

MISSION STATEMENT:
VALENTINE COMMUNITY SCHOOLS

Valentine Community Schools will provide positive and challenging education opportunities for all students in preparation of productive and responsible citizenship for the future. Valentine Community Schools believe: Learning is a life long process; Each student can learn; All individuals have value and should be treated with dignity and respect; Education is a responsibility to be shared between the student, staff, parents, and community.

VALENTINE COMMUNITY SCHOOLS BOARD OF EDUCATION
VALENTINE HIGH SCHOOL ADMINISTRATION & STAFF

WELCOME TO VALENTINE HIGH SCHOOL

STUDENT/PARENT HANDBOOK / PASSBOOK

This handbook contains many informational items and has many practical uses. You are responsible for all rules as listed in this handbook. We also suggest the handbook is used as your daily planner. The handbook also serves as your passbook. Each student is allowed 2 passes each day. You must have your passbook in your possession while passing in the halls, and you must have your passbook in order to pass. Passes typically are used for the restroom, office, to go to another teacher's classroom, library, etc.

The ultimate purpose of education is to prepare young men and young women for the art of living in accordance with the basic principles of our democracy. The policies and procedures contained in this handbook are to acquaint you with, and help you adjust to, becoming an integral part of VHS. Members of the faculty and staff will assist you in every way possible. If you are to succeed as students, you will need to: (A) do home work; (B) acquire and maintain correct study habits; (C) be prompt in doing all tasks assigned; and (D) be self-reliant. The total high school record is of vital importance to you now, and even more important to your future. The grades you earn, the friendships you make, and the habits you form here can be a valuable advantage in your future.

Always bear in mind that THIS IS YOUR SCHOOL. It is your duty to conduct yourselves, both in and out of school, so as to be a credit to your school. Remember that your success will be directly proportional to your efforts. There are many responsibilities outlined in this booklet. We will count on your good sense to decide what is best regarding the many responsibilities not listed.

MEDIA CENTER POLICIES

The Media Center is there for your use. Feel free to check books out at any time. If you have trouble finding something in the Media Center that you want, go to library personnel for help. All magazines except the current issue are behind the desk and are to be checked out at the desk for use at the tables. Only library personnel are allowed in the stacks or periodical storage room and behind the media desk. No magazines or reference books are to be taken from the Media Center unless there is an exception made and special permission is granted by the Media Specialist. The Media Center will be used only for research and serious reading. STUDENTS ARE NOT TO LEAVE A STUDY HALL AND GO TO THE MEDIA CENTER TO STUDY. THE PURPOSE OF A STUDY HALL IS TO HAVE AN INSTRUCTOR TO SUPERVISE AND ASSIST THEM. Any student who becomes a distraction in the Media Center will be sent back to class. If a student is a distraction more than once, they may lose their Media Center privileges. The Media Center will remain open for one-half hour before and after school Monday through Friday. A maximum of five students will be permitted to leave any one study hall to go to the Media Center. Students must have their signed hall pass with them.

GUIDELINES

1. Only five students from a study hall may come to the Media Center.
2. Each Student in Study Hall will be allowed to pass to the Media Center no more than 3 times a week, unless the study hall teacher allows fewer passes than 3.
3. Sign the check in/out sheet.
4. Only three people are to sit at a table.
6. The Media Center is not for visiting. Conversation is to be kept at a minimum.
7. A student leaving the Media Center for any reason must sign out on the check-out sheet after obtaining permission from library personnel.
8. Books are checked out for two weeks.
9. Fine is \$.05 each school day a book is overdue. Fines are paid to the Media Specialist or Business office.
10. Newspapers and magazines are to be read in the Media Center. They may be checked out by special permission only, \$.10 a day fine on any overdue.

STUDY HALLS

The study hall is a supervised study period and should be used for that purpose. It is maintained each period for pupils not having classes that period. If properly used, students with study halls will eliminate all or much of the homework assigned by most classes. Any student who appears on the weekly ineligible report will not be allowed any passing privileges in their study hall unless they have a signed pass from a specific teacher.

To assist in maintaining more uniform study halls, the following regulations are to be in effect for all study centers:

- (1) Attendance, tardies and sign-outs will be handled the same as a normal classroom.
- (2) The atmosphere is to be quiet.
- (3) Students must have studies or reading material to work on WHEN THEY ENTER THE ROOM.
- (4) Only one student will be allowed to sign out at a time for restroom or locker passes. Passes to go to the Media Center, other teachers, etc., will be minimized to no more than 3 per week per student.
- (5) This should be primary time to use the counseling service.

TEXTBOOKS

Your books are your personal property from the time they are checked out to you until the time they are returned to the school. **You** are held **accountable** for them and will be **responsible** to pay for their loss or any excessive damage done to them. If a student loses a textbook, they will not be issued a new textbook until the previous book is paid for. Students will have access to a textbook within the specific classroom.

SEMESTER EXAMS

Semester exams will be given at the time designated by the office. A semester test will be given in every class. The semester test will count 15% of a student's semester grade. Seniors will not be required to take semester tests the 2nd semester.

HELP FROM TEACHERS

Any student struggling in class or having trouble elsewhere may talk to one of your teachers or an administrator. Most students welcome this opportunity and voluntarily take advantage of it, but, if it seems advisable for the welfare of the student, teachers have the authority to require students to come for extra sessions of supervised study before and/or after school.

COUNSELING SYSTEM

The counselor is here to assist you in matters pertaining to your high school schedule and career planning. This could include college plans, vocational training and testing. The counselor is also trained to help you with problems in your personal life on a confidential basis. Also available in the counseling office are a number of methods to help you objectively select careers and post secondary schools.

LOCKERS

Each of you will be assigned a locker that will be loaned to you by the school for your books and personal belongings. When you come to school in the morning or at lunch, go to your locker, check carefully for all the materials needed for the half-day of work and see that you have them with you. There is little time in the school day for students to stop at their lockers. Anything posted on the lockers must be approved by the office ahead of time. All decorations will be removed both on the inside and outside of your locker periodically throughout the year. You will be fined if necessary for damage done to your locker. Let it be understood that the locker is a possession of the school jointly accessible to the student and school officials. Lockers will be searched from time to time by school officials. You are responsible for the condition of the locker that was checked out to you FROM CHECK OUT TO CHECK IN. The school will assume no responsibility for articles lost from the locker. Any books or articles picked up outside the lockers will be turned into the Principal's office. Lockers are to be locked at all times when not in use.

CUBBY'S

The cubby spaces are spaces for extra materials that students bring to school and cannot be stored in their lockers such as gym bags, coats, etc. The Cubby's should not be used for book storage – the school is not responsible for any books that disappear from the Cubby area.

ISSUING OF ZEROS

If a student is issued a zero, they will come in immediately to make up the work for the teacher. If the student does not come in at the designated time for the teacher, the teacher will then turn the matter over to the office. If it gets turned over to the office, and the student chooses to not make up the work at this time, they will not be allowed back into the building the next school day unless they are accompanied by their parent/guardian. The issue will then at this time be addressed by the administration with the parent/guardian and guidelines set in which the student will abide by. If the student does not abide by the designated guidelines, further disciplinary action will be taken.

RESEARCH PAPERS AND/OR PROJECTS: The same procedure would be used as described above - a student cannot take a 'zero' on any such assignment; Sophomore/Junior/Senior English students in a Non-Dual Credit class would also receive a 15% grade reduction for each day the paper/project is late; English students in a Dual Credit class would also receive a 25% grade reduction for each day the paper/project is late to coincide with typical college academic policy; if a paper/project is not turned in, an 'Incomplete' will be issued and the student will be required to complete the paper/project. All Research Papers will be due during the student's English class period on the designated due date.

BOARD POLICIES AFFECTING SECONDARY STUDENTS

1. Senior High Student Subject Load: High School students must carry at least 35 academic semester hours each semester. Exceptions to these provisions may be made by the Board. Additional hours may be taken by correspondence with the approval of the Guidance Counselor and the Principal. Correspondence classes to be accepted cannot be classes offered by VHS unless approved by the Administration. 2. Graduation-Commencement Exercises: In order for a Senior to take part in the Commencement Exercises held at Valentine High School, they must have met ALL graduation requirements as documented below. These requirements must be met and documented with the Administration by noon of the Friday before the Commencement Exercises. If the graduation requirements are NOT met by the noon deadline, the student will NOT be allowed to take part in the Commencement Exercises. If requested by a student's family, the school will provide a setting before the next regularly scheduled Board of Education meeting after the requirements have been met, in order for the student to receive their diploma. If no such request is made, the student will receive their diploma by mail at the earliest convenience of the Administration.

In order to graduate from high school, Seniors shall have completed a minimum grade of 70%, and accumulate 260 semester hours. Of these hours, Seniors are required to accumulate 40 hours in English, 30 hours in Social Studies (including American History & American Government), 30 hours in Math, 30 hours in Science, 10 hours in Business that must be the Informational Technology 1 class & 10 hours in Physical Education.

The Principal will notify the Board at the regular April meeting as to the status, relative to graduation, of all Senior students.

At the annual commencement exercises, the Board will recognize as honor graduates, those senior students who have maintained a 93% or better average over four years.

CLASS BELLS

There will be two bells for each class period. At the first bell the teacher will dismiss the class. The second bell, indicating the start of the next period, rings three minutes later. A student must be in the classroom at the sound of the second bell or they will be counted tardy or absent.

CHANGE OF REGISTRATION

Students may change their class schedule only with consent of the parents, the teachers involved, the Principal, and the Guidance Counselor. The last day to change a class for the first semester will be August 18, 2011 by 4 p.m. and for second semester the last day to change will be January 5, 2012 by 4 p.m. After these dates, changes can be made only with administrator approval.

STUDENT RECORDS

Any pupil in any public school, their parents, guardians, teachers, counselors or school administrators shall have access to the school's files or records maintained concerning them. No other person shall have access thereto nor shall the contents thereof be divulged in any manner to any unauthorized person.

SCHOLASTIC LETTERS

Scholastic letters will be awarded to all students, except freshmen, who maintain a semester grade average of 90% or better for the second semester of one year and the first semester of the year immediately following.

HONOR ROLL

In order to recognize excellence in scholarship the school publishes an Honor Roll for each semester period. To be placed on the semester Honor Roll a student must earn an average of 90% or better during that semester period; 93% or better will also receive special recognition.

GRADES

Grades will be given on a percentage basis. A grade below 70% will be a failing grade.

A----- 93---100
B----- 85---92
C----- 77---84
D----- 70---76
F----- Below 70

I----- Incomplete
P----- Pass
F-----Fail

Any class taken which is a Pass/Fail class will be graded as follows: A passing grade will be issued if the student earns an 85% or higher. A failing grade will be issued if the student earns an 84% or below.

SEMESTER GRADING

Two grades will be issued during an academic year that will have an impact on a student's GPA, Class Rank, and credit towards graduation; a first semester and second semester grade. All grades during any given semester will be thrown together counting towards the same grade. Parental notification on the progress of student's grades will be given or sent at the 4/5 week period, the 9 week period, the 13/14 week period, the 23/24 week period, the 27/28 week period, and the 32/33 week period. Report cards will be issued at the end of the first and second semesters.

MAKE-UP OF FAILING GRADES

A student may not improve any grade issued in any class taken here at Valentine High School unless the student has been issued a failing grade. An Alternative Education setting is provided by VHS for credit recovery, enrichment, attendance and discipline issues. Enrollment in the Alternative Education Program is approved or denied through an application process. Other avenues may also be considered to make up failing grades. This would be determined by the Administration.

INCOMPLETES

Incompletes will be given when a student's work for a semester period has not been completed. Unfinished work causing the 'incomplete' must be finished within the time designated on the 'incomplete contract' or the student will have the policy regarding the issuing of zeros go into effect.

REPORT CARDS

Report cards will be mailed at the end of the first semester. The year-end report cards will have a designated time set for students to pick them up. The office will mail report cards out to those unable to pick them up at the designated time.

WEB ACCESS

Any parent/guardian wishing to gain access to their student's grades at any time may do so this school year at Valentine High School. You must have internet access. Parents who wish to have the capability to access your student's grades, and send /receive messages from teachers may obtain the necessary information from the high school office. This information will be given to the parent/guardian only-it WILL NOT be given to the student.

SCHOLASTIC CONDUCT-CHEATING

Cheating is a practice that is unacceptable by standards set here at Valentine High School. Cheating can occur in several ways. Anytime a student is caught cheating by a teacher or administrator at any time during a school year, they will be dealt with in the following manner: 1st Occurrence: the student will receive **a grade no higher than a 70% on the assignment involved; if the assignment is not complete at the time of the incident, the student will be required to come in after school and complete the assignment at the discretion of the teacher involved; the student will also be issued a one day in school suspension;** parent/guardian will be notified by mail; 2nd Occurrence: the student will receive **a grade no higher than a 70% on the assignment involved; if the assignment is not complete at the time of the incident, the student will be required to come in after school and redo the assignment at the discretion of the teacher involved; the student will receive a three day in school suspension;** parent/guardian will be notified by mail; 3rd Occurrence: the student will receive **a grade no higher than a 70% on the assignment involved; if the assignment is not complete at the time of the incident, the student will be required to come in after school and redo the assignment at the discretion of the teacher involved; the student will receive a two day out of school suspension;** parent/guardian will be notified via mail and by phone; the student will not be allowed back in to school without being accompanied by a parent/guardian. If a student is caught cheating a 3rd time in any one class they are enrolled in, they will not be allowed to receive credit for that class for the semester. Any further occurrences will cause disciplinary action to be taken at the discretion of the administration.

EARLY SCHOOL RELEASE FOR SENIORS

Seniors have traditionally been released from school earlier than the other students. This tradition stems from the fact that graduation occurs before the semester ends and seniors no longer have an organized school-sponsored "sneak". The early release is designed to compensate for both factors. Seniors will have graduation rehearsal as determined by the administration. All seniors going through graduation ceremonies will be required to be at rehearsal unless excused by the administration.

STUDENTS NOT UNDER THE SUPERVISION OF PARENTS OR GUARDIAN

Students who are living in apartments, not under the supervision of their parents or guardian, or staying with someone other than their parents or guardian must bring to the principal's office a voucher statement from their parents or guardian indicating who is responsible for the student's behavior (absences, tardies, etc.).

The school will not accept excuses, permission slips, student releases, phone calls, etc., from any person OTHER THAN THE LEGAL GUARDIAN OF A STUDENT. Exceptions must be established prior to need.

ATTENDANCE

Regular school attendance is a very important factor for success in school. Therefore, habits of regular attendance and punctuality must be developed. School begins at 8:00 A.M. Students may enter the building after 7:30 A.M. Classes will be dismissed at 3:31 P.M. and a bell will ring at 4:00 P.M. for all unsupervised students to be out of the building.

EXCUSED ABSENCES

Whenever a student is absent during the regular school hours, they are to be under the direct supervision of their parents/guardian or supervised by a member of the Valentine High School faculty. It is the responsibility of the parent/guardian to notify the school of their student's absence.

Examples of excused absences:

- A. Illness
- B. Medical, dental or optical appointment
- C. Death in the family
- D. Drivers license exam
- E. Parents requesting students to work at home

It is recommended that students not be excused for:

- A. Hair/beauty appointments

- B. Hunting, shopping, etc.
- C. Work for pay
- D. Any function that interferes with the normal educational process and the school day.

Any exception to the above guidelines where extenuating circumstances may require the administration to exercise discretionary authority.

When students are absent or tardy their parent or guardian must send a written and signed excuse stating the reason for their absence with the student upon their return. Report to the Principal's Office immediately upon return. A make-up slip will be issued at this time. The make-up slip is presented to each teacher, who will give make-up assignments. When the make-up work is completed, the teacher will sign the slip. One day will be allowed to make up work for each day absent. If make-up work is not completed on the date it is due, the issuing of zeros policy will be implemented. Students are encouraged to make up work in advance if they know they will be gone. Please notify the Principal's Office, and the same procedure outlined above will be used to issue a make-up slip. This applies to school sponsored activities prior to leaving.

Junior and Senior students are allowed a maximum of two days total within these two years for observing prospective colleges. These days must be arranged by the guidance counselor and visitations made by April 15th or they will be counted as a regular absence. If a student is absent the period of a quiz, test or assignment, the student shall be responsible for the quiz, test or assignment that period he/she returns to school if they were in attendance the period the assignment was made and due date set.

UNEXCUSED ABSENCES

Parents will be notified by mail for the first unexcused absence incurred by their child; the student will be allowed to make up any work missed; the student will make up all time missed before or after school as determined by the administration. For the second unexcused absence incurred by a student during the school year, any work missed will be allowed to be made up and parents will again be notified by mail; the student will make up double the time missed from the absence before or after school as determined by the administration.

TARDINESS

If a student is tardy a white or pink pass must be presented, or have a signed pass from their handbook. If a student is detained by a teacher, the student should request a pass to the next class, so that the student will not be counted tardy. For each unexcused tardy, the student will serve a 30 minute detention after school the same day of the tardy. If the 30 minute detention is not served for an unexcused reason the 30 minutes will be doubled and will be served the next school day. If the doubled detention is not served, the student will not be allowed back in the school building without being accompanied by a parent/guardian.

ACCUMULATIVE ABSENCES

A student may have no more than 10 absences in any one class in one semester. If a student should accumulate more than 10 absences in any one class in any one semester, regardless if they are excused or unexcused, and without extenuating circumstances as determined by the Administration, the student will not receive credit towards their graduation for the classes the time missed pertains to.

INVALID EXCUSES

A forged excuse, written or verbal via phone call, for any tardy or absence will be unexcused with possible further discipline.

LEAVING THE BUILDING

No one will be allowed to leave the building during the day without a permit slip. Students may get this permit at the Principal's Office when a request from home is presented. Students must have this slip with them while they are gone and when they return. Those students going to appointments are to have them signed by the person or office when their appointment is over. Hand in the slip at the office upon your return. It will be signed and "timed" by the Principal or the Principal's secretary. This is then an admit slip back to class. Leaving the school grounds for any reason, without proper procedure, will be counted as an unexcused absence.

STUDENTS NOT ATTENDING CLASS

Students enrolled in school but not attending class, or under out of school suspension or expulsion, will not be allowed on the school grounds during the school day or after school. They also are not allowed to attend evening activities such as concerts, athletic contest, etc. Exceptions will be made only through the administrative office.

ELIGIBILITY FOR EXTRA-CURRICULAR ACTIVITIES

In order to represent a high school in interscholastic athletic competition, a student must abide by eligibility rules of the Nebraska School Activities Association. The following are summaries of the major eligibility rules. Contact the principal or activities director for an explanation of the complete rule.

1. Student must be an undergraduate.
2. Student must be enrolled in at least twenty hours per week and regular in attendance, in accordance with the school's attendance policy at the school they wish to represent in interscholastic competition.
3. Student must be enrolled in some high school on or before the 11th school day of the current school year.
4. Student is ineligible if 19 years of age before August 1 of current school year.
5. After a student's initial enrollment in grade nine, they shall be ineligible after eight semesters of school membership.
6. Student must have been enrolled in school the immediate preceding semester.
7. Student must have received twenty semester hours (passing 4 classes) of credit the immediate preceding semester.
8. Once the season of a sport begins, a student shall compete only in athletic contests/meets in that sport which are scheduled by their school. Any other competition will render the student ineligible for a portion of, or all of, the season in that sport. The season of a sport begins with the first date of practice as permitted by NSAA rules. The fall sports season begins in August and ends with the state meets in the fall sports. The winter sports season begins in November and ends with the state meets in the winter sports. The spring sports season begins in February or March and ends with the state meets in the spring sports.
9. A student shall not participate in sports camps or clinics during the season of a sport in which they are involved, either as an individual or as a member of a team.
10. A student shall not participate on an all-star team while a high school undergraduate.
11. A student entering grade nine for the first time after being promoted from grade eight of a two-year junior high, or a three-year middle school, or entering a high school for the first time after being promoted to grade ten from a three-year junior high school is eligible. After making a choice of high schools, any subsequent transfer will cause the student to be ineligible for ninety school days. If a student has participated on a high school team at any level as a seventh, eighth, or ninth grade student, he/she has established his/her eligibility at the high school where he/she participated. If the student elects to attend another high school upon entering ninth or tenth grade, he/she shall be ineligible for ninety school days.

12. When the parents of a student change their domicile from one school District which has a high school to another school District which has a high school, the student is ineligible for ninety school days except:
 - a. If the change in domicile by the parents occurs during a school year, the student may remain at the school he/she is attending and be eligible until the end of the school year or transfer to a high school located in the school District where the parents established their domicile and be eligible.
 - b. If a student has been attending the same high school since initial enrollment in grade nine and the school is located in the school District from which the parents moved, he/she may remain at that high school and retain eligibility or he/she is eligible at a high school located in the school District where his/her parents established their domicile.
 - c. If the parents moved during the summer months and the student is in grade twelve, the student may remain at the high school he/she has been attending and retain eligibility.
13. Guardianship does not fulfill the definition of a parent. If a guardian has been appointed for a student, the student is eligible in the school District where their natural parent(s) have their domicile. Individual situations involving guardianship may be submitted to the Executive Director for his review and a ruling.
14. A student shall not participate in a contest under an assumed name.
15. A student must maintain his/her amateur status.

It shall always be the intent of this school to maintain high academic standards as well as offering an opportunity for extracurricular participation for all students.

It shall be the responsibility of the Administration and sponsors of all extra-curricular activities to be aware of an ineligible status.

VALENTINE HIGH SCHOOL ACTIVITY/ATHLETIC POLICY
(Adopted - April of 2005)

AS A CONDITION OF A STUDENT'S PARTICIPATING IN ANY EXTRA-CURRICULAR ACTIVITY OFFERED BY VALENTINE HIGH SCHOOL, THE STUDENT AND HIS OR HER PARENT/GUARDIAN MUST READ THIS POLICY AND SIGN THE APPROPRIATE FORM.

This policy is in effect from 12:01 AM on the first day of practice for fall sports that is permitted by the Nebraska School Activities Association, even when that date is before the first day of school, and remains in effect until the last day of the boys' state golf tournament, even when that date is after the conclusion of school.

SECTION 1: The following behavior is unacceptable, and is prohibited at all times:

- a) The possession, use, transmittal, or sale of any beverage containing alcohol.
- b) The possession, use, transmittal, or sale of any controlled substance or look-alike drug, or drug paraphernalia.
- c) The use of any prescription drug in a manner that is inconsistent with the physician's instructions as to its use.
- d) The possession, use, transmittal, or sale of any tobacco product.
- e) Being arrested or ticketed by a law enforcement officer, or being charged by a county or city attorney with any crime that involves a violation of Section 1(a), 1(b), 1(c), or 1(d) is prohibited and shall constitute reasonable cause to impose the consequences for violation of one or more of those sections.

When the Activities Director determines there is reasonable cause to believe that a student has violated Section 1 of this policy, he/she shall impose the appropriate consequences set out below:

- 1) For the first offense during a school year, the student shall be suspended from taking part in all extra-curricular activities, except for Baccalaureate and Graduation ceremonies, for a period of 30 calendar days. The suspension will begin as soon as the Activities Director or Head Coach has been notified that the violation has occurred.

Self-Reporting – For a first offense during a school year, a student may have his/her suspension reduced to 15 calendar days by filing a written admission that describes the act that constitutes a violation. That written admission must be signed, dated, and filed with the Activities Director or Head Coach by 4:00 PM on the first school day after the date the violation occurred.

- 2) For the second offense during a school year, the student will be suspended from taking part in all extra-curricular activities, except for Baccalaureate and Graduation ceremonies, for the remainder of the school year. This suspension will begin as soon as the Activities Director or Head Coach has been notified that the violation has occurred.

SECTION 2: All students who participate in extra-curricular activities are expected to conduct themselves in a sportsmanlike, courteous, and appropriate manner at all times when representing Valentine High School. Swearing, vulgar or abusive language and/or behavior and any behavior which brings the team or school into disrepute is prohibited.

SECTION 3: The Valentine High School Board of Education has established the following dress code for students participating in extra-curricular activities:

- a) Students must abide by the dress requirements applicable to all team or activity members (e.g. team sweatshirt, jerseys, or uniforms).
- b) If students want to wear jeans or dress shorts, the jeans and dress shorts must be clean and in good repair (e.g. no holes). Boys must wear a dress shirt and tie or a sweater; girls must wear a dress shirt or sweater.
- c) Students who want to wear dress pants or slacks must wear a dress shirt or sweater, and girls may wear dresses.
- d) Students will not wear hats or caps at any time indoors or on the bus. For activities that take place away from Valentine High School, this rule will take effect from the time that students step onto the bus to depart and will remain in effect until they step off the bus upon arriving back in Valentine. For activities that take place in Valentine, this rule will be in effect at all times that students are in the school building.

SECTION 4: A student must attend every practice unless the coach or sponsor excuses the student's absence. A student must attend school the entire school day (present at every class period) to be permitted to participate in any practice or contest. An unexcused absence for any portion of the day will disqualify the student from participating in practice or a contest. The Activities Director may excuse such absences only for attendance at funerals, medical appointments, or family medical emergencies.

SECTION 5: Students must observe the following bedtime hours during the season of an activity unless 'late hours' are authorized by the coach or sponsor in charge of the activity.

Regular Hours.....11:00 PM

Night Before Contest..... 10:00 PM

SECTION 6: If a student fails to qualify for a letter in an activity because of an injury, the coach or sponsor may award a letter if he or she determines that the student would have qualified had it not been for the injury. A student shall be disqualified from receiving a letter, even if he or she has met all other requirements for earning a letter, if the student quits before the end of the activity season, was dropped from the activity for disciplinary reasons, or violated this policy during the activity season.

SECTION 7: The coach or sponsor of an activity, in consultation with the Activities Director, shall determine the consequences for violations of Section 2, 3, 4, and 5. At their sole discretion, the consequences may include one or more of the following:

- a) The coach or sponsor may direct the student to comply with the rule or regulation immediately.
- b) The coach or sponsor may confer with the student's parent(s) or guardian(s).
- c) The coach or sponsor may decide that the student will not participate in the next scheduled event or events.
- d) The student may lose any or all awards from that activity.
- e) The coach or sponsor may require that the student, and possibly the student's parent(s) or guardian(s) undergo counseling.
- f) The coach or sponsor may dismiss the student from the activity.
- g) Other disciplinary action may be taken at the discretion of the coach or sponsor and the Activities Director.

HEARINGS & APPEALS

SECTION 8: The student shall be provided with oral or written notice of the charges against him/her. If the student denies the charges, he/she shall be given an explanation of the evidence against him/her and an opportunity to present his/her side of the story.

SECTION 9: If a student and his/her parent(s) or guardian(s) are dissatisfied with the Activities Director's decision, they may appeal the decision to the Superintendent of Schools (Superintendent). Such an appeal must be made in writing and filed with the Superintendent within 10 days of the date of the decision issued by the Activities Director.

SECTION 10: Within three days of the date that the written appeal was filed with the Superintendent, the Activities Director shall file a written report with the Superintendent which shall include the following:

- a) The date of the violation.
- b) A summary of the evidence.
- c) The Activities Director's decision, including the consequence(s).

SECTION 11: The Superintendent shall schedule a hearing to be held within 10 school days of receipt of the written appeal. The Superintendent shall notify the student's parent(s) or guardian(s) of the following:

- a) The time, date, and place of the hearing.
- b) The right of the student's parent(s) or guardian(s) to present evidence on the student's behalf.
- c) That a record will be made of the hearing.
- d) That the Superintendent will not be bound by the rules of evidence or any other procedures applicable in courts.

SECTION 12: The Superintendent shall preside at the hearing, and shall receive evidence presented by the Activities Director and the student or the student's parent(s) or guardian(s). The Superintendent will notify the student and his/her parent(s) or guardian(s) of his/her decision within five school days of the hearing.

VHS ELIGIBILITY POLICY

In addition to the NSAA standards regarding semester to semester eligibility, Valentine High School will institute a weekly eligibility policy. Failing grades shall be turned into the office weekly at times designated by the administration. These times shall be set to allow for sufficient numbers of grades to be recorded. Students failing two or more classes shall be notified on Friday afternoon and a letter will be sent home notifying parents of the students potential ineligibility should failure in two or more classes continue for a second consecutive week. Students will then have one week to work with their teachers to raise their grades to passing marks. Students failing two or more classes for two consecutive weeks shall be declared academically ineligible and unable to participate in activities at or for Valentine High School for the period beginning the following Monday and running through the Saturday of that week. (This would not have to be the same two classes for both weeks.) An ineligible student would still be allowed to practice during their period of ineligibility. Ineligibility would apply to all school sponsored/supported activities including Athletics/FineArts/FFA/Clubs/Homecoming/Prom and all school sponsored dances and events..

ACTIVITY REGULATIONS

1. Any school organization, including classes wishing to schedule any party, dance, bake sale, car wash, or any other event of a recreational or fund-raising nature must first have the majority vote of the organization. Secondly, it must have the approval of the organization's school sponsors. The sponsors must then clear the day and the event through the Principal's and Activities Director's office.
2. Dances promoted by any school organization may be held at the school. All school sponsored dances are operated with a one way door.
3. Wednesday night is set aside as church night in Valentine. No student activities of any kind will be scheduled after 5:30 P.M. by the school or any school organizations. Students participating in school activities will be released and out of the building no later than 6:00 P.M. The only exceptions that are made to this rule will be inter-school activities such as District & state tournaments where the local school cannot set the date.
4. Activities promoted by any organization shall at all times be sponsored by a faculty member designated by the Principal or the Superintendent. The school will not sponsor any Sunday activities unless approved by the Superintendent of Schools or the Valentine Community Schools Board of Education.
5. Student Transportation: When students are transported by car or bus, an approved adult (at least 21 years of age) must drive. In the case of a bus, an approved sponsor in addition to the driver must be present. Students representing Valentine High School as members of a school-sponsored group must return to Valentine in the same vehicle in which they departed. Only parents, in person, may take students off school sponsored vehicles. Before a student is taken off a school sponsored vehicle a Transportation Policy form must be submitted to the Activities Director no later than noon on the day of the event, or for a Saturday event by noon on Friday.
6. Authority: All school personnel or other personnel designated as sponsors by school officials will have authority and responsibility to enforce school policies. This applies to all school-sponsored activities on school property as defined.

7. Students must be in school during each period of the school day to attend practice or participate in an event. Exceptions must be made ahead of time through the Activities Director or the Administrative Offices.
8. Students not participating in activities will not be excused to attend activities during the school day unless approved by the Activities Director or Principal.

INITIATION/HARASSMENT

Only formal programmed and approved initiation will be carried on. Harassment on the basis of gender, ethnicity, race, religion, or ability will not be tolerated. Harassment can also occur via use of textmessaging (sexting), and will also not be tolerated. Violation of this policy will be subject to disciplinary and legal action.

BULLYING/DATING VIOLENCE

Students are not allowed to engage in any form of bullying or dating violence behavior. Bullying and dating violence can occur by use of physical force, or verbal, nonverbal, written, or electronic communication that threatens, intimidates, ridicules, humiliates, or harasses another person. Students and parents are encouraged to contact either teachers or administration about any bullying or dating violence behavior.

ACTIVITY TICKET

All students may purchase an Activity Ticket for \$25.00. Activity Tickets will admit students to nearly all school activities. These tickets must be presented to the ticket takers at all home activities. If a student cannot show their Activity Ticket, they will be charged the regular student fee.

AUDITORIUM

Entertaining and educational programs will be held at various times throughout the year. Students are expected to receive these programs in a courteous manner. Occasionally it will be necessary to hold short assemblies for the purpose of informing the student body of various changes or events concerning the school or community.

Entering and leaving the auditorium should be in an orderly and quiet fashion. Students will not be allowed to climb over the seats or place their feet on the backrest of the seats.

DOORS

The two main entrances and exits of the high school will be the main door into the commons area on the east and the south door from the parking lot by the art and music rooms. Students are asked to refrain from using any of the other doors except for emergencies. Most of the other doors do not have a sidewalk leading to them and will be locked. The south doors from the parking lot by the art and music rooms will be locked each school day immediately after school starts.

VISITORS

All visitors to the school, while welcome, are required to report to the Office before going anywhere else in the school. Visitors will be assigned a visitor's pass. Visitors will be discouraged on days before vacation and on semester test days.

HALLS

There are some occasions when it is necessary to pass in the halls when classes are in session. As a courtesy to fellow students and teachers in the surrounding classrooms, there should be no talking or unnecessary noise of any kind at these times. To be in the halls during class time students must have a signed hall pass contained within their student assignment handbook, from an instructor in their possession. This hall pass will be a part of and will be incorporated with the student handbook. Each student will be allowed 2 hall passes per day.

DISMISSAL FROM CLASS

The student's attitude and conduct in class have an important affect on the class and the student body as a whole. Should a student fail to meet the standards of conduct as required by the teacher and administration, that student may be suspended from the class by the teacher. The student may be reinstated to that class only upon consultation with the principal, the teacher, and the student. **The student will have the policy regarding the issuing of zeros go into effect.** A student's conduct and attitude may warrant removal from a class. **A student's removal from class may only be done by administration.**

CARE OF PUBLIC PROPERTY

School property and all other public property belongs to the taxpayers. The maintenance of this property is financed by the money paid by parents and other taxpayers. This property should be protected and cared for in the same manner that one cares for one's own property and the property of one's parents. Any willful destruction or damage to school property will be repaired or replaced by the people involved. Cooperation will be appreciated by the taxpayers of the District.

SCHOOL TIME RESTRICTIONS

Eating candy or food is prohibited in all classes unless permission is given through the principal's office. Gum is allowed as long as it is properly disposed of. Pop, etc. shall be consumed only in the Commons area by students and not be carried in from the outside without prior approval. Radios, headphones, beepers, pagers, IPODS, MP3 Players, dark glasses, lasers and any other items that are disruptive to the educational process are not allowed in the building by students during school time hours.

CELL PHONES

Cell phones are allowed in school as long as they are out of sight and turned off. If a student is found using their cell phone or the phone is on, the matter will be addressed as follows: Cell phones will be confiscated by staff on all occasions and turned over to the office. First occurrence-the student will not get the phone back until they serve a 60 minute detention-parental notification by mail; Second occurrence-the student will receive a 60 minute detention-the phone will only be returned to a parent/guardian after the detention has been served-parental notification by mail.; Third occurrence-the phone will only be returned to a parent-the student will be issued a suspension-length determined by cooperation-parental notification by mail. Any subsequent occurrences will result in a suspension of some kind.

SNOWBALLS

The throwing of snowballs or any other missile on school grounds at vehicles or people will not be permitted due to the possibility of accident or injury.

APPROPRIATE SCHOOL DRESS

Board Policy 5031 states: Any manner of dress, hair style, make up, or personal cleanliness, that constitutes a threat to safety, health, welfare, or morals of the student or others; that violates any statute; that interferes with the education process, or that school officials can reasonably predict will interfere with the education process; or that causes or may cause excessive maintenance problems in the school, may be grounds for corrective or disciplinary action.

Valentine High School understands and acknowledges that there are many different styles, fads, etc., in which people dress in today's society. Appearance is important to students both now and in their future. The dress code is in effect at all times school is in session and at any activities our school is taking part in anywhere-home or away. Any student that offends any Staff member or Administrator will be addressed by Staff/Administration. Items that can be addressed include: billfold chains or other chains/apparel referencing drugs (this includes alcohol) or tobacco or establishments referred to as bars, saloons, tobacco shops, etc./apparel referencing anything sexual/form-fitting clothing such as biker shorts-tights/clothing with improper holes/mesh shirts/sleeveless shirts and blouses drooping in the armpit area/shirts must be of a length they can be tucked in/there must be clothing between the neck and shoulder area that covers any undergarment/blouses, shorts, and skirts must be of proper length as determined by staff and administration/hats. The presence of any apparel, jewelry, accessory, notebook, or manner of grooming which by the nature of the articles color, arrangement, trademark, or any other attribute, which denotes membership to a gang will not be permitted – this may vary from year to year. Students who choose to wear inappropriate clothing may be required to change clothing. A student will not be allowed to go home to change clothing if it is deemed inappropriate-in this circumstance, the student will be provided clothing by VHS. Repeated violations of the dress code can be addressed through the Nebraska Student Discipline Act.

FALSE FIRE ALARM

There will be an automatic suspension from school and charges brought against any student caught setting off a false fire alarm on purpose. This is a very serious offense as the lives of students are at risk. All efforts will be made to insure the full punishment for any person committing this offense.

SCHOOL LUNCHES

Lunches are available for those desiring them; the cost is determined at the beginning of each school year. Students bringing their own lunches that are from Subway, Pizza Hut, etc., the lunch cannot be brought into the school in the commercial package – it must be brought in a lunch sack, paper bag, etc. that is not associated with the business the lunch was purchased from. Proper meal etiquette should be used at all times. Students are expected to leave the area clean and orderly.

DISPLAY OF AFFECTIONS

Conspicuous display of affection as determined by Staff and Administration in the hall, classrooms, on school grounds or at school functions is not appropriate conduct on the part of students and will not be permitted.

FIGHTING

Any student involved in a fight on school grounds will be suspended (if physical contact is made,) parent notified, and the incident reported to law enforcement agencies.

SCHOOL PROPERTY

School property shall include all properties owned by or used by school districts for the education or entertainment of students regardless of academic or activity origin. This definition shall specifically include all grounds and buildings containing the high school complex and the activity fields, as well as all facilities and grounds used at away activities that VHS is involved with.

TELEPHONE

The school phone's primary purpose is for school business. There will be 2 telephones available for student use. The telephone in the commons may be used by students before and after school; the telephone in the office must be used during the school day. The office will cooperate in giving students messages, but only in family emergencies will students be pulled out of class to be called to the phone. A student entering or leaving a classroom while class is in session disrupts the environment in the classroom for all students, therefore this will be kept to a minimum.

ANNOUNCEMENTS

Announcements will be read daily at 8:00 a.m. Any items which are to be read should be turned into the office no later than 4:00 p.m. the day before. Students will not be permitted to make announcements unless faculty-endorsed and pertaining to school business. Special or late announcements will only be read at the discretion of the administration.

BUS RULES

1. The driver has primary jurisdiction of the bus, followed by the sponsor.
2. Students should find a seat upon entering the bus and remain seated. No standing in the aisle.
3. Nothing is to be thrown/extended out the windows. This includes arms, heads or trash.
4. Students will be quiet when the bus is approaching or stopped at a railroad crossing or an intersection and remain quiet until the bus is fully across the intersection.
5. The students on the bus will be responsible for its cleaning and upkeep. The driver or sponsor should inspect the condition of the bus before allowing anyone to depart from the bus.
6. Stereos, radios and tapes are to be used only on an individual basis, with head phones, etc. The only community sound system allowed is the bus radio and then only at the discretion of the driver.
7. Students as members of a school-sponsored group must return to Valentine in the same vehicle in which they departed. Only parents, in person may take students off the bus after proper notification.

STUDENT PARKING AND DRIVING

Board Policy 5033 states: students who drive to school are required to park their vehicles and leave them unoccupied until it is time to drive home. The speed limit on school grounds is 10 mph. Students may not drive or have access to their vehicles during the school day without the express permission of the Principal. Student parking is provided on school grounds in the south parking lot only. All traffic will enter the parking lot from the north lane and leave by the south lane. SCHOOL RULES CONCERNING CONDUCT APPLY TO THE PARKING LOT. Students being dropped off and picked up should do so in the front east drive thru to avoid congestion in the south parking lot. Designated parking is for school and staff vehicles only. Students are not allowed to park in those areas during the school day.

BICYCLES

Students riding bicycles to school should park them in the racks provided. There is to be no bicycle riding on the school grounds. All bicycles are to remain in the racks until the students are ready to vacate the school grounds.

SOLICITATION

The office must authorize any solicitations made in the community by any student or student organization representing the school in any way.

ETHNICITY REPORTING

Each year, every school district in Nebraska is required to report to the Nebraska Department of Education (NDE) student data by race and ethnicity categories that are set by the Federal Government. As a result, VHS students will need to be identified by ethnicity and one or more racial groups. VHS enrollment forms will have a two-part question regarding ethnicity and race, as well as what was reported the year before (for currently enrolled students.) If the enrollment form is not completed, existing information will be used, or a designated school staff member will observe and select racial and ethnic categories on the student's behalf, as required by the Federal government for aggregate reporting.

ASTHMA/SEVERE ALLERGY PROTOCOL

As per state law adopted on October 1, 2003 Valentine Community Schools of which Valentine High School is an entity of, adopted a protocol to address students who become afflicted with asthma/severe allergy symptoms. A copy of such protocol is available at the office upon any parent or student request.

EYE EXAM

Any student transferring into Valentine High School from out of state at any time during their high school education must have an eye exam completed within the past 6 months with proper proof, or have proof of a pending eye appointment in the Valentine area before the student can be admitted.

SCHOOL POLICY ON DRUGS

BOARD POLICY RELATIVE TO STANDARDS OF STUDENT CONDUCT PERTAINING TO THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS, ALCOHOL, OR TOBACCO OR LOOK ALIKE PARAPHERNALIA ON SCHOOL PREMISES OR AS A PART OF ANY OF THE SCHOOL'S ACTIVITIES

It shall be the policy of Valentine High School, District #6, in addition to standards of student conduct elsewhere adopted by board policy or administrative regulations to absolutely prohibit the unlawful possession, use, or distribution of illicit drugs, alcohol, or tobacco on school premises or as a part of any of the school's activities. This shall include such unlawful possession, use, or distribution of illicit drugs, alcohol or tobacco by any student of the District during regular school hours or after school hours at school sponsored activities off school premises. Conduct prohibited at places and activities as hereinabove described shall include, but not be limited to, the following:

1. Possession of any controlled substance, or imitation, possession of which is prohibited by law.
2. Possession of any prescription drug in an unlawful fashion.
3. Possession of alcohol or tobacco on school premises or as a part of any of the school's activities.
4. Use of any illicit drug, or imitation.
5. Distribution of any illicit drug or imitation.
6. Use of any drug in an unlawful fashion.
7. Distribution of any drug or controlled substance when such distribution is unlawful.
8. The possession, use, or distribution of alcohol or tobacco.

It shall further be the policy of the District that violation of any of the above prohibited acts will result in disciplinary sanctions being taken within the bounds of applicable law, up to and including short term suspension, long term suspension, expulsion, referral to appropriate authorities for criminal prosecution.

DRUG EDUCATION COUNSELING AND REHABILITATION PROGRAMS

It shall be the policy of Valentine High School, District #6, to provide information to all students concerning available drug and alcohol counseling, rehabilitation, and re-entry programs within fifty miles of the administrative offices of the District or, where no such services are found, within the State of Nebraska. Information concerning such resources shall be presented to all of the students of the District.

In the event of disciplinary proceedings against any student for any District policy pertaining to the prohibition against the unlawful possession, use, or distribution of illicit drugs, alcohol, or tobacco, appropriate school personnel shall confer with any such student and their parents or guardian concerning available drug and alcohol counseling, rehabilitation, and re-entry programs that appropriate school personnel shall consider to be of benefit to any such student and their parent/parents/guardian.

BOARD POLICY RELATIVE TO DRUG, ALCOHOL, OR TOBACCO EDUCATION AND PREVENTION PROGRAM OF THE DISTRICT PURSUANT TO P.L. 101-226 AND 34 C.F.R. PART 86

It shall be the policy of Valentine High School District #6 to provide age appropriate, developmentally based drug and alcohol education and prevention programs for all students of the school. It shall be the policy of the District to require instruction at each grade level concerning the adverse effects resulting from the use of illicit drugs, alcohol, or tobacco. Such instruction shall be designed by affected classroom teachers or as otherwise directed by the board to be appropriate to the age of the student exposed to such instruction. Such instruction should be described in any curriculum guides of the District and should have as one of its primary objectives preventing the use of illicit drugs, alcohol, or tobacco by such students. It shall further be the policy of the District to encourage the use of outside resource personnel such as law enforcement officers, medical personnel, and experts on the subject of drug and alcohol abuse, so that its economic, social, educational, and physiological consequences may be made known to the students of the District.

It shall further be the policy of the District through the instruction earlier herein referred to as well as by information and consistent enforcement of the Board's policy pertaining to student conduct as it relates to the use of illicit drugs and the unlawful possession and use of alcohol, that drug, alcohol, and tobacco use is wrong and is harmful both to the student and the District, and its educational programs.

STUDENT AND PARENT NOTIFICATION OF SCHOOL POLICY ON DRUG PREVENTION

It shall be the policy of Valentine High School, District #6, to provide each student of the District a copy of the standards of conduct for student behavior in the District which prohibit the unlawful possession, use, or distribution of illicit drugs, alcohol, or tobacco on school premises or as a part of any of the school's activities.

Such standards of conduct and the District's policy of disciplinary sanctions that may be taken for violation of such standards of conduct shall be given to each student and their parent/parents/guardians prior to the commencement of each school year on a form to be developed by the administration or Board of Education.

It shall be the further policy of the District to keep a file showing receipt of standards of conduct and a statement of disciplinary sanctions that may be taken for violations of such standards of conduct.

Students who violate school rules will face disciplinary consequences up to and including expulsion from school. The code of conduct and procedure for imposing discipline on students is set forth in the student handbook. The board of education will not consider an appeal of any disciplinary sanction unless the student and his/her family have complied with the procedures set forth in the handbook.

VALENTINE HIGH SCHOOL POLICY ON SUSPENSIONS AND EXPULSIONS

In-School Suspension: Any student who is given an In-School suspension for disciplinary reasons will report to the office at 8:00 a.m. and will be required to spend the assigned suspension time in a study carol. If the suspension is for all day the conclusion of the day will be 3:40 p.m. Teachers for each class the student is enrolled in will provide make-up work for the student and credit will be issued with a 1 letter grade reduction in any grade the

student receives on work completed while serving an In-School suspension. An In-School suspension may be changed to an Out-of-School suspension at any time if provisions or obligations are not met.

Out-of-School Suspension:

Any student who is given an Out-of-School suspension will be **issued a grade no higher than a 70% for any work missed during the time of the suspension and the work will be due when the student returns to school from the suspension. If work is not completed upon the student's return, the policy regarding the issuing of zeros will then go into effect.**

During the time of the suspension, students will not be allowed on any school grounds during the school day or during after school activities either home or away.

Suspensions and expulsions may be imposed as a corrective measure for violations of the following conduct when the activity occurs on school grounds or during an educational function or event off school grounds.

All suspensions and expulsions shall be in accord with the due process guidelines as adopted by the Board of Education under guidelines established by Nebraska Law 79-254 to 294.

1. Use of violence, force, coercion, threat, intimidation.
2. Damage or Theft of Property. Willfully causing or attempting to cause substantial damage to property; stealing or attempting to steal property of substantial value.
3. Causing Personal Injury. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student.
4. Extortion. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student.
5. Weapons. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon.
6. Controlled Substances, Imitations, Alcohol. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, a substance represented to be a controlled substance, or alcoholic liquor, or being under the influence of a controlled substance or alcoholic liquor.
7. Public indecency.
8. Sexual assault. May expel for sexual assault off school grounds if prosecutor files charges of 1st or 2nd degree sexual assault.
9. Other Illegal Activities. Engaging in any other activity forbidden by the laws of Nebraska which activity constitutes a danger to others.
10. Repeated Violation of Rules. A repeated violation of any rules and standards validly established pursuant to Section 79-254 to 294 .

STUDENT AND PARENT NOTIFICATION OF SCHOOL POLICY ON DRUG EDUCATION AND NEBRASKA STUDENT DISCIPLINE CODE
It shall be the policy of Valentine High School, District #6, to provide each student and Parent/Guardian of the District a copy of the standards of conduct for student behavior in the District.

It shall be the further policy of the District to keep a file showing receipts of standards of conduct and a statement of disciplinary sanctions that may be taken for violations of such standards of conduct.

"THIS RECEIPT SHALL SERVE TO DEMONSTRATE THAT YOU AS A STUDENT, OR PARENT/GUARDIAN OF A STUDENT ATTENDING VALENTINE HIGH SCHOOL DISTRICT #6, HAVE RECEIVED NOTICE OF THE STANDARDS OF CONDUCT OF THIS DISTRICT EXACTED OF STUDENTS CONCERNING SUSPENSIONS AND EXPULSIONS AS WELL AS THE ABSOLUTE PROHIBITION AGAINST THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS, ALCOHOL, OR TOBACCO ON SCHOOL PREMISES OR AS A PART OF ANY OF THE SCHOOL'S ACTIVITIES AS DESCRIBED IN BOARD POLICY OR ADMINISTRATIVE REGULATION. THIS NOTICE IS BEING PROVIDED TO YOU PURSUANT TO P.L. 101-226 AND 34 C.F.R. PART 86, BOTH FEDERAL LEGAL REQUIREMENTS FOR THE DISTRICT AND TO OBTAIN ANY FEDERAL FINANCIAL ASSISTANCE AND THE NEBRASKA STUDENT DISCIPLINE CODE AS AMENDED BY NEBRASKA LAW LB 1250 (1994.). YOUR SIGNATURE ON THIS RECEIPT ACKNOWLEDGES THAT YOU AS A STUDENT, OR PARENT/GUARDIAN OF A STUDENT WHO IS ATTENDING THIS DISTRICT, FULLY UNDERSTAND THE DISTRICT'S POSITION ON DRUG PREVENTION AND THE NEBRASKA STUDENT DISCIPLINE CODE, AND THAT COMPLIANCE WITH THESE STANDARDS IS MANDATORY. ANY NON-COMPLIANCE WITH THESE STANDARDS CAN AND WILL RESULT IN PUNITIVE MEASURES BEING TAKEN, ACCORDING TO POLICIES RELATING TO ALL ACTIVITIES, AGAINST ANY STUDENT FAILING TO COMPLY WITH THESE STANDARDS WHILE ENROLLED AT VALENTINE HIGH SCHOOL."

STUDENT FEES 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 will provide students with personal or consumable items for participation in courses and activities including, but not limited to, pencils, paper, pens, 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 students and will be held responsible for the reasonable replacement cost of any school property that they lose, damage, or destroy.

4. Materials Required for Course Projects

The district will provide students with the materials necessary to complete. All curricular projects. In courses where students produce a project that requires more than minimal cost for materials, the finished project will remain the property of the district unless the students either furnish or pay for the reasonable cost of materials required for the course project.

5. 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. The coach or sponsor will provide a list of the fees charged. The guidelines will explain the reasons that fees, equipment and/or clothing are required for participation for the activity.

The following list details the maximum dollar amount of all extracurricular activities fees and specifications for any equipment or attire required for participation in extracurricular activities:

- High School Student Activity Card- \$25.00; Middle School Student Activity Card- \$10.00; National Honor Society-\$ 5.00; Cheerleading, Drill Team, Flag Corps-\$100.00(Students must purchase uniforms and shoes selected by the sponsor and/or student group. The maximum dollar amount charged by the school district for these will be \$100.00); Football, Volleyball, Basketball, Wrestling, Track, and Cross Country – Students must provide their own shoes and undergarments; Golf – Students must provide their own shoes and undergarments; Future Farmers of America – Students must purchase their own jacket and pay dues of \$5.00.

6. Post-Secondary Education Costs

Some students enroll in postsecondary courses while still enrolled in the district’s high school. As a general rule, students must pay all costs associated with such post-secondary courses. However, for a course in which student received high school credit or a course being taken as a part of an accelerated or differentiated curriculum program, the district shall offer the course without charge for tuition, transportation, books or other fees. Students who chose to apply for post secondary education credit for these courses must pay tuition and all other fees associated with obtaining credits from a post secondary educational institution.

7. Transportation Costs

The district will 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 Superintendent’s designee shall establish a schedule of student records fees. Parents of the students have the right to inspect and review the student’s files or records without a 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 \$0.25 per page for reproduction of student records.

9. 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 student purchase from a school store, vending machine, booster club, or similar sources. Students may be required to bring money or food for field trip lunches and similar activities.

Charges for Breakfast and Lunch are as follows:

Breakfast:High School Regular priced-\$1.35 per meal; Middle and Elementary Regular priced-\$1.35 per meal; Extra Breakfast Entrée-\$1.00 per ntrée; Reduced-\$0.40 per meal

Lunch: High School Regular-\$2.50 per meal; Middle Regular priced-\$2.50 per meal Elementary Regular priced-\$2.40 per meal; Extra Entrée-\$1.50 per entrée; Extra Branded Pizza (HS & MS only)-\$1.75 per entrée; Reduced-\$0.40 per meal; Extra 8 oz juice (MS only)-\$0.50; Extra Milk-\$0.40; Special Milk-\$0.40

10. Charges for Musical Extra curricular Activities

Students who qualify for fee waivers under this policy will be provided, at no charge, the use of a musical instrument in optional courses that are not extracurricular. For musical extracurricular activities, the school district will require students to provide the following:

Band – Students must provide their own instrument and marching band shoes which must be white & rubber soles.

Swing Choir – Students must purchase outfits and shoes selected by the sponsor and/or group. The maximum dollar amount charged by the district will be \$200.00

WAIVER POLICY

Students who qualify for free and reduced priced 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 waiver provided in this section. The district is not obligated to provide any particular type or quality of equipment or other materials 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 administrator.

POLICY DISTRIBUTION

This policy will be published in an addendum to the Student Handbook which will be provided to the student 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 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.

STUDENT FEE FUND

The school board hereby established a Student Fee Fund. The Student Fee Fund shall be a separate school district fund that will not be funded by tax revenue, and that will serve as a depository for all monies collected from students for (1) participation in extracurricular activities, (2) post-secondary education costs, and (3) summer school and or night courses. Monies in the Student Fee Fund shall be expended only for the purpose for which they were collected from students.

NOTICE OF NONDISCRIMINATION

Valentine High School does not discriminate on the basis of race, color, national origin, sex, disability, marital status, or age in admission or access to, or treatment of employment in its programs or activities. It is the intent of Valentine High School to comply with both the letter and the spirit of the law in making certain discrimination does not exist in its policies, regulations and operations. Grievance procedures have been established for anyone who feels discrimination has been shown by Valentine High School.

DESIGNATION OF COORDINATOR(S)

Any person having inquiries concerning this district’s compliance with anti-discrimination laws or policies or other programs should contact or notify the following person(s) who are designated as the coordinator for such laws, policies or programs:

Jamie S. Isom, Superintendent, Valentine High School, 431 N. Green, Valentine, NE 69201. Telephone: 402-376-1780.

Law, Policy or Program	Issue or Concern	Coordinator
Title VI	Discrimination or harassment based on race, color, or national origin; harassment	Superintendent Jamie Isom
Title IX	Discrimination or harassment based on sex; gender equity	Activities Director Gus Brown
Section 504 of the Rehabilitation Act and the Americans with Disability Act (ADA)	Discrimination, harassment or reasonable accommodations of persons with disabilities	Principal Dave Renning
Homeless student laws	Children who are homeless	Superintendent Jamie Isom
Safe and Drug Free Schools and Communities	Safe and drug free schools	Superintendent Jamie Isom

Parents, employees, and students who do not feel that their complaints regarding Title IX, Title VI, and Section 504 have met with resolution at the local level, they may appeal their grievances to the regional Department of Education, Office for Civil Rights. This would be their final opportunity for resolution. The address for the Office of Civil Rights in this area is: U.S. Dept. of Education, Office for Civil Rights, 8930 Ward Parkway, Suite 2037, Kansas City MO 64114. Phone (800) 437-0833, Fax (816) 823-1404

COMPLAINT AND GRIEVANCE PROCEDURE

Students should initially report all instances of discrimination or harassment to their immediate supervisor or classroom teacher. However, if the student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the student is encouraged to go to the next level of supervision. In the case of a student, the Principal would be the next or alternative person to contact.

If the student’s complaint is not resolved to his or her satisfaction within five (5) to ten calendar days, or if the discrimination or harassment continues, or if as a student you feel you need immediate help for any reason, please report your complaint to the Superintendent of Valentine Community Schools. If a satisfactory arrangement cannot be obtained through the Superintendent of Valentine Community Schools, the complaint may be processed to the Board of Education.

The supervisor, teacher or the Superintendent of Valentine Community Schools will thoroughly investigate all complaints . These situations will be treated with the utmost confidence, consistent with resolution of the problem. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees, and disciplinary action up to expulsion against a harassing student, may be taken. Under no circumstances will any threats or retaliation be permitted to be made against a student for alleging in good faith a violation of this policy.

NOTE: In no way is the grievance procedure meant to lessen the legal authority of the school officials to deal with disruptive students. Rather, it is a means of inviting student communication on matters of concern to the school and its students, short of having to engage in disruptive behavior in order to be noticed and to have grievance redressed. A grievance form may be obtained at the principal’s office.

NOTICE TO PARENTS OF RIGHTS AFFORDED BY SECTION 504 OF THE REHABILITATION ACT OF 1973

The following is a description of the rights granted by federal law to qualifying students with disabilities. The intent of the law is to keep you fully informed concerning the decisions about your child and to inform you of your rights if you disagree with any of these decisions. You have the right to:

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of his/her disabling condition.
2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to Section 504 identification, evaluation, and/or placement of your child.
4. Have your child receive a free appropriate public education. This includes the right to be educated with nondisabled students to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities.
5. Have your child educated in facilities and receive services which are comparable to those provided to nondisabled students.
6. Have your child receive exceptional education and related services if he/she is found to be eligible under the Individuals with Disabilities Education Act (20USC Chapter 33, PL 101-4761)
7. Have an evaluation, educational recommendation and placement decision developed by a team of persons who are knowledgeable of the student, the assessment data and any placement options.
8. Have transportation provided to and from an alternative placement setting (if the setting is a program not operated by the district) at no greater cost to you than would be incurred if the student were placed in a program operated by the district.
9. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district.
10. Examine all relevant records relating to decisions regarding your child’s Section 504 identification, evaluation educational program and placement.
11. Obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to the records.
12. Obtain a response from the school district to reasonable requests for explanations and interpretations of your child’s records.
13. Request amendment of your child’s educational records if there is reasonable cause to believe that they are inaccurate, misleading or otherwise in violation of the privacy rights of your child. If the school district refuses this request for amendment, it shall notify you of your right to an impartial hearing.
14. Request mediation or file a grievance in accordance with the school district’s Section 504 mediation, grievance and hearing procedures.
15. Request an impartial hearing regarding the Section 504 identification, evaluation or placement of your child. You and the student may take part in the hearing and have an attorney represent you.
16. File a formal complaint with the U.S. Department of Education.

NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave. S.W., Washington, D.C. 20202-4605

LOG-ON GUIDE AND USER POLICY FOR THE INTERNET

To qualify as an INTERNET user at VHS, you must be an employee or a student in School District 6 in Cherry Co. All user access to Internet through District 6 facilities will be terminated when a student is no longer enrolled at VHS, or an employee terminates their employment with VHS beginning with the 2001-02 school year.

Each prospective Internet subscriber must receive a copy of this guide. The project director or supervising teacher must request in writing the number of copies of this guide required for any school project requiring access to the Internet. Additional copies may be obtained by making a request from the System Operator (Sysop) at School District 6 Central Office. The Sysop may require the school principal's approval prior to setting up any account.

The Account Application included herein must be returned to the Office. No accounts can be assigned to individuals or groups until this has been completed.

When the completed application has been received, the Sysop will provide log-on information for the user and will return a user Identification and Temporary password to the project director or supervising teacher for the applicant. It is recommended that the user log-on to Internet and change the temporary password as soon as practical. Note: Users who have identification and passwords for another class project should not re-apply but should continue to use their current identification and password.

If additional sign-on training is needed for the project director or supervising teacher; arrangements for this may be made by contacting the District Computer Coordinators.

Access to Internet may be available to students and staff in School District 6. This offers vast, diverse and unique resources to both students and teachers. One of the district goals is "Learners will demonstrate the ability and internal motivation to seek out and access information utilizing a variety of resources including available technology".

With access to wide area networks and people throughout the world, comes the availability of material that may not be considered to be of educational value in the context of a school setting. **School District 6 has taken precautions to restrict access to controversial materials.** On a global network, it is impossible to control all materials that become available. Valuable information and interaction available on the wide area networks far outweighs the possibility that users may procure material that is not consistent with the educational goals of School District 6.

Wide area networks, including Internet, are coordinated through a complex association of government agencies, and regional and state networks. It is imperative that users comply with a set of strict guidelines in order to maintain efficient ethical and legal utilization of network resources.

An account is to be established for each user of School District 6's network. Individual access to the network is to be through the account that has been established. School District 6 reserves the right to monitor any and all activity on any School District Network. **If the user violates any provisions, the account will be terminated, future access may be denied, and appropriate disciplinary actions will be taken.** The appropriate signatures are required from students, parents, and staff prior to setting up an individual account. It is expected that all terms and conditions outlined in this policy and the account application will be followed.

Procedure:

Each Staff member who accesses any School District Wide Area Network, including Internet, on School District 6 equipment must first obtain an individual account. Any attempts to access by use of another individual's passwords, codes, and or secured data is strictly forbidden. School District 6 reserves the right to monitor any and all activity of any School District 6 account originating from or addressed to students, staff, or others.

Acceptable Use: The use of an account must be in support of education and research and must be consistent with the educational objectives and goals of School District 6. Transmission of any material must comply with rules appropriate for the network. Any material transmitted must meet Federal, State, local, and district regulations including, but not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Use for commercial activities by for product advertisement or political lobbying is prohibited. Any viewing or dissemination of objectionable materials from any source into the system is strictly prohibited.

Privilege: The use of an account in School District 6 is a privilege, not a right, and inappropriate use will result in cancellation of that privilege. Each individual who receives an account is expected to use the network properly. System administrators may use discretion as to inappropriate use and may suspend an account at any time. Administration, or other staff of School District 6, may request the system administrator to deny, revoke, or suspend specific user accounts at any time for cause. Appeals regarding cancellation must be made through the building administrator to the appropriate director.

Etiquette: Account holders are expected to abide by generally accepted rules of network etiquette. Some of these include:

- A. Appropriate language. The user will not swear, use vulgarities or any other inappropriate language.
- B. Illegal activities. Any illegal activities are strictly forbidden.
- C. Personal information. The user will not reveal personal address or phone number of those of other students or colleagues.
- D. **Use of e-mail. Electronic mail is not guaranteed to be private. System operators have access to all mail. Messages relating to or in support of illegal activities will be reported to authorities.**

Responsibility: School District 6 is not responsible for any damages suffered by an account holder. This includes loss of data resulting from delay, non-deliveries, mis-deliveries or service interruptions caused by negligence, errors, omissions, or virus. Use of any information obtained via any network service is at the user's own risk. School District 6 specifically denies any responsibility for accuracy or quality of information attained through any network service.

User Fees and Costs: From time-to-time new registration and account information may be required in order to update or continue services. Currently there are no user fees for the use of the network. However, any additional costs that are incurred by using a network are the responsibility of the staff member, student, or the student's parent. This includes the use of fee for services, programs, and searches or any other costs incurred from using the network. Any costs for services other than the provision of the basic network are not authorized and will not be paid by School District 6.

Network Supervision: Students using School District 6 network must be supervised by an authorized district staff person. Each student who signs on to the network must have a personal account. Accounts are assigned to an individual for their use only and are not transferable from person to person. The account user is responsible for any damage caused to any hardware, software, data or security on any of the district's equipment, local area networks, or wide area networks. Any ID numbers and passwords are to be kept confidential by the user.

Account Application: Any School District 6 staff member or student must obtain an account prior to using a district wide area network. No account will be issued until an application has been completed and has been forwarded to the network system operator. Any account may be canceled at any time for cause.

E-mail: Access to e-mail is not allowed for students from school at any time.

When an account is established the user will be notified of login and user password.

STUDENT RIGHTS

Legislative Bill 503 was passed by the Nebraska Legislature in 1976. This bill provides the conditions under which students may be excluded from public schools.

The Statute provides:

1. Rules must be clear and definite to provide clear notice to students.
2. Rules shall be distributed to students and their parents at the beginning of each school year, or at the time of enrollment.
3. Rules shall be posted in conspicuous places in each school during the school year.
4. Changes in rules and standards shall not take effect until reasonable effort has been made to distribute such changes to all students and parents.

The Statute provides for five types of exclusions:

1. Short Term: Up to (and including) five days.
2. Emergency: Immediate exclusion if the student has a dangerous disease or her/his conduct presents a threat to the physical safety of the school community or is very disruptive.
3. Long Term: More than five days, less than twenty.
4. Expulsion: Remainder of semester.
5. Mandatory Reassignments: Involuntary transfer to another school within the system in connection with any disciplinary action.

The Statute provides the conditions and applicable procedures for each type of expulsion:

1. Short Term: Up to, and including five days:
 - A. Principal must make an investigation.
 - B. Principal may suspend after he/she determines it is necessary to help the student or to prevent interference with school purposes.
 - C. Student must be given oral or written notice of charges, and explanation of the evidence against her/him, and an opportunity to present his/her version.
 - D. Within 24 hours (or such time as is reasonably necessary) following suspension, the Principal must:
 1. Send a written statement to student, student's parents or guardian describing the student's conduct or violation of rule.
 2. Give reason for the action taken.
 3. Make a reasonable effort to confer with parents before, or at a time student returns to school.
2. Procedure for Emergency Exclusion:
 - A. Exclusion may not last longer than necessary to avoid the threats of the emergency.
 - B. If longer than five days, there must be substantial compliance with the procedures provided for long term exclusion (listed below).
3. Long Term, Exclusion and Mandatory Reassignment:
 - A. The following behavior constitutes grounds for these types of exclusions:
 1. Use of violence, force coercion, threat, substantial interference with school purposes.
 2. Damage to property (private or school) of substantial value.
 3. Physical injury to any student or school employee.
 4. Threat to obtain money or anything of value.
 5. Knowingly possessing or handling a weapon.
 6. Possession of controlled substance or alcoholic liquor.
 7. Engaging in any activity forbidden by law which interferes with school purposes.
 8. Repeated violation of rules and regulations.
 - B. The following procedure is required to exclude longer than five days.
 1. A written charge and summary of evidence supporting the charge shall be filed with the Superintendent on the date of the decision to exclude.
 2. Within two days, written notice must be sent by registered mail to the student, the student's parents or guardian, informing them of the rights under the act.
 3. This notice shall include the following:
 - a. Rule violated and summary of evidence.
 - b. Penalty which Principal recommended.
 - c. Notice of defendant's right to a hearing.

- d. A statement concerning the right to examine all records of the cases.
 - e. A statement concerning the right to know the identity of witness who will appear and substance of their testimony.
 - f. The written notice letter shall include a form to the student's parents to request a hearing.
- C. The following preliminary procedure must be followed if a hearing is requested within five days of the notice.
- 1. Superintendent must appoint a Hearing Examiner.
 - 2. Hearing Examiner must give written notice to Principal, student, and student's parent or guardian of the time and place for the hearing.

REQUIREMENTS TO BE A HEARING EXAMINER:

- a. Has not brought the charges against the student;
 - b. Shall not be a witness at the hearing;
 - c. Has no involvement in the charge; be impartial;
 - d. Must be available to answer any questions relative to the hearing;
 - e. May be anyone, even a school employee
- 3. Hearing must be held within five days after the request, but cannot be held without providing the Principal, student, and student's parents of at least two school days notice.
 - 4. The right to examine the record and written statements (including the statement of any witnesses for the school), prior to the hearing with the Principal must be provided to legal counsel, student, student parents, guardian, or representative.
 - 5. If no hearing is requested, the punishment goes into effect on the fifth day following notice. A hearing may be held, if requested after five days, but no later than thirty calendar days following receipt of notice their punishment continues, pending final determination.

D. The following rules apply when a hearing is continued:

- 1. The following shall attend the hearing: Hearing Examiner, the student, their representative (if any), the student's parents or guardian, and if necessary the counsel for the School Board.
- 2. Witnesses may be present only when testifying.
- 3. Anyone may be excluded by the Examiner if they disrupt the proceedings.
- 4. Student may speak in their own behalf and question witnesses; they may request not to speak, may be excused if necessary when discussing student's emotional problems.
- 5. The Principal shall present statements to the Hearing Examiner (in affidavit form) of anyone having information about the student's conduct and the student's records, only if these have been made available to the student's parents, guardian or representative prior to the hearing.
- 6. Hearing Officer is not bound by rules of evidence or other courtroom practice.
- 7. The following persons may ask persons to testify at the hearing: the student, the student's parent, guardian or representative, the Principal and Hearing Examiner.
- 8. Testimony shall be under oath, the Hearing Examiner shall administer the oath.
- 9. The persons listed in (D) (7) above, shall have the right to question any witnesses giving information at the hearing.
- 10. Any person giving testimony is given the same immunity from liability as a person testifying in a court case.
- 11. The proceeding shall be recorded at the expense of the School District.
- 12. If more than one student is charged with violation of the same rules and acted in concert, a single hearing may be held, unless student interests may be substantially prejudiced, as determined by the Hearing Examiner.

E. Report of the Hearing Examiner:

- 1. Reports shall include Hearing Examiner's recommendations and the reasons for the decision.
- 2. Report shall be reviewed by the Superintendent who may change, revoke, or impose the sanctions recommended. In no case may the Superintendent's changes be more severe than the Examiner's recommendations.
- 3. Written notice of the recommendations by the Examiner and Superintendent shall be sent by registered mail or personal delivery to the student, the student's parents or guardian.
- 4. Upon receipt of the written notice, the determination recommendations shall take effect.

F. The Record and the Appeal:

- 1. The record shall consist of the charge, the notice, the evidence presented and the Hearing Examiner's finding and recommendations.
- 2. On appeal to a court, the record shall also consist of any additional action taken in the case.
- 3. Appeal to the School Board may be made within fifteen days by the student, the student's parents or guardian, by a written request, filed with the Secretary of the Board of the Superintendent.
- 4. Hearing of the School Board:
 - a. At least three board members must be present.
 - b. Must be held on or before next regular Board Meeting.
 - c. The appeal shall be made on the record, but new evidence may be admitted to avoid substantial unfairness. The new evidence shall be a part of the record.
 - d. When the School Board deliberates, it may reopen hearing to receive evidence subject to the right of all parties to be present.
 - e. The School Board may alter the Superintendent's recommendations, but may never impose more severe sanctions.
 - f. Final determination of the Board shall be personally delivered or sent by registered mail to the student and their parents or guardian.
 - g. Appeal of the decision of the School Board is to the District Court of the County where the action is taken. Appeal must be made within thirty days after service of the final decision of the School Board.

Time Schedule:

7:30 Breakfast starts serving
7:55 Warning Bell
8:00 Start period 1
8:50 End period 1
8:53 Tardy Bell-Start period 2
9:43 End period 2
9:46 Tardy Bell-Start period 3
10:36 End period 3
10:39 Tardy Bell-Start period 4
11:29 End period 4
11:32 Tardy Bell-Start period 5
12:52 End period 5
12:55 Tardy Bell-Start period 6
1:45 End of period 6
1:48 Tardy Bell-Start period 7
2:38 End of period 7
2:41 Tardy Bell-Start period 8
3:31 End of period 8
4:00 Unsupervised students out of building

Time Schedule--Fifth period lunch:

11:32 Dismissal Bell-First Lunch Shift
11:57 Dismissal bell 2nd lunch
11:59 Warning bell for 1st lunch shift to be back to class
12:02 Tardy bell for 1st lunch
12:22 Dismissal bell 3rd lunch
12:24 Warning bell for 2nd lunch shift to be back to class
12:27 Tardy bell for 2nd lunch shift
12:52 Dismissal bell for 5th period
12:55 Tardy bell start of period 6