdominal:** pain, nausea and vomiting, diarrhea
- **Oral/Respiratory:** sneezing, swelling of face (lips, mouth, tongue, throat), lump or tightness in the throat, hoarseness, difficulty inhaling, shortness of breath, decrease in peak flow meter reading, wheezing reaction
- **Cardiovascular:** headache, low blood pressure (shock), lightheadedness, fainting, loss of consciousness, rapid heart rate, ventricular fibrillation (no pulse)
- **Mental status:** apprehension, anxiety, restlessness, irritability

EMERGENCY PROTOCOL:

1. CALL 911.
2. Summon school nurse if available. If not, summon designated trained, non-medical staff to implement an emergency protocol.
3. Check airway patency, breathing, respiratory rate, and pulse.
4. Administer medications (epinephrine auto injector and nebulized albuterol) per standing order.
5. Determine cause as quickly as possible.
6. Monitor vital signs (pulse, respiration, etc.).
7. Contact parents immediately and prescribing health care practitioner as soon as possible.
8. Any individual treated for symptoms with epinephrine at a school will be transferred to a medical facility.

STANDING ORDERS FOR RESPONSE TO LIFE-THREATENING ASTHMA OR ANAPHYLAXIS:

- Administer epinephrine auto injector junior for any child less than 60 pounds or adult epinephrine auto injector for any individual over 60 pounds into the muscle towards the front and outer side of the thigh.
- Follow with nebulized albuterol while awaiting EMS.
- If symptoms persist, repeat epinephrine auto injector followed by nebulized albuterol every fifteen minutes while awaiting EMS arrival.
- Administer CPR, if indicated.

Heartland Community Schools
H & H Bearcats
Activities Section

Rules and Regulations
2026-2027

Introduction

Student participation in extracurricular activities has been linked to improved attendance, higher academic achievement, and greater student self-confidence and self-esteem. Heartland Community Schools and H & H Bearcats provide students with the opportunity to participate in a comprehensive activities program that includes athletics, fine arts, and select clubs or organizations associated with academic areas.

Although the school district believes strongly in the value of student activities, participation in the activities program is a privilege, not a right. Students must obey the rules set out in this handbook and any additional rules created by their coach or activity sponsor. This handbook is advisory and does not create a "contract" with parents, students, or staff. The administration reserves the right to make decisions and make rule revisions at any time to implement the educational program and to assure the well-being of all students. The administration is responsible for interpreting the rules contained in the handbook. If a situation or circumstance arises that is not specifically covered in this handbook, the administration will make a decision based upon all applicable school district policies, and state and federal statutes and regulations.

Please read this handbook carefully. Students and their parents are responsible for complying with all of the rules and procedures detailed in this booklet.

Parents must sign the acknowledgement and permission to participate form at the end of this handbook before their student will be permitted to participate in the activity programs of the district.

The provisions in this handbook are subject to change at the sole discretion of the Board of Education. From time to time, you may receive updated information concerning changes in the handbook. These updates should be kept within the handbook so that it is up to date. If you have any questions regarding this handbook, please contact the Superintendent for assistance.

Notice of Nondiscrimination

The school district does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The school district prohibits sex discrimination in any education program or activity in any education program or activity that it operates.

Students who believe that they have been the subject of unlawful discrimination or harassment due to their disability, or that have other related concerns or questions, should contact the following Section 504 Coordinator: Kelsey Vnoucek at 402-723-4434 (phone number), kvnoucek@heartlandschools.net (e-mail address) or in person at school.

Students who believe that they have been the subject of unlawful discrimination or harassment due to their sex, or that have other related concerns or questions, should contact the Title IX Coordinator: Josh Struckman at 402-723-4434 (phone number), jstruckman@heartlandschools.net (e-mail address), 1501 Front Street, Henderson, NE 68371 (mailing address) or in person at school.

Students who believe that they have been the subject of unlawful discrimination or harassment due to their race, color, or national origin, or that have other related concerns or questions, should contact the following Title VI Coordinator: Jeremy Klein at 402-723-4434 (phone number), jklein@heartlandschools.net (e-mail address), 1501 Front Street, Henderson, NE 68371 (mailing address) or in person at school.

Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact the secondary principal at 402-723-4434 (phone number), tcarr@heartlandschools.net (e-mail address) or in person at school. Students may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

For additional prohibited discrimination and related information, please review school district Policy 3053 – Nondiscrimination.

SECTION ONE:
GENERAL INFORMATION ABOUT THE ACTIVITIES PROGRAM

Academic Eligibility

Any student failing two or more classes will be on probation for a period of one week (beginning Wednesday), thus notifying the parent and student the need for raising the grade. If the student is still failing two or more classes the following week, the student will be ineligible for extracurricular activities for one week (beginning Wednesday). Once the student is no longer failing 2 or more classes, the student will be eligible the following Wednesday. In addition to expectations for current classes, students will also have a one week probation period for classes in which they have earned an incomplete for a quarter or semester. If the student has not completed the course after the one week probation period, the student will be ineligible until the incomplete has been resolved.

Grades for assignments that were due by 3:30 on Friday should be entered into the gradebook by Monday at 8:00 a.m. and would be included in the eligibility report. Eligibility will be determined beginning the second Monday of each quarter using the quarter average. Students and parents will be notified by email if their status is "Probation" or "Ineligible". The eligibility period will run from Wednesday until Tuesday. The next eligibility period will begin again each Wednesday.

A list of activities is found on Page 61. This list includes but is not limited to activities for which eligibility based upon meeting academic standards applies.

Possible scenario for a student being eligible/ineligible:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Week 2 of the Quarter	8:00 a.m. report Student failing 2 or more classes or 1 incomplete		Begin Probation Period		Game Day	
	8:00 a.m. report Student failing 2 or more classes	Game Day	Begin Ineligible Period			Game Day

	or 1 incomplete					
	Game Day 8:00 a.m. Report, Student failing 1 class, 0 incompletes	**Game Day**	**Begin Eligible Period**			**Play Production**
	8:00 a.m. Report...	**Game Day**	**Eligibility determined from Monday's report.**		**Game Day**	**Game Day**

Attendance at Practices and Contests

A team/activity member is not allowed to practice/compete/participate on a day he/she is unable to be in school attendance from 10:45 AM-3:30 PM because of an illness or unexcused absence unless participation is approved by the administration or athletic director. Also, if a student is unable to participate in an activity because of illness, they should not come back for another activity later that evening.

Example: A student is in school until 3:30, but goes home to rest and misses after school practice/activity. The student should not return for an evening practice or performance. The student should stay home and rest in order to recover for the next day.

Activities on Sunday are subject to the Superintendent's approval.

There will be no practice sessions held on days when school has been called off because of inclement weather.

Closings

There will be no practice sessions held on days when school has been called off because of inclement weather.

Colors

The Heartland Community School colors are Crimson, Black, and White. The H & H colors are Black, White, and Silver.

Communication with Coaches/Sponsors

1. Follow the chain of command
2. Express concerns directly to the coach
3. Notify the coach of any schedule conflicts well in advance when possible

CHAIN OF COMMAND
STEP 1: Player talks to the coach
STEP 2: Player/parent talk to the coach
STEP 3: Player/parent talk with the coach/AD
STEP 4: Player/parent talk with coach, AD/7-12 Principal

Both parenting and coaching are very difficult vocations. By establishing an understanding between coaches and parents, both are better able to accept the actions of the other and provide a more positive experience for everyone.

Students and parents/guardians are expected to communicate professionally with coaches. Any parent/guardian who fails to communicate in a professional manner may be removed from school grounds and/or not be allowed to attend sports and activities for a designated period of time.

Effective communication between participants in sports and their sponsor/coach is crucial for the development and success of both the individual athletes and the team. It is essential that athletes take responsibility for their own growth by directly engaging with coaches. This direct line of communication fosters a clear understanding of expectations, performance feedback, and areas for improvement. Parents/guardians are encouraged to support their children in developing these communication skills, but should refrain from contacting coaches on behalf of their children. This approach helps build independence, confidence, and a more professional relationship between the participant and sponsor/coach.

In short, communication channels should stay within these guidelines:

- Areas the athletes and coaches/sponsors communicate
  - Playing Time
  - Schedules (They must also be able to relay information)
  - Scheduling Conflicts

- Areas that parents/guardians and coaches communicate
  - Injuries/Safety concerns of returning to play
  - Serious discipline concerns

Parents/guardians have the right to know the expectations placed on them and their children. Coaches and sponsors have the right to know that if parents/guardians have a concern, they will discuss it with the coach/sponsor at the appropriate time and place. All concerns should be addressed with the coach/sponsor first via email or requested meeting, prior to contacting administration. If deemed necessary, a meeting may be set up with the coach/sponsor, parent/guardian, student, and administrator after the initial contact occurs between parent/guardian, student, and coach/sponsor. However, parents should be mindful of the "24 hour rule" which shall be understood to mean that parents/guardians or participants should refrain from contacting the coach/sponsor or activities director until the following day to avoid impulsivity by either the parents/guardians or coach/sponsor.

Good Sportsmanship—Behavior Expectations of Spectators

Good sportsmanship is expected to be exhibited by all coaches, sponsors, students, parents, and other spectators. The school can be punished by NSAA for a lack of good sportsmanship at NSAA sanctioned events. More importantly, activities are more enjoyable for the students when good sportsmanship is displayed.

The administration supervising an activity shall have the authority to implement good sportsmanship expectations. Any participant, parent, or spectator who fails to uphold the good sportsmanship expectations may be removed from an event and banned from returning.

Concussion Awareness

The Nebraska Unicameral has found that concussions are one of the "most commonly reported injuries in children and adolescents who participate in sports and recreational activities and that the risk of catastrophic injury or death is significant when a concussion or brain injury is not properly evaluated and managed."

The School District will:

a. Require all coaches and trainers to complete a training course approved by the Chief Medical Officer on how to recognize the

symptoms of a concussion or brain injury and how to seek proper medical treatment for a concussion or brain injury.

b. On an annual basis provide concussion and brain injury information to students and their parents or guardians prior to such students initiating practice or competition. This information will include:
    1 The signs and symptoms of a concussion;
    2 The risks posed by sustaining a concussion; and
    3 The actions a student should take in response to sustaining a concussion, including the notification of his or her coaches.

A student who participates on a school athletic team must be removed from a practice or game when he/she is reasonably suspected of having sustained a concussion or brain injury in such practice or game after observation by a coach or a licensed health care professional who is professionally affiliated with or contracted by the school. The student will not be permitted to participate in any school supervised team athletic activities involving physical exertion, including practices or games, until the student:

a. has been evaluated by a licensed health care professional;

b. has received written and signed clearance to resume participation in athletic activities from the licensed health care professional; and

c. has submitted the written and signed clearance to resume participation in athletic activities to the school accompanied by written permission to resume participation from the student's parent or guardian.

If a student is reasonably suspected after observation of having sustained a concussion or brain injury and is removed from an athletic activity, the parent or guardian of the student will be notified by the school of:

a. the date and approximate time of the injury suffered by the student,

b. the signs and symptoms of a concussion or brain injury that were observed, and

c. any actions taken to treat the student.

The school district will not provide for the presence of a licensed health care professional at any practice or game.

School officials shall deem the signature of an individual who represents that he/she is a licensed health care professional on a written clearance to resume participation that is provided to the school to be conclusive and reliable evidence that the individual who signed the clearance is a licensed health care professional. The school will not take any additional or independent steps to verify the individual's qualifications.

Dances

DANCE RULES

1. All students who come to the dance are to stay inside.
2. If students leave, they will not be readmitted.
3. Dances are intended for Heartland High School students. Outside dates must be signed up in the office and approved by the Administration prior to the dance. No dates 20 years or older will be approved. No middle school students are allowed to attend high school dances.
4. No students will be admitted to a dance after it has been in progress for 30 minutes, unless prior arrangements have been made with the sponsor and administration.
5. Beginning times will be determined by the sponsor and administration. Dances will end no later than 12:00 a.m.
6. All school rules apply to dances.
7. Specific student dress at dances may be determined by the sponsor.
8. Students need to meet extracurricular eligibility requirements to attend dances at HCS. Students must meet the same requirements in order to be considered "in good standing" to attend a dance at another school.

Electronic Communication

The school board supports the use of technology by coaches, extracurricular sponsors, and other staff members to communicate with students for legitimate educational, extracurricular, and other school-related purposes. However, electronic communication between students and teachers, sponsors, and coaches shall be appropriate at all times and shall not violate any law, district policies, or the Regulations and Standards for Professional Practices Criteria, commonly known as Rule 27 of the Nebraska Department of Education ("Rule 27"). Please see the Social Media Policy For School District Employees for further explanation.

Equipment

Each participant in the athletic portion of the activities program will be issued a locker to store his/her personal belongings and school equipment that has been checked out. Students should secure their athletic lockers with combination locks.

School-owned clothing or equipment that is checked out to individual students remains the property of the school. The clothing or equipment is not to be used or worn by the student except for the intended use. Each piece of equipment or clothing is to be returned to the instructor or coach when the season or the use for such clothing or equipment is over. Each participant is responsible for all equipment checked out to him/her. Students will be assessed the replacement cost for school equipment that has been checked out to him/her and is lost or stolen.

Fundraising

Students may raise funds for school sponsored events with the permission of the school board. Once permission has been granted by the board, the same fundraising activity my be conducted in following years. Collection boxes for school fund raising must have prior approval from the principal before being placed on school property.

The main emphasis of any fundraising campaign should be on the educational aspects of the program. Contests between rooms and schools will not be used as a promotional device.

No tickets for any purpose except for school activities authorized under Board policies or otherwise expressly permitted by the Board will be sold on school premises.

No contribution of money for any purposes will be collected from or by school children except as authorized by the Board.

It shall be the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

Individual Training Rules and Rules of Conduct

Head coaches or sponsors may develop additional training rules or rules of conduct for their activity. Students are responsible for knowing these rules and complying with them.

Initiations and Hazing

Initiations and hazing by members of classes, clubs, athletic teams, or any other organization affiliated with the district are prohibited except as otherwise permitted by this policy. Any student engaging in hazing or non-approved initiations is subject to discipline as permitted by policy and law.

Initiations are defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of "hazing" as defined below. Initiations are prohibited except by permission of the superintendent.

Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person.

Injuries

Participants who suffer any type of injury while involved in extracurricular activities must notify the coach or sponsor immediately. The coach or sponsor will then evaluate the injury and, if necessary, notify the participant's parents or seek immediate medical treatment.

If at any time during participation a doctor removes an athlete from participation because of an illness or injury, the athlete must have a written release from a doctor before participating again. The written release must be given to the coach or sponsor of the activity.

Note: The release requirement will be satisfied if the initial doctor's order specifies the duration of the student's restriction from participation and/or competition. Also see Concussion Awareness above.

Insurance

The school district does not provide medical or other insurance coverage for students who participate in athletic contests or other activities. It is the parents' responsibility to provide adequate insurance to cover any medical expenses that may be incurred while the student is participating in athletics or other activities.

The school district makes an accident insurance plan available for purchase by participants and their families through an authorized insurance agent. Information about policies which families may purchase will be available prior to each sports season and at fall registration.

Lettering Requirements

The guidelines used in determining students' eligibility for lettering can be accessed: https://tinyurl.com/yzzmbeyh

Mascot

The official mascot for Heartland Community Schools is the Huskies. The official mascot for H & H is the Bearcats.
The mascot cannot be used for non-school-sponsored purposes unless approved by the superintendent.

Practices

The individual head coach or sponsor, in cooperation with the high school principal, will schedule all starting times of practices. All participants are expected to be ready at the time set by the coach or sponsor.

To be eligible to practice, a participant must satisfy the following requirements:

1. Submit to the coach or sponsor a signed physical form, ~~A c~~ signed NSAA Form, and parent signature to indicate information was provided about concussions.
2. Furnish the high school principal with proof of insurance.

PLAYING TIME

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

1. School Representative. Student participants must demonstrate that they can and will represent themselves and their school in a manner which reflects the development of high ideals and appropriate values, which shall include good citizenship in the school and in the community.

2. Success. Student participants must demonstrate that they can make the activity program more successful, both from a standpoint of competitive success and success in promoting a positive school spirit. Characteristics for purposes of these criteria include the student's: (1) talent or skill, (2) desire to improve the student's own skills or talents as well as those of others in the activity, and (3) attitude of respect towards teammates, the coach, the school, and the community.

Secret Organizations

Secret organizations are prohibited. School officials shall not allow any person or representative of any such organization to enter upon school grounds or school buildings for the purpose of rushing or soliciting students to participate in any secret fraternity, society, or association.

Student Manager, Helpers, or Activity Aids

Students wishing to serve as student volunteers for extracurricular activities must gain the permission of the activity coach or sponsor. Student volunteers must comply with all of the rules and procedures contained in this handbook.

Sunday and Wednesday Night Activities

In order to provide students sufficient time away from school for family-related activities, the school will endeavor not to schedule activities on Wednesday evenings or on Sundays.

Practices during the school year will be organized so that all participants are showered, dressed, and/or leave the facilities by 7:00 p.m. on Wednesday nights. An exception to this guideline would be when a team, group of students, or an individual may be required to participate in an activity sponsored by the conference, district, or state on a Wednesday night. Practices and activities during the summer that extend past 7:00 p.m. must have the prior approval of the superintendent.

The school does not allow Sunday practice sessions, except when a varsity team, group of students, or individual is scheduled to compete or perform on a Monday. Practices scheduled for a Sunday must have the prior approval of the superintendent.

Transportation

All participants are expected to ride to and from away activities by means of approved school transportation.

A participant may ride home with his or her parent/guardian only if the parent/guardian personally contacts the sponsor at the activity. A participant may ride home with an adult if the participant's parent/guardian has personally contacted the principal prior to the activity and the adult

personally contacts the sponsor at the activity prior to leaving with the student. Parents are discouraged from requesting to take their children home after an away contest or performance. Travel to and from an event provides time for the students to further develop a strong team concept.

Weight Room

The weight room has been developed to help each athlete, student, or adult in the community maintain a level of physical fitness. No one may use the weight room or equipment without proper supervision. The school will develop a schedule for use of the weight room by athletes during the school year and during the summer months.

The weight room is a high demand area within the school facilities. The following guidelines will help determine the priorities in reference to use if more than one group desires to use the facility at the same time:

1. Physical education instruction
2. By the team sports, which are in season
3. Conditioning programs for athletes not currently out for a sport
4. Summer conditioning programs
5. Adult education

SECTION TWO:
AVAILABLE ACTIVITIES

Athletic Teams

Basketball (boys and girls)
Cheerleading
Football
Golf (boys and girls)
Track (boys and girls)
Volleyball

Art Club

Membership is open to those students who wish to work on out of class projects.

Band

The school district sponsors marching band, pep band, and jazz band in addition to concert band. Participants should be enrolled in band class in order to be eligible to participate in these groups.

Future Business Leaders of America (FBLA)

FBLA is an integral part of the vocational business department and membership is limited to those students with at least one semester of work in the business education field. One of the primary objectives of FBLA is developing leadership and responsibility.

Future Farmers of America (FFA)

FFA is an integral part of the agricultural education department and all students of that department are urged to belong. The activities include training in leadership, opportunities for travel and recreation, and safety and community service activities. Students may participate in field trips, conventions, judging contests, and hands-on experience.

National Honor Society

The National Honor Society is a national organization that recognizes student character, scholarship, leadership, and service to the school.

Student members shall be selected from the sophomore, junior and senior classes by the high school faculty.

SECTION THREE:
CODE OF CONDUCT

TIER 1 CODE OF CONDUCT

Grooming and dress. Participants must at all times be appropriately groomed and dressed for the activity that they are participating in.

a. A participant's attire (e.g. clothing, jewelry, piercings, adornments, accessories, etc.) and grooming (e.g. hairstyles, hygiene, etc.) must not be clearly inappropriate for the occasion.
b. A participant's attire or grooming must not increase risks to the health/safety of the participant or to others.
c. A participant's grooming and dress must generally align with the educational purposes of the school district as articulated in the school's Mission, Vision, and Beliefs.
d. The ability for participants to participate in practices, competitions, public performances, etc. may be affected should they fail to meet reasonable expectations for grooming and dress.
e. The coach/sponsor of an activity/activity program is given broad discretion to give direction and/or guidance to participants in general areas of concern as it relates to grooming and dress.
f. The coach/sponsor of an activity/activity program is encouraged to collaborate with participants, a participant's parents/guardians, or school administration when attempting to resolve significant or delicate areas of concern related to grooming and dress.

6. Dependability and attendance. Participants are expected to demonstrate a high degree of dependability by maintaining regular and consistent attendance in school and in their school activities.
    a. The ability for participants to participate in competitions, public performances, etc. may be affected should they fail to demonstrate adequate attendance in those school activities (i.e. practices, competitions, etc.).
        i. Coaches/sponsors of activities are given broad discretion to align the roles, opportunities, and responsibilities that they delegate to participants in proportion to the dependability, preparation, and ability demonstrated by participants.
    b. An '*intentional skip*' is a situation where a participant intentionally fails to attend a required activity that is approved by the district such as practices, competitions, etc. by choice (i.e. the only determining factor was the participant's decision to not be in attendance). An intentional skip would not include circumstances involving illness, conflicts with related to a

participant's involvement in their other activities, or conflicts related to participant's family-circumstances.

i. When an intentional skip occurs, a coach/sponsor will be permitted, but is not required, to suspend the participant for the next, immediate competition, public performance, etc.
    1. When a student is suspended from participation they will not be allowed in any form or fashion to travel with, dress with, prepare with, bench with, appear with, or assist with the team/group as it relates to the specific competition, public performance, etc. for which they are suspended.
    2. The participant will, however, continue to be required to participate as normal related to non-competition/performance days, events, practices, etc.
    3. Prior to the suspension taking effect, the coach/sponsor will be required to notify the participant, the A.D., the principal, and a parent/guardian in writing. The use of email will be sufficient to meet this requirement.
    4. An appeal of such determination can be made to the principal.
        a. The appeal must be in writing and submitted by a parent/guardian.
        b. Only one appeal can be made per occurrence.
        c. The appeal must be submitted prior to the suspension taking practical effect.
        d. The only grounds for appeal will be demonstrating that the participant did not intentionally skip participation in their required activity.

ii. If a participant accumulates two or more intentional skips, the coach/sponsor of that activity may, but is not required to, make a written request to the school administration that the participant be dismissed from the activity/activity program for the remainder of the school year.
    1. Such a request must be made in writing and provided to the participant, the A.D., the principal, and a parent/guardian of the participant. The use of email will be sufficient to meet this requirement.
    2. Determinations of suspension or removal based on these grounds will be made in writing and such determinations can only be made through unanimous

agreement of the coach/sponsor, A.D. and principal; such determinations will then require written approval of the superintendent.

3. An appeal of such determination can be made to the superintendent.
    a. The appeal must be in writing and submitted by a parent/guardian.
    b. Only one appeal can be made per occurrence.
    c. The appeal must be submitted within 3 school days of the superintendent's initial approval.
    d. The written appeal must state the grounds upon which the appeal is being made.

7. Curfew. Activity sponsors may be allowed to establish reasonable curfew rules for participants of their activity. In such cases, said curfew rules must be approved by the A.D., the principal, and the superintendent prior to taking effect.
    a. Participants in an activity/program will be expected to meet such properly established curfew expectations for that activity.
    b. The ability for participants to participate in competitions, public performances, etc. may be affected should they fail to satisfactorily meet the curfew expectations properly established for that activity/program.
    c. When a gross or aggravated violation of a curfew rule occurs, a coach/sponsor will be permitted, but is not required, to suspend the participant for the next, immediate competition, public performance, etc.
        i. When a student is suspended from participation they will not be allowed in any form or fashion to travel with, dress with, prepare with, bench with, appear with, or assist with the team/group as it relates to the specific competition, public performance, etc. for which they are suspended.
        ii. The participant will, however, continue to be required to participate as normal related to non-competition/performance days, events, practices, etc.
        iii. Prior to the suspension taking effect, the coach/sponsor will be required to notify the participant, the A.D., the principal, and a parent/guardian in writing. The use of email will be sufficient to meet this requirement.
        iv. An appeal of such determination can be made to the principal.
            1. The appeal must be in writing and submitted by a parent/guardian.
            2. Only one appeal can be made per occurrence.

3. The appeal must be submitted prior to the suspension taking practical effect.
4. The only grounds for appeal will be demonstrating that the participant did not commit a gross or aggravated violation of a properly established curfew rule.

8. Conduct unbecoming. All activities and activities programs provided by the district are done so with the express purpose of furthering school purposes in so much as all programs and participation in such programs should align with the Mission, Vision, and Beliefs of the district. All activities and activities programs provided by the school are unique opportunities provided to students to enhance their learning and development in alignment with the Mission, Vision, and Beliefs of the school. Accompanying these unique opportunities is a unique responsibility for those that chose to participate in the school's activities and activity programs. That responsibility includes acting as ambassadors and leaders of our school community - participants are expected to accept the responsibility of representing themselves, their activity, their school, and their communities as positive, mature, and respectful examples of the school and its Mission, Vision, and Beliefs.
    a. Participants will be held accountable to meeting these expectations by the coach/sponsor of the activity in which they participate. Coaches/sponsors have the responsibility and authority to guide, counsel, and teach participants to this end within the programs that they supervise. Coaches/sponsors may issue reasonable consequences, not specifically prohibited by the school, in the course of carrying out their responsibilities.
    b. Gross or aggravated circumstances of conduct unbecoming on the part of an activity participant may warrant the suspension of or the outright removal of a participant from participation and/or membership in an activity/activity program for up to the remainder of the current school year.
        i. Said consideration can only be initiated in writing by the coach/sponsor, the A.D., or the principal.
        ii. When such consideration initiated, the request to consider must be made in writing and provided to the participant, the A.D., the principal, and a parent/guardian of the participant.
        iii. Determinations of suspension or removal based on these grounds will be can only be made through unanimous agreement of the coach/sponsor, A.D. and principal; such determinations will then require written approval of the superintendent.

iv. An appeal of such determination can be made to the superintendent.
    1. The appeal must be in writing and submitted by a parent/guardian.
    2. Only one appeal can be made per occurrence.
    3. The appeal must be submitted within 3 school days of the superintendent's initial approval.
    4. The written appeal must state the grounds upon which the appeal is being made.

TIER 2 CODE OF CONDUCT

The Tier 2 Code of Conduct applies to all students in grades 7-12. Consequences for violations of the Tier 2 Code of Conduct will affect the ability for students in grades 7-12 to perform, compete, or otherwise publicly represent Heartland Community Schools through its various activities and/or extracurricular programs.

When The Policy Applies & When Violations Can Occur

Heartland Community Schools students can be found to be in violation of the school's Tier 2 Code of Conduct for offenses that are determined to be violations of the code of conduct when such offenses occur within the circumstances that are specified below:

1. At all times, places, or locations for the continuous period of time beginning at 12 AM on Monday of Week 6 (as determined by the standard NSAA calendar) through 11:59 PM on Saturday of Week 47 (as determined by the standard NSAA calendar).

2. At any time, place, or location while clearly acting under the umbrella of Heartland Community Schools or while under the custodial direction and/or supervision of Heartland Community Schools, its programs, its personnel, or its agents.
    a. Common examples where this might occur outside of the 42-week timeframe specified above might include, but are not limited to: while attending an open gym in the summer, while attending a summer weight training session, while attending or traveling to a summer league or summer team camp event, while attending a music program trip, while attending a National FBLA Conference, etc.

Tier 2 Code of Conduct Violations

1. Intentional use, possession, purchase, theft, or distribution of any product containing or used to consume tobacco or nicotine (e.g. cigarettes, smokeless tobacco, e-cigarette, vape pen, vape cartridge, etc.). Determined by a preponderance of evidence.

2. Intentional use, possession, purchase, theft, or distribution of any product containing alcohol. Determined by a preponderance of evidence.
3. Is convicted, or determined by a preponderance of evidence, of committing an act that is defined in state law as a misdemeanor, other than a minor traffic violation or those violations identified in Violation 8.
4. Intentional use, possession, purchase, theft, or distribution of any product containing, or used to consume, kratom or any psychoactive cannabinoids (e.g. delta-8) Determined by a preponderance of evidence.
5. Intentional possession, purchase, theft, or distribution of any illegal drug paraphernalia. Determined by a preponderance of evidence.
6. Intentional, non-prescribed use, possession, purchase, theft, or distribution of any prescription drug. Determined by a preponderance of evidence.
7. Intentional use, possession, purchase, theft, or distribution of any illegal drug. Determined by a preponderance of evidence.
8. Is convicted, or determined by a preponderance of evidence, of committing an act that is defined in state law as misdemeanor abuse, assault, intimidation, or theft.
9. Is convicted, or determined by a preponderance of evidence, of committing an act that is defined in either state or federal law as a felony.

When Consequences Apply & When Ineligibility Can Occur
Heartland Community Schools students determined to be in violation of the Tier 2 Code of Conduct will deemed to be ineligible for publicly competing, performing, or participating in school activities as a representative of Heartland Community Schools or any of its activity, extracurricular, or co-curricular programs to the extent that such participation is not directly related to any academic grading requirements.

A period of ineligibility will begin immediately upon the principal's determination that a violation has occurred, and the first day of the ineligibility period will coincide with the day that the student is provided with notice, in any form, of said determination. The length of a period of ineligibility will be based upon the type/seriousness of the violation, and the aggregate number of violations that a student has accumulated. All periods of ineligibility will be assigned in terms of calendar days and the length of said periods will be for the number of days prescribed below.

Activities and/or events for which an ineligibility period applies include, but are not limited to:

- Interscholastic Athletic Competition
- Public Intrascholastic Athletic Competitions
- Art Club
- Dances (including Homecoming and Prom)
- Drama Performances
- FBLA
- FFA
- Instrumental Music Performances
- Math Team
- National Honor Society
- Out-Of-State Travel
- Overnight Travel
- Quiz Bowl
- Robotics
- Summer League Competitions
- Team Camp Participation
- Vocal Music Performances

*** Ineligibility will not be applied to co-curricular events where performance/participation is an academic grading requirement - in all such cases such exemption requires prior approval of the principal.**

In novel or ambiguous circumstances where intent or precedent has not been clearly established, the school administration will apply the following standard:

> Heartland Community Schools students determined to be in violation of the Tier 2 Code of Conduct will be ineligible to participate, perform, attend, or otherwise be involved in an event or excursion where such participation, performance, attendance, or involvement:
>
> 1. Would clearly imply that the student is publicly acting as a sponsored representative of the school; and
> 2. Would occur during the period of ineligibility that is properly assigned to any determination of violation in accordance with the established consequences in the Tier 2 Code of Conduct.

Assigned Periods Of Ineligibility

Violation		Prescribed Period Of Ineligibility For Competition / Public Performance / School Representation					
		A: 15 calendar days	B: 30 calendar days	C: 45 calendar days	D: 60 calendar days	E: 90 calendar days	F: 180 Calendar Days
1	Intentional use, possession, purchase, theft, or distribution of any product containing or used to consume tobacco or nicotine (e.g. cigarettes, smokeless tobacco, e-cigarette, vape pen, vape cartridge, etc.). Determined by a preponderance of evidence.	If first aggregate violation.	If second aggregate violation.	If third aggregate violation.	If fourth aggregate violation.	If fifth aggregate violation.	If sixth aggregate violation.
2	Intentional use, possession, purchase, theft, or distribution of any product containing alcohol. Determined by a preponderance of evidence.	If first aggregate violation.	If second aggregate violation.	If third aggregate violation.	If fourth aggregate violation.	If fifth aggregate violation.	If sixth aggregate violation.
3	Is convicted, or determined by a preponderance of evidence, of committing an act that is defined in state law as a misdemeanor, other than a minor traffic violation or those violations identified in Violation 8.		If first aggregate violation.	If second aggregate violation.	If third aggregate violation.	If fourth aggregate violation.	If fifth aggregate violation.
4	Intentional use, possession, purchase, theft, or distribution of any product containing, or used to consume, kratom or any psychoactive cannabinoids (e.g. delta-8) Determined by a preponderance of evidence.		If first aggregate violation.	If second aggregate violation.	If third aggregate violation.	If fourth aggregate violation.	If fifth aggregate violation.
5	Intentional possession, purchase, theft, or distribution of any illegal drug paraphernalia. Determined by a preponderance of evidence.		If first aggregate violation.	If second aggregate violation.	If third aggregate violation.	If fourth aggregate violation.	If fifth aggregate violation.
6	Intentional, non-prescribed use, possession, purchase, theft, or distribution of any prescription drug. Determined by a preponderance of evidence.			If first aggregate violation.	If second aggregate violation.	If third aggregate violation.	If fourth aggregate violation.
7	Intentional use, possession, purchase, theft, or distribution of any illegal drug. Determined by a preponderance of evidence.			If first aggregate violation.	If second aggregate violation.	If third aggregate violation.	If fourth aggregate violation.
8	Is convicted, or determined by a preponderance of evidence, of committing an act that is defined in state law as misdemeanor abuse, assault, intimidation, or theft.			If first aggregate violation.	If second aggregate violation.	If third aggregate violation.	If fourth aggregate violation.
9	Is convicted, or determined by a preponderance of evidence, of committing an act that is defined in either state or federal law as a felony.			If first aggregate violation.	If second aggregate violation.	If third aggregate violation.	If fourth aggregate violation.
Periods of ineligibility will begin on the day of determination. The day of determination will count as Day 1 as the days that constitute the period of ineligibility are counted out.							
Penalties listed herein are minimum penalties applicable only to eligibility in activities. The penalties prescribed herein, may be in addition to, or secondary to, other penalties as may be prescribed elsewhere in school regulations, board policy, state statute, or federal law.							

Report Of Alleged Violation

An alleged violation of the Tier 2 Code of Conduct will be evaluated once it is considered to be *reported* to the school principal. The process of evaluating alleged violations begins with a report to the school principal. An alleged violation is considered to be reported when sufficient information is discovered by the school administration, or brought forward to the school principal by a coach, sponsor, school personnel, through a public record, or other credible person or source of information.

Determination Of A Violation

After a reported violation, the principal will discuss the violation with the student and notify his/her parent(s). If the principal finds sufficient information exists to suggest that a violation likely has occurred within the jurisdictional authority of the school, they will investigate the allegation and the necessary facts directly related to the allegation. If upon a preponderance of the evidence available, the principal determines that a violation has occurred, the student along with their parent/guardian will be notified, along with the necessary school personnel. The principal will

reduce their findings to writing and provide written notice to the parent/guardian.

Upon a determination of a violation, the principal will assign the appropriate period of ineligibility, said period of ineligibility will be for the number of days as prescribed in the handbook for the violation. The period of ineligibility will begin immediately upon the principal's determination and the first day of the ineligibility period will coincide with the day that the student is provided with notice, in any form, of said determination.

Appealing The Determination Of A Violation
A parent/guardian may appeal the determination of the principal to the superintendent. Any such appeal must be submitted to the superintendent in writing no later than the fifth day of the period of ineligibility assigned to the student. The superintendent will provide a written response to the request for appeal within 5 days of receiving the request for appeal. The request for appeal must include the grounds for the appeal. The only grounds for an appeal that can be considered are 1) whether the actions in question are a violation of the Tier 2 Code of Conduct, and 2) whether the consequences assigned to the student are congruent with the consequences prescribed by the handbook.

Periods Of Aggregation
In assigning periods of ineligibility for violations of the code of conduct, the principal will take into account the aggregate number of violations acquired by a student. Acquired violations will be aggregated during two separate periods. Violations that a student is determined to have acquired during their 7th and 8th grade years will be consecutively aggregated together. Violations that a student is determined to have acquired during their 9th, 10th, 11th, and 12th grade years will be consecutively aggregated together but separately from the aggregated violations that a student acquires during either their 7th or 8th grade years. Consequences (i.e. periods of ineligibility) for a violation that was determined to have occurred in either the 7th or 8th grade will not extend beyond the point in time in which a student is determined, for the purposes of this policy, to become a 9th grade student.

For the purposes of this policy:
Immediately upon their classification, for the purposes of this policy, as a 7th grade student, or at any such time that is subsequent to when such classification would have occurred, and through the time that they cease to be classified as a 12th grade student; Heartland Community Schools students must be classified as either a 7th, 8th, 9th, 10th, 11th or 12th grade student.

A Heartland Community Schools student becomes a 7th grade student at 12 AM on Monday of the Week 6 (as determined by the standard NSAA calendar) that immediately precedes the school year in which they will be classified by the school as being in 7th grade.

A Heartland Community Schools student becomes a 9th grade student at 12 AM on Monday of the Week 6 (as determined by the standard NSAA calendar) that immediately precedes the school year in which they will be classified by the school as being in 9th grade.

A Heartland Community Schools student ceases to be a 12th grade student at 12 AM on Monday of the Week 6 (as determined by the standard NSAA calendar) is immediately subsequent to the date upon which their high school diploma is conferred.

HEARTLAND COMMUNITY SCHOOL
TRAINING AND PARTICIPATION RULES AND VIOLATION REPORT

Student_____ Date of Violation_____

Nature of Violation_____
_____
_____
_____

Discipline Action Taken_____
_____
_____
_____
_____

Violation Reported By_____Date_____
Are there any previous violations this school year?_____

Yes & Date No

_____
_____

Did student admit to violation?
_____

Yes No

Contact with parent/guardian_____
_____

Yes & Date No Letter-Phone-Visit

Comments: _____
_____
_____
_____
Other student(s) reported involved:_____
_____
The dates of this suspension shall be from_____to _____ and_____to if necessary.

_____ _____
Signature of Reporting Administrator Date

SECTION FOUR:
CONCUSSIONS

Concussion Return to Learn – A Closer Look at the Protocol

Steps	Progression	Description
1	**HOME- Relative Rest**	• Stay at Home, No Driving • No Mental Exertion (Computer, Texting, Homework)
2	**HOME- Light Mental Activity**	• Stay at Home, No Driving, No Prolonged Concentration. • Up to 30 Minutes of Mental Exertion
Progress to next level when able to handle up to 30 minutes of mental exertion without increase in symptoms		
3	**School- Part Time** • Maximum Accommodations • Shortened Day/Schedule • Built-in Breaks	• Modify rather than postpone academics • Extra time, extra help, and modification of assignments. • No significant classroom or standardized testing • Provide quiet place for scheduled mental rest.
Progress to next level when able to handle up to 30-40 minutes of mental exertion without increase in symptoms		

4	**School- Part Time** • Moderate Accommodations • Shortened Day/Schedule	• Moderate decrease of extra time, help and modified assignments. • Modified classroom testing. • Modified standardized testing.
Progress to next level when able to handle up to 60 minutes of mental exertion without increase in symptoms		
5	**School- Full Time** • Minimal Accommodations	• Continued decrease of extra time, help and modification of assignments. • May require support in academically

		challenging subjects • No Standardized tests, but routine tests OK
Progress to the next level when able to handle all class periods in succession without increase in symptoms AND receives medical clearance for full return to academics and athletics.		
6	**School Full Time** • Full Academics • No Accommodations	• Attends all classes-Standardized Tests OK

Things to Note:

•Progression is individual. Students may start at any step and remain there as long as necessary.
•Return to the previous step if symptoms increase.
•When symptoms continue beyond 2-3 weeks, extended in-school support is required.
Consider requesting an SAT or a 504 meeting to plan and coordinate student supports.

Return to Play – A Closer Look

Steps	Progression	Exercise
1	**No physical activity as long as there are symptoms.**	• Complete Physical Rest.
Progress to Step 2 when cleared by a medical provider and 100% symptom free for 24 hrs.		
2	**Light Aerobic Activity** • Increase heart rate • Light to moderate exercise that does not require cognitive attention or high degree of concentration.	• 10-15 minutes of exercise, no resistance training. •Walking •Swimming •Exercise Bike
Progress to Step 3 when symptom free for 24 hours after step 2 activities. If symptoms return, go back to Step 2.		
3	**Sport Specific Exercise** • Add movement • Increased attention to coordination required.	• 20-30 minutes of supervised play, low risk activities. •Running in gym, on field or treadmill •NO weightlifting •NO head impact activities •NO helmet or other equipment.
Progress to Step 4 when symptom free for 24 hours after step 3 activities. If symptoms return, go back to step 3.		

4	**Non-contact training drills** •Exercise, coordination •Athletes sport without risk of head injury	• Progression to more complex training drills- run/jump as tolerated. • May start progressing resistance training • Non-Contact training in full equipment
Progress to Step 5 when symptom free for 24 hours after step 4 activities. If symptoms return, go back to step 4.		
5	**Full Contact Practice** • Normal training activities after medical clearance. •Restores Confidence •Functional skills assessed by coaching staff	• Full contact practice/training
Progress to Step 6 when symptom free for 24 hours after step 2 activities. If symptoms return, go back to Step 5.		
6	**Return to Play**	• Normal game play with no restrictions

Things to Note:

•Concussion Management Team should be aware of the state laws and which healthcare providers may clear a student.

•To begin the return to play progression:
Student must be symptom free;
Student should have no academic accommodations in place;
Student must be cleared by a health care provider.

•Student may spend 1-2 days at each step before advancing.
•If post-concussion symptoms occur at any step, stop activity and have the Concussion Management Team reassess.

A Parent's Guide to Concussions

WHAT IS A CONCUSSION?

A concussion is a brain injury that results in a temporary disruption of normal brain function. A concussion occurs when the brain is violently rocked back and forth or twisted inside the skull as a result of a blow to the head or body. An athlete does not have to lose consciousness ("knocked-out") to suffer a concussion.

CONCUSSION FACTS

- It is estimated that more than 140,000 high school athletes across the United States suffer a concussion each year. (Data from NFHS Injury Surveillance System).
- Concussions occur most frequently in football, but girl's lacrosse, girls' soccer, boy's lacrosse, wrestling, and girls' basketball follow closely behind. All athletes are at risk.
- A concussion is a traumatic injury to the brain.
- Concussion symptoms may last from a few days to several months.
- Concussions can cause symptoms that interfere with school, work, and social life.
- Athletes who have symptoms from a concussion should not return to sports because they are still at risk for prolonging symptoms and further injury.
- A concussion may cause multiple symptoms. Many symptoms appear immediately after the injury, while others may develop over the next several days or weeks. The symptoms may be subtle and are often difficult to fully recognize.

WHAT ARE THE SIGNS AND SYMPTOMS OF A CONCUSSION?

Signs Observed by Parents or Guardians

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows behavior or personality changes
- Can't recall events prior to hit or fall
- Can't recall events after hit or fall

Symptoms Reported by Athlete

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light or noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion
- Does not "feel right

WHAT SHOULD I DO IF I THINK MY CHILD HAS HAD A CONCUSSION?

An athlete who is suspected of having a concussion must be removed from play immediately, whether it is in a game or practice. Continuing to participate in physical activity after a concussion can lead to worsening concussion symptoms, increased risk of further injury, and even death. Parents and coaches are not expected to be able to "diagnose" a concussion, as that is the job of a medical professional. However, they must be aware of the signs and symptoms of a concussion and if they are suspicious, the child must stop playing:

WHEN IN DOUBT – SIT THEM OUT!

Every athlete who sustains a concussion needs to be evaluated by a health care professional who is familiar with sports concussions. Parents should call their child's physician, explain what has happened, and follow the physician's instructions. A child who is vomiting, has a severe headache, or has difficulty staying awake or answering simple questions should be taken to the parent's doctor or emergency room immediately.

WHEN MAY AN ATHLETE RETURN TO PLAY FOLLOWING A CONCUSSION?

No athlete who has suffered a concussion should return to play or practice the same day. Previously, athletes were allowed to return to play if their symptoms resolved within 15 minutes of the injury. Studies have shown that the young brain does not recover quickly enough for an athlete to return to activity in such a short time.

Concerns about athletes who return to play too quickly have led state lawmakers in Oregon and Washington to pass laws stating that **no athlete shall return to play on the day he or she suffered a concussion and the athlete must be cleared by an appropriate health care professional before he or she are allowed to return to play in games or practices**. The laws also mandate that coaches receive education on recognizing the signs and symptoms of concussion.

Once an athlete is free of symptoms of a concussion and is cleared to return to play by a health care professional knowledgeable in the care of sports concussions, he or she should proceed with activity in a step-wise fashion to allow the brain to readjust to exertion. On average, the athlete will complete a new step each day. The return-to-play schedule should proceed as below following medical clearance:

Step 1: Light exercise, including walking or riding an exercise bike. No weight-lifting.
Step 2: Running in the gym or on the field. No helmet or other equipment.
Step 3: Non-contact training drills in full equipment. Weight training can begin.
Step 4: Full contact practice or training.
Step 5: Game play.

If symptoms occur at any step, the athlete should cease activity and be re-evaluated by a health care provider.

HOW CAN A CONCUSSION AFFECT SCHOOLWORK?

Following a concussion, many athletes will have difficulty in school. These problems may last from days to months and often involve difficulties with short and long-term memory, concentration, and organization.

In many cases, it is best to reduce the athlete's class load after the injury. This may include staying home from school for a few days, followed by a lightened schedule for a few days or perhaps a longer period of time if needed. Decreasing the stress on the brain soon after a concussion may reduce symptoms and shorten the recovery period.

WHAT CAN YOU DO?

- Both you and your child should learn to recognize the "Signs and Symptoms" of a concussion as listed above.
- Emphasize to administrators, coaches, teachers, and other parents your concerns and expectations about concussion and safe play.
- Teach your child to tell the coaching staff if he or she experiences such symptoms.
- Teach your child to tell the coaching staff if he or she suspects that a teammate has a concussion.
- Monitor sports equipment for safety, fit, and maintenance.
- Ask teachers to monitor any decrease in grades or changes in behavior that could indicate concussion.
- Report concussions that occurred during the school year to appropriate school staff. This will help in monitoring injured athletes as they move to the next season's sports.

OTHER FREQUENTLY ASKED QUESTIONS:

Why is it so important that an athlete not return to play until they have completely recovered from a concussion?

An athlete who has not fully recovered from an initial concussion is very vulnerable to recurrent, cumulative, and even catastrophic consequences of a second concussive injury. Such difficulties are prevented if the athlete is allowed time to recover from the concussion and return-to-play decisions are carefully made. No athlete should return to sport or other at-risk participation when symptoms of a concussion are present and recovery is ongoing.

Is a "CT scan" or MRI needed to diagnose a concussion?

Diagnostic testing which includes CT ("CAT") and MRI scans are rarely needed following a concussion. While these are helpful in identifying life-threatening brain injuries (e.g., skull fracture, bleeding, swelling), they are not normally used, even by athletes who have sustained severe concussions. A concussion is diagnosed based upon the athlete's story of the injury and the health care provider's physical examination.

What is the best treatment to help my child recover more quickly from a concussion?

The best treatment for a concussion is rest. There are no medications that can speed the recovery from a concussion. Exposure to loud noises, bright lights, computers, video games, television, and phones (including text messaging) may exacerbate the symptoms of a concussion. You should allow your child to rest as much as possible in the days following a concussion. As the symptoms decrease, you may allow increased use of computers, phone, video games, etc., but the access must be reduced if symptoms worsen.

How long do the symptoms of a concussion usually last?

The symptoms of a concussion will usually go away within one week of the initial injury. You should anticipate that your child will likely be out of sports for about two weeks following a concussion. However, in some cases, symptoms may last for several weeks or even months. Symptoms such as headache, memory problems, poor concentration, and mood changes can interfere with school, work, and social interactions. The potential for such long-term symptoms indicates the need for careful management of all concussions.

How many concussions can an athlete have before he or she should stop playing sports?

There is no "magic number" of concussions that determine when an athlete should give up playing contact or collision sports. The circumstances

surrounding each individual injury, such as the way the injury happened and length of symptoms following the concussion are very important and must be considered when assessing the athlete's risk for further and potentially more serious concussions. The decision to "retire" from sports is a decision best reached following a complete evaluation by your child's primary care provider and consultation with a physician or neuropsychologist who specializes in treating sports concussion.

I've read recently that concussions may cause long-term brain damage in professional football players. Is this a risk for high school athletes who have had a concussion?

The issue of "chronic encephalopathy" in several former NFL players has received a great deal of media attention lately. Very little is known about what may be causing dramatic abnormalities in the brains of these unfortunate retired football players. At this time, we have very little knowledge of the long-term effects of concussions that happen during high school athletics.

In the cases of the retired NFL players, it appears that most had long careers in the NFL after playing in high school and college. In most cases, they played football for over 20 years and suffered multiple concussions in addition to hundreds of other blows to their heads. Alcohol and steroid use may also be contributing factors in some cases. Obviously, the average high school athlete does not come close to suffering the total number or sheer force of head trauma seen by professional football players. However, the fact that we know very little about the long-term effects of concussions in young athletes is further reason to carefully manage each concussion.

Adapted from A Parent's Guide to Concussion in Sports, National Federation of High School Associations.

Some of this information has been adapted from the CDC's "Heads Up: Concussion in High School Sports" materials by the NFHS's Sports Medicine Advisory Committee. See www.cdc.gov/ncipc/tbi/Coaches_Tool_Kit.htm for more information.

SECTION FIVE

FORMS

This section contains forms that students and their parents must complete and return to the school office **NO LATER THAN** August 20, 2026.

STUDENT HANDBOOK RECEIPT
(INCLUDES ACTIVITIES AND ATHLETICS)

This Student Handbook is distributed in accordance with Nebraska State Law, Section 79-262, paragraph three which states in part: "Rules and Standards which form the basis for discipline shall be distributed to students and parents at the beginning of each school year or at the time of enrollment…"

Parents (or guardians) and students are required to sign & return the receipt form below before August 20, 2026.

PARENT/STUDENT AGREEMENT

I have been provided access to the Student Handbook which is, at all times, available on the school website describing the Heartland Community School District's discipline policies, regulations, rules, and expectations to be followed by students enrolled in the Heartland Community School, including the Drug Free School Policy. My child and I understand that we must comply with these policies.

RECOGNITION OF POTENTIAL AMENDMENTS OR SUPPLEMENTS

The rules and information provided in this handbook may be supplemented or amended by the School District's administration at any time, consistent with applicable law and board policy. All parents shall be provided notice of any such changes by the district's regular means of contact. By signing below, you agree that you will read any such information and communications, discuss them with your child, and recognize that you must comply with all rules, procedures, and requirements as they apply at that time.

Parent's Signature: _____Date _____

Student's Signature: _____Date _____

AUTHORIZATION AND ACKNOWLEDGEMENT

WARNING: SERIOUS CATASTROPHIC AND PERHAPS FATAL INJURY MAY RESULT FROM ATHLETIC PARTICIPATION

Many forms of athletic competition result in violent physical contact among players, the use of equipment that may result in accidents, strenuous physical exertion, and numerous other exposures to risk of injury. Students and parents must assess the risks involved in such participation and make their choice to participate in spite of those risks. No amount of instruction, precaution, or supervision will eliminate these risks. Students have suffered accidents resulting in death, paraplegia, quadriplegia, and other very serious permanent physical impairment while playing sports. By granting permission for your student to participate in athletic competition, you, the parent or guardian, acknowledge that such risk exists. Students will be instructed in proper techniques to be used in athletic competition and in the proper utilization of all equipment worn or used in practice and competition. Students must adhere to that instruction and utilization and must refrain from improper uses and techniques.

I understand the statement above and I understand that by allowing my student to participate in athletic events, I assume the risk that he/she may be injured, perhaps severely.

_____

Signature of Parent

_____ _____

Printed Name of Parent Date

ACKNOWLEDGEMENT OF CONDUCT CODE

I understand that as a student representing the school district in activities, I am obligated to comply with the athletic handbook, including the code of conduct. This means that I may not possess, use, or be at parties in the presence of alcohol, illicit drugs, or controlled substances at any time beginning at 12 AM on Monday of Week 6 (as determined by the standard NSAA calendar) through 11:59 PM on Saturday of Week 47 (as determined by the standard NSAA calendar).

I understand that if I violate the code of conduct or other rules in this handbook, I may be suspended from participation in co-curricular activities and/or school sponsored activities or events.

_____

Signature of Student

_____ _____

Printed Name of Student Date

I understand that my student is obligated by this handbook, including the statements above.

_____

Signature of Parent

_____ _____

Printed Name of Parent Date

Military Recruiting Permission Form

Section 9528 of the **No Child Left Behind Act of 2001** requires schools to release your family's private information to military recruiters unless you "opt out" in writing.

_____As a parent, I am exercising the right to "opt out" and request that you do not turn over the name, address, and telephone number of the following student to military recruiters.

_____As a parent, I allow the school to provide my student's name, address, and telephone number to military recruiters.

School: Heartland Community Schools

Student Name:_____

Signature of Student:_____

Signature of Parent:_____

Date:_____

Federal public law 107-110, section 9528 of the ESEA, "No Child Left Behind Act" requires school districts to release student names, addresses, and phone numbers to military recruiters upon request. The law also requires the school district to notify students and parents of the right to opt-out from this by requesting that the district not release student's information to military recruiters. This form is intended to serve as a request to withhold this information.

Complete and Return if Applicable

RELEASE FOR ADMINISTERING MEDICATION IN THE
HEARTLAND COMMUNITY SCHOOLS

Student Name_____Grade_____ Birthdate_____

Date _____ Name of Physician_____

I request that school personnel administer medication to my child _____,
as prescribed by said child's physician. (Name of Child)

I absolve school personnel and the school district from any liability stemming from adverse reactions and all other effects which may occur because of the administering of such prescribed medication.

Date _____ Parent/Guardian signature _____

PLEASE PRESENT THE MEDICATION IN AN ORIGINALLY LABELED BOTTLE OR CONTAINER WITH YOUR CHILD'S NAME, PHYSICIAN'S NAME, NAME OF MEDICATION AND DOSAGE.

Name of Medication _____

What time day is each dose to be given _____

If given PRN (as needed only) specify the length of time between doses.
_____

How much or how many to be given _____

Reason for taking medication _____



Nebraska Department of Health and Human Services

Self-management Of Asthma and Severe Allergy (Anaphylaxis) at School Consent/release form

Parental consent/release in writing is required annually and must be accompanied by:

- **Signed physician authorization for self-management of asthma/anaphylaxis at school.**
- **Current written medical management plan. The school can provide a form for your use.**
- **We strongly recommend you allow us to keep an extra supply of your child's medications at school.**

PARENT/GUARDIAN: By signing below, you acknowledge the following:

1. You are requesting that your student be allowed to self-manage his or her asthma or allergy condition at school.
2. You have confidence that your student has the knowledge and skills need to self-manage his or her asthma or allergy condition at school.
3. You understand that you are not required to make this request on behalf of your child. Your child may utilize the health office for asthma and allergy cares. Your child may request assistance from qualified school health personnel at any time during the school day.
4. If your student injures school personnel or another student as a result of misuse of asthma or allergy supplies, you shall be responsible for any and all cost associated with such injury.
5. The school and its employees are not liable for any injury or death arising from a student's self-management of his or her asthma or allergy condition.
6. You will indemnify and hold harmless the school and its employees and agents against any claim arising from a student's self-management of his or her asthma or allergy.

_____ _____

Parent/Guardian Printed Name | Student Printed Name

_____ _____

Parent/Guardian Signature | Date

THIS PORTION RECOMMENDED, NOT REQUIRED

STUDENT: By signing below, you agree that you understand:

1. You must not share, or allow another student to handle, your medications or supplies.
2. You will notify the school nurse or other designated adult when you have used your medication.
3. If you don't feel better after using your medication, you will seek help from school personnel.

_____ _____

Student Signature | Date

Student Asthma/Allergy Action Plan

(This Page To Be Completed By Health Care Provider)

Student Name: _____ **Weight:** _____ **Date Of Birth:** ____/____/____ (MONTH) (DAY) (YEAR)

❑ **Exercise Pre-Treatment:** Administer inhaler **(2 inhalations)** 15-30 minutes prior to exercise. ❑ PE ❑ Recess

❑ Albuterol /Levalbuterol HFA inhaler (Proventil, Ventolin, ProAir. Xopenex) ❑ Use inhaler with valved holding chamber
❑ Albuterol DPI (ProAir RespiClick) ❑ May carry & self-administer quick relief medication

Asthma Treatment

Give **quick relief medication** when student has asthma symptoms, such as coughing, wheezing or tight chest.

❑ Albuterol /Levalbuterol HFA - 2-4 inhalations (Proventil, Ventolin, ProAir, Xopenex)
❑ Use inhaler with valved holding chamber
❑ Albuterol DPI (ProAir RespiClick) - 2 inhalations
❑ Albuterol inhaled **by nebulizer** (Proventil, Ventolin, AccuNeb)
❑ .63 mg/3 mL ❑ 1.25 mg/3 mL ❑ 2.5 mg/3 mL
❑ Levalbuterol inhaled **by nebulizer** (Xopenex)
❑ 0.31 mg/3 mL ❑ 0.63 mg/3 mL ❑ 1.25 mg/3 mL
❑ May carry & self-administer quick relief medication

If symptoms do not improve, quick relief medication can be repeated after 10 minutes

Closely Watch the Student after Giving Quick Relief Medication

If, after 10 minutes:

- Symptoms are better, student may return to classroom **after** notifying parent/guardian

If student continues to get worse, CALL 911 & use the Nebraska Schools' Emergency Response to Life-Threatening Asthma or Systemic Allergic Reactions (Anaphylaxis) Protocol

Anaphylaxis Treatment

Give **epinephrine** when student has allergy symptoms, such as hives, with difficulty breathing (chest or neck "sucking in"), lips or fingernails turning blue, or trouble talking (shortness of breath) or vomiting or collapse.

❑ EpiPen® 0.3 mg ❑ EpiPen® Jr 0.15 mg
❑ AUVI-Q® 0.3 mg ❑ AUVI-Q® Jr. 0.15 mg
❑ AUVI-q® 0.1 mg
❑ Other: _____

Lay person flat on back and raise legs. If vomiting or difficulty breathing, let them lie on their side.

❑ **Use epinephrine auto-injector immediately upon exposure to known allergen**
❑ **If symptoms do not improve or they return, epinephrine can be repeated after 5 minutes or more**
❑ May carry & self-administer epi auto-injector

***CALL 911* After Giving Epinephrine & Closely Watch the Student**

- Notify parent/guardian immediately
- ***Even*** **if student gets better, the student should be watched for more signs & symptoms of anaphylaxis in an emergency facility**

If student does not get better or continues toget worse, use the Nebraska Schools' Emergency Response to Life-Threatening Asthma or Systemic Allergic Reactions (Anaphylaxis) Protocol

❑ This Student has the ability to self-manage Student's Health Condition and I authorize Student to self-manage in accordance with this Plan. If medications are self-administered, the school staff must be notified immediately.

Additional information: *(i.e. asthma triggers, allergens)* _____

Health Care Provider name: *(please print)* _____ **Phone:** _____

Health Care Provider signature: _____ **Date:** _____

Parent signature: _____ **Date:** _____

Reviewed by school nurse/nurse designee: _____ **Date:** _____

Kindergarten/Seventh Grade Physical

Nebraska law requires a physical examination prior to entrance into 7th grade. It is recommended that you take this form to your doctor at the time of examination. **When completed by you and your physician, please return it to the school office.** If you object to your child receiving this examination, please state that you do not wish your child to have a physical exam, sign and date this form and return it to your school.

Name_____Gender_____Birthdate_____

Address_____City_____State_____Zip_____

Height_____Weight_____Blood Pressure_____Allergies_____

Please list dates for the following immunizations: See attached: ☐

Hepatitis B	Hepatitis A	MMR	Menactra (Recommended)	DTaP	HPV (Recommended)	Chicken Pox
#1_____	#1_____	#1_____	_____	#1_____	#1_____	#1_____
#2_____	#2_____	#2_____		#2_____	#2_____	#2_____
#3_____				#3_____	#3_____	Had disease in
				#4_____		_____ Year
				#5_____		

Current medications:_____

Surgeries:_____

Parent's signature _____

Physical Exam (Physician)

General Health _____ Scoliosis screening_____

HEENT_____ Skin_____

Cardiovascular_____ Hernia_____

Respiratory_____ Other_____

Abdomen_____ _____

Musculo-skeletal_____ _____

List recommendations for any condition requiring medical attention:_____

_____

Any restrictions on physical activity?_____

Recommendations to teacher or school nurse for promoting this child's physical and mental health:_____

_____

Examining provider (print)_____ (signature)_____Date _____

■ PREPARTICIPATION PHYSICAL EVALUATION

PHYSICAL EXAMINATION FORM

Name: _____ Date of birth: _____

PHYSICIAN REMINDERS

1. Consider additional questions on more-sensitive issues.
   - Do you feel stressed out or under a lot of pressure?
   - Do you ever feel sad, hopeless, depressed, or anxious?
   - Do you feel safe at your home or residence?
   - Have you ever tried cigarettes, e-cigarettes, chewing tobacco, snuff, or dip?
   - During the past 30 days, did you use chewing tobacco, snuff, or dip?
   - Do you drink alcohol or use any other drugs?
   - Have you ever taken anabolic steroids or used any other performance-enhancing supplement?
   - Have you ever taken any supplements to help you gain or lose weight or improve your performance?
   - Do you wear a seat belt, use a helmet, and use condoms?
2. Consider reviewing questions on cardiovascular symptoms (Q4–Q13 of History Form).

EXAMINATION		
Height: Weight:		
BP: / (/) Pulse: Vision: R 20/ L 20/ Corrected: ☐ Y ☐ N		
MEDICAL	**NORMAL**	**ABNORMAL FINDINGS**
Appearance • Marfan stigmata (kyphoscoliosis, high-arched palate, pectus excavatum, arachnodactyly, hyperlaxity, myopia, mitral valve prolapse [MVP], and aortic insufficiency)		
Eyes, ears, nose, and throat • Pupils equal • Hearing		
Lymph nodes		
Heart* • Murmurs (auscultation standing, auscultation supine, and ± Valsalva maneuver)		
Lungs		
Abdomen		
Skin • Herpes simplex virus (HSV), lesions suggestive of methicillin-resistant *Staphylococcus aureus* (MRSA), or tinea corporis		
Neurological		
MUSCULOSKELETAL	**NORMAL**	**ABNORMAL FINDINGS**
Neck		
Back		
Shoulder and arm		
Elbow and forearm		
Wrist, hand, and fingers		
Hip and thigh		
Knee		
Leg and ankle		
Foot and toes		
Functional • Double-leg squat test, single-leg squat test, and box drop or step drop test		

* Consider electrocardiography (ECG), echocardiography, referral to a cardiologist for abnormal cardiac history or examination findings, or a comination of those.

Name of health care professional (print or type): _____ Date: _____

Address: _____ Phone: _____

Signature of health care professional: _____, MD, DO, NP, or PA

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I hereby give permission for the release of the attached student medical history and the results of the actual physical examination to the school for the purposes of participation in athletics and activities.

Parent or Legal Guardian Signature _____ *Date* _____

PREPARTICIPATION PHYSICAL EVALUATION

ATHLETES WITH DISABILITIES FORM: SUPPLEMENT TO THE ATHLETE HISTORY

Name: _____ Date of birth: _____

1. Type of disability:		
2. Date of disability:		
3. Classification (if available):		
4. Cause of disability (birth, disease, injury, or other):		
5. List the sports you are playing:		
	Yes	**No**
6. Do you regularly use a brace, an assistive device, or a prosthetic device for daily activities?		
7. Do you use any special brace or assistive device for sports?		
8. Do you have any rashes, pressure sores, or other skin problems?		
9. Do you have a hearing loss? Do you use a hearing aid?		
10. Do you have a visual impairment?		
11. Do you use any special devices for bowel or bladder function?		
12. Do you have burning or discomfort when urinating?		
13. Have you had autonomic dysreflexia?		
14. Have you ever been diagnosed as having a heat-related (hyperthermia) or cold-related (hypothermia) illness?		
15. Do you have muscle spasticity?		
16. Do you have frequent seizures that cannot be controlled by medication?		

Explain "Yes" answers here.

_____

_____

_____

Please indicate whether you have ever had any of the following conditions:

	Yes	**No**
Atlantoaxial instability		
Radiographic (x-ray) evaluation for atlantoaxial instability		
Dislocated joints (more than one)		
Easy bleeding		
Enlarged spleen		
Hepatitis		
Osteopenia or osteoporosis		
Difficulty controlling bowel		
Difficulty controlling bladder		
Numbness or tingling in arms or hands		
Numbness or tingling in legs or feet		
Weakness in arms or hands		
Weakness in legs or feet		
Recent change in coordination		
Recent change in ability to walk		
Spina bifida		
Latex allergy		

Explain "Yes" answers here.

_____

_____

_____

I hereby state that, to the best of my knowledge, my answers to the questions on this form are complete and correct.

Signature of athlete: _____

Signature of parent or guardian: _____

Date: _____

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■ PREPARTICIPATION PHYSICAL EVALUATION

MEDICAL ELIGIBILITY FORM

Name: _____ Date of birth: _____

☐ Medically eligible for all sports without restriction

☐ Medically eligible for all sports without restriction with recommendations for further evaluation or treatment of

_____

_____

☐ Medically eligible for certain sports

_____

_____

☐ Not medically eligible pending further evaluation

☐ Not medically eligible for any sports

Recommendations: _____

_____

_____

I have examined the student named on this form and completed the preparticipation physical evaluation. The athlete does not have apparent clinical contraindications to practice and can participate in the sport(s) as outlined on this form. A copy of the physical examination findings are on record in my office and can be made available to the school at the request of the parents. If conditions arise after the athlete has been cleared for participation, the physician may rescind the medical eligibility until the problem is resolved and the potential consequences are completely explained to the athlete (and parents or guardians).

Name of health care professional (print or type): _____ Date: _____

Address: _____ Phone: _____

Signature of health care professional: _____, MD, DO, NP, or PA

SHARED EMERGENCY INFORMATION

Allergies: _____

_____

_____

Medications: _____

_____

_____

Other information: _____

_____

_____

Emergency contacts: _____

_____

_____

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NEBRASKA SCHOOL ACTIVITIES ASSOCIATION

NSAA Athletic and Activities Student and Parent Consent Form

School Year: _____ Member High School: _____

Name of Student: _____ Date of Birth: _____

Place of Birth: _____

Name of Parent(s), Guardian(s), or Person(s) in Charge: _____

Relationship to Student: _____

Address(es) of Student and Parent(s)/Guardian(s)/or Person(s) in Charge**:

_____

_____

Note: If Student and all Parents/Guardians do not live in the same household, please include all addresses and inform the Member School as this may impact eligibility.

The undersigned(s) are the Student and the parent(s), guardian(s), or person(s) in charge of the above-named Student and are collectively referred to as "Parent".

The Parent and Student hereby:

(1) Understand and agree that participation in NSAA sponsored activities is voluntary on the part of the Student and is a privilege and understand and agree that (a) by this Consent Form the NSAA has provided notice of the existence of potential dangers associated with athletic and activity participation; (b) participation in any activity may involve injury, illness or conditions of some type, including exposure to communicable diseases, and even catastrophic injury, paralyzation, and death; and (c) even the best supervision, the use of the best protective equipment and strict observance of rules, injuries are still a possibility;

(2) Consent and agree to participation of the Student in NSAA activities subject to (a) all NSAA Bylaws and rules interpretations, including limitations on transfers and limitations on the use of the Student's name, image, and likeness when wearing school uniforms or engaging in commercial activity tied to the Student's participation in NSAA activities; and (b) the athletic and activities rules of the Member School;

(3) Consent and agree to the disclosure by the Member School to the NSAA, and subsequent disclosure by the NSAA, of information regarding the Student contained in the Member School's directory information or other similar policies, and any other records or documentation needed to determine the Student's eligibility and compliance necessary to participate in NSAA activities;

(4) Understand that (a) prior to athletic participation, a pre-participation release form signed by a health care professional must be signed and submitted to the Member School; and (b) for purposes of determining fitness to participate, injury, injury status, or emergency response, Parents may be asked to consent to the disclosure of confidential medical records or information. Records and information shared for this purpose will not be redisclosed to any entities outside of the health care provider(s), Member School, or NSAA;

(5) Consent and agree (a) to authorize licensed or trained individuals, including certified sports injury personnel, to evaluate and treat any injury, illness or conditions that occurs during the Student's participation in NSAA activities. This includes all reasonable and necessary care, treatment, and rehabilitation for these injuries that is made available by the Member school and/or the NSAA, including transportation of the Student to a medical facility if necessary; and (b) that Parents are obligated to pay for professional medical and/or related services; the NSAA and the Member School shall not be liable for payment of such services even if made available by the Member School or NSAA.

(6) Understand that the Student or Student's likeness being photographed, video recorded, audio taped, or recorded by any other means while participating in NSAA activities and contests and that any such recording may be used for broadcast, sale, or display.

We, Parent(s) and Student, acknowledge that I have read paragraphs (1) through (6) above, understand and agree to the terms thereof, including the warning of potential risk of injury inherent in participation in athletics and activities, and agree that Student may participate in NSAA activities.

Student Printed Name	Student Signature	Date of Signature
_____	_____	_____
Parent(s)Printed Name(s)	Parent Signature(s)	Date of Signature(s)
_____	_____	_____

Revised October 2022

Meal Price Recommendations

26-27 Recommended Meal Prices

Breakfast
K-6: $1.95 (no increase)
7-12: $1.95 (no increase)
Adult: $2.40 or USDA required minimum (no increase)

Lunch
K-6: $3.35 ($0.15 increase)
7-12: $3.50 ($0.15 increase)
2nd Entrée: $1.50 ($0.15 increase)
Staff: $4.20 or USDA required minimum ($0.30 increase)
Adult/Guest: $4.20 or USDA required minimum ($0.20 increase)

Extra Milk
$0.65 (no increase)

25-26 Meal Prices

Breakfast
K-6: $1.95
7-12: $1.95
Adult: $2.40 or USDA required minimum

Lunch
K-6: $3.20
7-12: $3.35
2nd Entrée: $1.35
Staff: $3.90 or USDA required minimum
Adult/Guest: $4.00 or USDA required minimum

Extra Milk
$0.65

Appendix I: Admissions 26-27

	Senior Citizen (65+)	Adult Admission (out of HS)	Student Admission	Younger Than School Age	Family Maximum	H&H Passes Accepted	Conference Passess Accepted	Press Pass
1 HS *Non-Tournament* **Includes Varsity**	Free	$6	$4	Free	$20	Student Staff Adult-Single Family Courtesy & Seniors	SNC Other Conference Passes Only When Reciprocity Is In Place	Accepted
2 HS *Non-Tournament* **No Varsity**	Free	Free	Free	Free	Free	Free	Free	Free
3 HS *Tournament* **All**	Free	$6	$4	Free	$20	Courtesy & Seniors	Not Accepted	Accepted
4 HS *Track Meet* **All**	Free	$6	$4	Free	$20	Student Staff Adult-Single Family Courtesy & Seniors	SNC No other conference passes	Accepted
5 JH *All* **All**	Free	Free	Free	Free	Free	Free	Free	Free
6 Conference Events **All**	Determined by Conference	Determined by Conference	Determined by Conference	Determined by Conference	Determined by Conference	None	Determined by Conference	Accepted
7 NSAA Events **All**	Determined by NSAA	Determined by NSAA	Determined by NSAA	Determined by NSAA	Determined by NSAA	None	Determined by NSAA	Accepted

Passes Detail

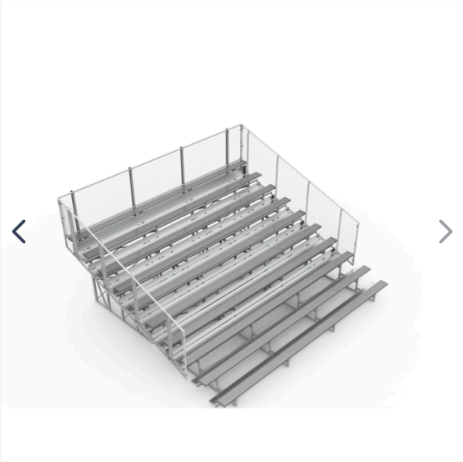
Student Pass $25
Admit: pass holder only

Courtesy & Seniors Pass Free
Admit: pass holder only

Family Pass $180
Admit: 2 adults and K-12 children

Adult-Single $75
Admit: pass holder only

Staff Pass Free
Admit: 2 adults and K-12 children



Actual product may vary from image shown.
Please contact an expert for more info: 866-280-9894



10 Row Aluminum Bleacher with Galvanized Steel Frame - Chain Link Fence - Baseline Series

$27,407.00 / each

Request a quote

- ✓ 10-rows of seating
- ✓ Galvanized Steel Frame
- ✓ Seat planks: 2"x10" anodized

This item requires a manual freight quote. Please add it to your cart and request a quote, or call 866-280-9894 to get assistance from one of our bleacher experts.

Sourcewell Awarded Contract Contract # 091523-NRS

ITEM #	#569-1330	PRINT
PRODUCT RESOURCES		VIEW SPEC SHEET

OPTIONS

Length: 27'

This item requires a shipping quote. Please add it to your cart, then click **Request a Quote**.

0 ADD TO CART

Request a quote

Best Price Guarantee | Bulk Discount | Free Expert Consultation 800-695-3503

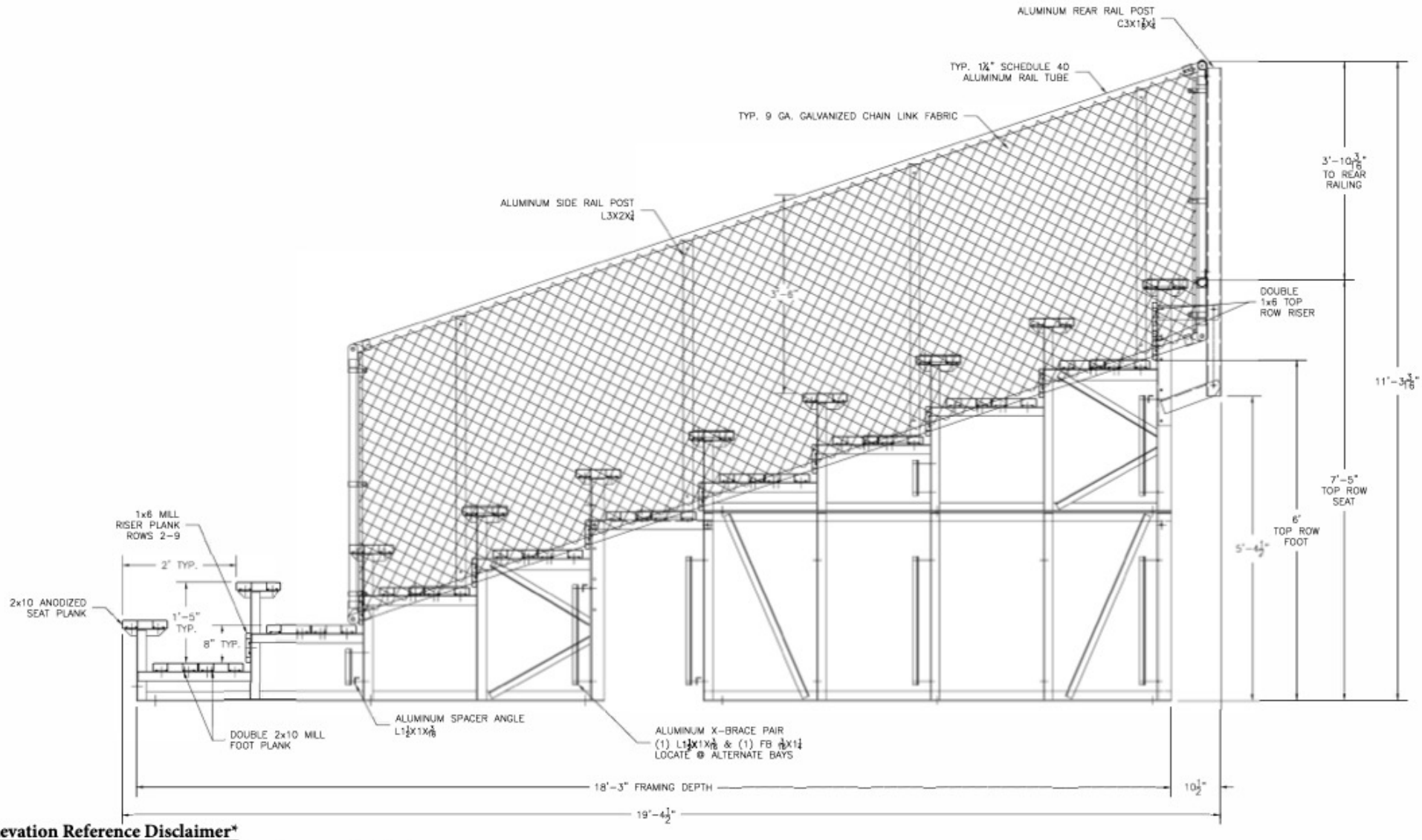
**This bleacher system may not meet your local code compliance requirements. It is the customer's responsibility to confirm any necessary code compliance related to bleachers with your local building department and communicate these requirements to The Park Catalog. The Park Catalog will not be held responsible or liable for any bleacher purchase that does not meet local code compliance.*

DESCRIPTION

The standard series bleachers have an aluminum angle frame understructure which makes them ideal for level sites. They are perfect for use Indoors or Outdoors.

Seating Chart

Item #	Bleacher Length	Seats	Weight	QuickShip
569-1330-1	15'	100	2078	No
569-1330-2	21'	140	2706	No
569-1330-3	24'	160	3179	No
569-1330-4	27'	180	3417	No



Elevation Reference Disclaimer

This elevation diagram is for confirmation of product dimensions only. While the elevation measurements shown apply to all bleachers of this row configuration, certain features, accessories, or design details illustrated in the image may not be included or available on every model. Please refer to the individual product specifications for details on included features. Use this sheet only to review elevation dimensions.

thepark AND FACILITIES CATALOG

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DRAWN BY: ADW | DATE: 6/29/22 | REVISION: (0) | SCALE: | SHEET NUMBER: EL.1

HEARTLAND COMMUNITY SCHOOLS

EMPOWERING EXCELLENCE - Every Student, Every Day

Minutes for
Board of Education Regular Meeting

Monday, June 8, 2026 7:00 PM
Conference Room
1501 Front St
Henderson, NE 68371-8929

Advance public notice of the meeting was posted on the Heartland Community School's website and at the school entrance on June 4, 2026. Advance notice of the meeting was also posted and at the post offices in both Bradshaw, NE and Henderson, NE on June 5, 2026 and on June 4, 2026 respectively.

Attendance

Lacey Gloystein:	Present
Ryan Goertzen:	Absent
Jen Hiebner:	Present
Jeb Mierau:	Present
Tyler Newton:	Present
Tammy Ott:	Present

1. Preliminary Procedures

Meeting called to order 7:02pm by President Newton.
Motion to excuse Ryan Goertzen. Passed with a motion by Jen Hiebner and a second by Tammy Ott.
Lacey Gloystein: Yea, Jen Hiebner: Yea, Jeb Mierau: Yea, Tyler Newton: Yea, Tammy Ott: Yea

1.1. **Call to Order**

1.2. **Recognize Notice of Meeting**

1.3. **Recognize Open Meetings Act Posting**

1.4. **Roll Call**

2. Public Comments On Agenda Items

Public comment will be limited to items on the current agenda. Public comment may be limited to a total of 30 minutes, individuals will be limited to 5 minutes each.

Nebraska Revised Statute 84-1412 requires members of the public desiring to provide comments to the board to identify himself or herself, including an address, and the name of any organization represented by such person. A form is provided at the meeting for individuals to complete and to submit to the superintendent prior to speaking for the purposes of efficiently providing this information.

3. Reports

3.1. **Superintendent's Report**

3.2. **Principals' Reports**

4. Discussion Items

4.1. **Presentation & Discussion Related To Alternative Construction Delivery Methods**

4.2. **Committee Report On Annual Meeting With Henderson Child Development Center**

4.3. **Building / Construction Update**

4.4. **Discuss Room 402 & Room 403 HVAC Modifications**
Recess at 9:13pm
Meeting resumed 9:22pm

4.5. **K-6 Playground Project Update**

4.6. **Discuss 26-27 Admissions Prices**

4.7. **Discuss Policy Manual Revisions**

4.8. **Discuss 26-27 Student Handbooks**

5. **Action Items**

6. **Future Agenda Items**

6.1. **Regular July Meeting: Monday, July 13th @ 7 PM**

6.1.1. **Hearing: Policy 5054 Student Bullying (7 PM, Monday, July 13, 2026)**

6.1.2. **Hearing: Policy 5018 Parent Involvement In Education Practices (7 PM, Monday, July 13, 2026)**

6.1.3. **Hearing: Policy 5045 Student Fees (7 PM, Monday, July 13, 2026)**

7. **Consent Agenda**
Motion to approve Consent Agenda. Passed with a motion by Jen Hiebner and a second by Tammy Ott.
Lacey Gloystein: Yea, Jen Hiebner: Yea, Jeb Mierau: Yea, Tyler Newton: Yea, Tammy Ott: Yea

7.1. **Approval of Minutes**

7.1.1. *Regular Meeting: May 11, 2026*

7.2. **Approval of Claims**

7.3. **Financial Reports**

7.4. **Approve Out-Of-State Over-Night Travel For National FBLA Conference**

8. **Public Comments On Items Not On The Agenda**
Public comment on items not included on the agenda. Public comment may be limited to a total of 10 minutes, individuals will be limited to 2 minutes each.

Nebraska Revised Statute 84-1412 requires members of the public desiring to provide comments to the board to identify himself or herself, including an address, and the name of any organization represented by such person. A form is provided at the meeting for individuals to complete and to submit to the superintendent prior to speaking for the purposes of efficiently providing this information.

9. **Adjournment**
Motion to Adjourn. Passed with a motion by Jeb Mierau and a second by Jen Hiebner.
Lacey Gloystein: Yea, Jen Hiebner: Yea, Jeb Mierau: Yea, Tyler Newton: Yea, Tammy Ott: Yea

_____
Board President

_____
Board Secretary

Check #	Vendor Name	Vendor Description	Amount
Checking	1		
Checking	**1 Fund: 01 GENERAL FUND**		
32946	AGTAC SERVICES LLC	JANITORIAL SERVICES	28,470.00
32949	AMAZON CAPITAL SERVICES	SUPPLIES	13,885.60
32950	AMPLIFY EDUCATION	RENEWAL	3,205.00
32951	APPLE, INC	COMPUTER SUPPLIES	57,619.65
32952	BLACK HILLS ENERGY	NATURAL GAS	483.88
32953	BLOCK, KARLA	ACCOMPANIST	296.40
32954	BOUND		500.00
32955	BRUNING-DAVENPORT USD	REIMBURSEMENT	3,733.08
33018	BURTON ENTERPRISES	TRASH REMOVAL	1,085.00
32957	BUZEK, CHAD	REIMBURSEMENT	40.00
32958	BUZEK, STEPHANIE	REIMBURSEMENT	40.00
32959	CENTRAL VALLEY AG	SERVICES	1,570.24
32960	CHEMSEARCH	SUPPLIES	199.16
33019	CITY OF HENDERSON	WATER/SEWER	612.99
32961	CRITEL ENTERPRISES, LLC	SERVICES	1,083.90
32962	DAS STATE ACCT-CENTRAL FINANCE	STATE REPORTING	635.74
33020	DEGNER, HANNAH	SERVICES	200.00
32963	DUTCH KITCHEN		1,032.01
32964	EAKES OFFICE SOLUTIONS	SUPPLIES	3,457.51
32965	ESSENTIAL SCREENS	DRUG SCREENING	175.44
32966	ESU 6	SERVICES	20,980.21
32967	ESU 9	SERVICES	269.00
32968	FES	SERVICES	2,600.00
32969	FIBER PLATFORM LLC	SERVICES	879.80
32970	FILLMORE COUNTY HOSPITAL	SERVICES	6,124.99
32971	FOLLETT CONTENT SOLUTIONS	BOOKS	82.12
32972	GO PHYSICAL THERAPY	SERVICES	6,039.75
32973	H2GROW LLC		538.65
33022	HENDERSON HEALTH CARE	SERVICES	35.00
32974	HMH EDUCATION COMPANY		1,275.00
32975	HOMETOWN LEASING	COPY MACHINE LEASE	1,404.72
32976	INSPIRA FINANCIAL	CAFETERIA 125 PLAN	150.00
32977	INTEGRATED SECURITY SOLUTIONS	INSPECTIONS	2,124.00
32978	J.W. PEPPER & SON	SUPPLIES	5.00
33024	KROEKER GRAIN & LUMBER	SUPPLIES	457.15
32979	LINCOLN JOURNAL STAR	SUBSCRIPTIONS	282.00
33025	LINCOLN JOURNAL STAR	ADVERTISING	188.00
32980	MAINSTAY COMMUNICATIONS	TELEPHONE	720.97
32981	MENARDS	SUPPLIES	1,295.66
32982	MILLER SEED & SUPPLY CO INC	SUPPLIES	934.38
33026	NCA	DUES/FEES	840.00
33027	NCSA	REGISTRATION	392.00
33000	NIPPON SANSO MATHESON INC	SUPPLIES	240.05
33001	NRCSA	SERVICES	850.00
33002	PERENNIAL PUBLIC POWER DISTRICT	ELECTRICITY	12,250.68
33003	QUILL	SUPPLIES	74.69

Check #	Vendor Name	Vendor Description	Amount		
33004	REALLY GOOD STUFF	SUPPLIES	85.58		
33028	SCHOOL SPECIALTY	SUPPLIES	1,143.83		
33029	SHERWIN WILLIAMS	SUPPLIES	777.25		
33006	SOFTWARE UNLIMITED INC	SERVICES	10,950.00		
33007	STRUCKMAN, JOSHUA	REIMBURSEMENT	40.00		
33008	STUHR MUSEUM		104.00		
33009	SYSCLOUD		1,080.00		
33010	TRI COUNTY AUTO	SERVICES	144.49		
33011	TYPING.com	RENEWAL	384.65		
33012	U.S. BANK	SUPPLIES	1,327.62		
33013	VERIZON WIRELESS	TELEPHONE	195.99		
33014	VOSS LIGHTING	SUPPLIES	1,901.25		
33015	WILLIAMS CLEANERS	UNIFORM CLEANING	544.29		
33016	YORK ACE HARDWARE	SUPPLIES	116.98		
33030	YORK GENERAL HOSPITAL	SERVICES	95.50		
				Fund Total:	**198,250.85**
				Checking Account Total:	**198,250.85**

Checking 2

Checking 2 Fund: 02 DEPRECIATION RESERVE FUND

1187	CENTENNIAL PUBLIC SCHOOLS	ENTRY FEE	8,000.00		
1188	HARCO ATHLETIC RECONDITIONING	HELMET RECONDITIONING	6,715.00		
1186	WENGERCORP.COM		6,195.00		
				Fund Total:	**20,910.00**
				Checking Account Total:	**20,910.00**

Checking 6

Checking 6 Fund: 06 SCHOOL LUNCH/MILK FUND

4420	US FOODS	SUPPLIES	44.13		
				Fund Total:	**44.13**
				Checking Account Total:	**44.13**

Special Building Fund

Check #				
1190	JEO Consulting	survey	$3,800.00	YK
1191	Clark & Enersen	architect	$1,935.52	YK
1192	Friesen Construction	Concrete	$15,265.00	YK

FUND BALANCE REPORT

as of June 30, 2026

Fund: 01	GENERAL FUND	Beginning Balance	Debits	Credits	Ending Balance	*PY Ending Balance*
		4,392,707.05	545,229.16	421,800.96	4,269,278.85	4,322,531.20
Fund: 02	**DEPRECIATION RESERVE FUND**	Beginning Balance	Debits	Credits	Ending Balance	*PY Ending Balance*
		1,051,448.90	34,969.20	0.00	1,016,479.70	910,894.32
Fund: 03	**UNEMPLOYMENT FUND**	Beginning Balance	Debits	Credits	Ending Balance	*PY Ending Balance*
		3,210.27	0.00	0.00	3,210.27	3,130.79
Fund: 06	**SCHOOL LUNCH/MILK FUND**	Beginning Balance	Debits	Credits	Ending Balance	*PY Ending Balance*
		54,371.50	13,753.39	8,532.36	49,150.47	131,740.81
Fund: 07	**BOND FUND**	Beginning Balance	Debits	Credits	Ending Balance	*PY Ending Balance*
		538,615.90	0.00	56,929.97	595,545.87	469,597.38
Fund: 08	**SPECIAL BUILDING FUND**	Beginning Balance	Debits	Credits	Ending Balance	*PY Ending Balance*
		2,543,971.15	32,353.06	1,421.75	2,513,039.84	4,565,466.71

Regular; Beginning Month 09/2025; Processing Month 07/2026; Accounts to Include Accounts with Activity; Fund Number 05

Fund: 05 ACTIVITIES FUND

Chart of Account Number	Chart of Account Description	Beginning Balance	Expenses	Revenues	Balance Change	Balance
05 704 0101	Football	(800.00)	2,745.00	3,841.00	(3,939.13)	(3,643.13)
05 704 0102	Volleyball	0.00	4,732.00	2,129.12	(814.03)	(3,416.91)
05 704 0103	Boys Basketball	0.00	4,017.34	6,213.44	(824.00)	1,372.10
05 704 0104	Girls Basketball	0.00	3,027.91	793.10	0.00	(2,234.81)
05 704 0105	Track	0.00	5,962.85	4,313.75	(2,761.80)	(4,410.90)
05 704 0107	General Athletics	(153.00)	7,773.88	187.52	(2,499.22)	(10,238.58)
05 704 0110	Jh Football	0.00	241.25	37.32	0.00	(203.93)
05 704 0111	Jh Volleyball	0.00	1,985.00	(390.00)	(392.95)	(2,767.95)
05 704 0112	Jh Boys Basketball	0.00	1,600.00	1,067.65	0.00	(532.35)
05 704 0113	Jh Girls Basketball	0.00	120.00	(325.00)	0.00	(445.00)
05 704 0114	Jh Track	394.22	3,530.00	4,504.00	(200.01)	1,168.21
05 704 0116	Season Pass	2,130.00	0.00	460.00	0.00	2,590.00
05 704 0117	Girls Golf	(90.00)	2,386.50	480.00	0.00	(1,996.50)
05 704 0118	Boys Golf	0.00	2,394.59	0.00	(241.34)	(2,635.93)
05 704 0129	Coach - Fb	209.37	(395.00)	0.00	0.00	604.37
05 704 0130	Coach - Vb	94.87	0.00	0.00	0.00	94.87
05 704 0131	Coach - Girls Bb	4,511.88	566.40	937.00	(700.00)	4,182.48
05 704 0132	Coach - Boys Bb	996.08	0.00	0.00	0.00	996.08
05 704 0133	Coach - Jh Bb	555.00	806.76	0.00	(446.49)	(698.25)
05 704 0135	Coach - Girls Golf	456.91	0.00	0.00	0.00	456.91
05 704 0136	Coach - Boys Golf	981.36	553.99	2,117.35	(940.00)	1,604.72
05 704 0137	Coach - Track	1,349.16	1,202.56	2,152.25	(63.00)	2,235.85
05 704 0138	Coach - Jh Vb	867.26	143.34	0.00	0.00	723.92
05 704 0200	Band Uniforms	262.11	0.00	0.00	0.00	262.11
05 704 0201	Band	1,748.28	395.90	545.75	0.00	1,898.13
05 704 0202	Chorus	2,119.64	0.00	0.00	0.00	2,119.64
05 704 0203	Marching Shoes	(747.96)	0.00	0.00	0.00	(747.96)
05 704 0204	Vocal Clinic	2,438.47	10,180.10	12,532.00	0.00	4,790.37
05 704 0207	District Music	4,287.09	0.00	0.00	0.00	4,287.09
05 704 0301	Art	2,617.83	391.02	200.00	(104.67)	2,322.14
05 704 0304	All School Play	6,162.23	2,347.20	1,524.00	0.00	5,339.03
05 704 0305	One Act	0.00	1,986.16	537.25	(160.00)	(1,608.91)
05 704 0403	Fbla	(2,024.30)	16,533.41	13,057.01	(240.19)	(5,740.89)
05 704 0404	Ind Tech/ag Projects	94.71	2,273.84	3,359.29	(224.86)	955.30
05 704 0405	Ffa	555.31	11,320.29	28,134.86	(6,876.60)	10,493.28
05 704 0407	Science Club	1,229.12	0.00	0.00	0.00	1,229.12

Regular; Beginning Month 09/2025; Processing Month 07/2026; Accounts to Include Accounts with Activity; Fund Number 05

Fund: 05 ACTIVITIES FUND

Chart of Account Number	Chart of Account Description	Beginning Balance	Expenses	Revenues	Balance Change	Balance
05 704 0408	Biology/english Trip	367.20	0.00	0.00	0.00	367.20
05 704 0409	Quiz Bowl/math Club	98.39	580.00	0.00	(200.00)	(681.61)
05 704 0410	Coach - Jh Robotics	983.23	0.00	0.00	0.00	983.23
05 704 0411	Coach - Hs Robotics	702.15	0.00	0.00	0.00	702.15
05 704 0450	Jh Robotics	1,957.59	1,776.48	1,619.80	0.00	1,800.91
05 704 0451	Hs Robotics	0.00	169.43	0.00	0.00	(169.43)
05 704 0503	Class Of 2023	40.53	0.00	0.00	0.00	40.53
05 704 0506	Class Of 2026	1,397.09	2,176.00	862.95	0.00	84.04
05 704 0507	Class Of 2027	4,764.86	5,170.85	3,704.63	(444.75)	2,853.89
05 704 0508	Class Of 2028	7,372.11	0.00	0.00	0.00	7,372.11
05 704 0509	Class Of 2029	0.00	0.00	356.37	164.75	521.12
05 704 0601	National Honor Society	175.09	2,120.66	2,422.00	(51.59)	424.84
05 704 0701	Hcs Customs	732.79	4,638.52	4,662.72	(468.61)	288.38
05 704 0709	Yearbook	1,748.42	7,174.07	5,725.50	0.00	299.85
05 704 0801	Student Council	0.00	919.45	778.32	(102.89)	(244.02)
05 704 0802	Concessions	8,131.82	33,059.81	30,434.75	(271.62)	5,235.14
05 704 0804	Interest On Act Acct	478.06	0.00	0.00	0.00	478.06
05 704 0806	Elem Student Council	2,975.18	57.44	462.20	0.00	3,379.94
05 704 0913	Revolving - Secondary	(224.58)	2,090.56	2,122.80	0.00	(192.34)
05 704 0914	Revolving - Elementary	2,726.06	0.00	0.00	0.00	2,726.06
05 704 0915	Student Supplies	851.50	0.00	(161.92)	0.00	689.58
05 704 0918	John Baylor Test Prep	2,200.00	0.00	0.00	0.00	2,200.00
05 704 0924	Ott Scholarship	27,096.21	1,000.00	0.00	0.00	26,096.21
05 704 0936	Field Trip Grant	4,273.89	0.00	0.00	0.00	4,273.89
05 704 0937	Circle Of Friends Autism Grant	828.84	0.00	0.00	0.00	828.84
05 704 0938	If Kids Could Cure Grant	6,518.63	0.00	0.00	0.00	6,518.63
05 704 0939	Girls On The Run	584.58	0.00	0.00	0.00	584.58
05 704 0941	Early Intervention	121.64	0.00	0.00	0.00	121.64
05 704 0950	Computer Deposits	26,559.65	99.96	89.00	0.00	26,548.69
05 704 0951	Staff Lounge Account	118.17	0.00	0.00	0.00	118.17
05 704 0952	Eha Elevate Program	2,419.06	3,730.55	3,000.00	(252.79)	1,435.72
05 704 0953	Stuhr	141,291.38	0.00	934.16	0.00	142,225.54
	Fund Total: 05	277,535.18	153,586.07	145,421.94	(23,055.79)	246,315.26

Function Part 3		Revised Budget	Activity During Month	Activity to Date	Balance at EOM	% of Budget
9	Expenditure					
01	GENERAL FUND					
1100	REGULAR INSTRUCTION	3,070,107.00	77,564.63	2,455,887.80	614,219.20	80.58
1200	SPED - SA	1,079,000.00	5,106.29	581,714.72	497,285.28	54.13
1290	1290	68,112.00	569.65	56,079.98	12,032.02	83.93
1300	SUMMER SCHOOL	3,526.00	0.00	0.00	3,526.00	0.00
2110	ATTENDANCE & SOCIAL WORK SVCS	0.00	0.00	1,900.00	(1,900.00)	0.00
2120	GUIDANCE SERVICES	110,258.00	345.09	77,131.49	33,126.51	70.30
2130	HEALTH SERVICES - GEN ED	11,351.00	0.00	2,649.80	8,701.20	23.34
2140	PSYCHOLOGICAL SVCS - GEN ED	190,000.00	25,458.50	124,579.37	65,420.63	65.57
2150	SPEECH PATH & AUDIOLOGY SVCS - GEN ED	124,848.00	2,134.20	110,575.93	14,272.07	88.57
2160	OCCUPATIONAL THERAPY SVCS - GEN ED	73,000.00	3,963.75	45,506.57	27,493.43	62.34
2170	PHYSICAL THERAPY SVCS - GEN ED	40,000.00	1,468.50	15,550.80	24,449.20	38.88
2180	VISION SERVICES - GEN ED	11,060.00	269.00	3,908.96	7,151.04	35.34
2210	2210	32,957.00	1,784.01	5,030.30	27,926.70	31.95
2220	LIBRARY/MEDIA SERVICES	192,987.00	82.12	137,319.07	55,667.93	71.78
2230	INSTRUCTION-RELATED TECHNOLOGY	39,567.00	0.00	42,405.82	(2,838.82)	107.17
2240	ACADEMIC STUDENT ASSESSMENT	26,450.00	3,024.00	5,551.80	20,898.20	58.96
2310	BOARD OF EDUCATION	77,000.00	2,040.00	30,994.88	46,005.12	40.25
2320	EXECUTIVE ADMINISTRATION	410,333.00	0.00	326,108.24	84,224.76	79.47
2330	DISTRICT LEGAL SERVICES	15,000.00	0.00	16,000.00	(1,000.00)	106.67
2410	OFFICE OF THE PRINCIPAL	434,757.00	0.00	344,470.19	90,286.81	79.23
2490	SCHOOL ADMINISTRATION - OTHER	36,009.00	0.00	18,986.91	17,022.09	52.73
2510	FISCAL SERVICES	39,200.00	11,100.00	47,538.23	(8,338.23)	121.27
2530	printing publishing	0.00	0.00	(1,429.54)	1,429.54	0.00
2560	PUBLIC INFORMATION SERVICES	118,200.00	6,301.48	38,018.16	80,181.84	32.16
2580	ADMINISTRATIVE TECHNOLOGY SERVICES	64,631.00	0.00	42,362.59	22,268.41	65.55
2610	OPERATION OF BUILDINGS	906,538.00	54,372.34	646,746.19	259,791.81	71.34
2620	MAINTENANCE OF BUILDINGS	0.00	777.25	1,544.51	(1,544.51)	0.00
2710	VEHICLE OPERATION & PURCH - GEN ED	408,594.00	1,651.25	209,698.27	198,895.73	51.32
2730	VEHICLE SERVICING & MAINT - GEN ED	86,000.00	238.79	33,157.20	52,842.80	38.55
3300	COMMUNITY SERVICES OPERATIONS	20,723.00	0.00	925.00	19,798.00	4.46
3530	3530	8,000.00	0.00	14,604.28	(6,604.28)	182.55
6200	TITLE IA	79,726.00	0.00	57,074.65	22,651.35	71.59
6400	6400	125,020.00	0.00	89,874.64	35,145.36	71.89
6990	OTHER FEDERAL PROGRAMS	32,000.00	0.00	0.00	32,000.00	0.00
01	GENERAL FUND	7,934,954.00	198,250.85	5,582,466.81	2,352,487.19	70.84
9	Expenditure	7,934,954.00	198,250.85	5,582,466.81	2,352,487.19	70.84