

Dear Students:

Welcome to another great year at Hartington Public Elementary Schools. I am looking forward to working with all of you as your Elementary Principal. One of my goals is to make this school year a positive and educational experience for all. I believe if we all work together there is nothing the students, faculty, staff, and administration of HPS cannot accomplish.

As you read this handbook, please do so carefully. It explains the policies, procedures, and regulations you will need to know as a student at HPS. The information in the handbook will help you get off to a great start and lead you down the road to a very successful year.

On behalf of the Board of Education, Mr. Anderson, the faculty, and staff, I wish you all the success in the upcoming year. I know together we can make the year be a learning experience and say we are proud to be Hartington Wildcats.

Sincerely,

Russell L. Flamig  
K-12 Principal

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## **GENERAL RULES**

1. Students will show respect for all school personnel.
2. Students will show respect for other students.
3. Students will not use obscene language or gestures.
4. Students should show respect for classroom rules.
5. Students should not enter the building before 7:50 a.m. (Unless requested to do so by a teacher or the administration or participating in the school's breakfast program.)

## **BEHAVIOR EXPECTATIONS**

Safety is a primary concern on the playground, in the halls, gym and commons, as well as the classroom. Students are expected to demonstrate respect for themselves, others and school property. In addition, appropriate conduct, manners and language are expected. School-wide expectations for students are to follow directions; to keep hands, feet and objects to themselves; to stay in their assigned places; to respect adults and classmates; and to complete all assignments on time. See HPS elementary school wide Behavior Plan at end of handbook.

## **ATTENDANCE**

Regular attendance is essential to a student's success in school and life. A missed school day cannot be made up by simply doing the written work that is missed. Absences create gaps in a student's knowledge base. Prior notification for planned absences is requested.

All parents/guardians are asked to call the school no later than 8:30 a.m. on each day their child will be absent. Please call each day your child is absent. This is to keep children safe by making sure that absent students are safe at home and not lost or otherwise missing.

Article 5                      **Attendance Policy and Excessive Absenteeism**      Policy No. 5008

### **Student Attendance**

#### **Attendance Policy and Excessive Absenteeism**

Regular and punctual student attendance is required. The administration is responsible for developing further attendance rules and regulations, and all staff are expected to implement this policy and administrative rules and regulations to encourage regular and punctual student attendance. The Principals and teachers are required to maintain an accurate record of student attendance.

#### **A. Attendance and Absences**

1. Absences from School – Definitions. An absence from school will be reported as: (a) an excused absence or (b) an unexcused absence.
  - a. Excused Absence. Absences should be cleared through the Principal's office in advance whenever possible. All absences, except for illness and/or death in the family, require advance approval.

An absence for any of the following reasons may be excused, provided the required procedures have been followed:

- (1) Attendance at a funeral for a member of the immediate family (parents, siblings and grandparents),
- (2) Illness which causes a student to be absent from school,
- (3) Doctor or dental appointment which require student to be absent from school,
- (4) Court appearances that are required by a court order,
- (5) School sponsored activities which require students to be absent from school,
- (6) Family trips in which student accompanies parent(s)/legal guardian(s), and
- (7) Other absences which have received prior approval from the Principal.

The Principal shall have the discretion to deny approval for any of the foregoing reasons, depending on circumstances such as the student's academic status, the tests or other projects which may be missed, in the case of a family trip, whether the trip could be taken during non-school time and the educational nature of the trip.

- b. Unexcused Absence. An absence which is not excused is unexcused. A student who engages in unexcused absences may be considered truant as per state law Neb. Rev. Stat. '79-201. Truancy is a violation of school rules. Students are subject to disciplinary consequences for trancies.
2. Absence Procedure. A student will not be allowed to enter class after an absence until an admit slip, based upon a written or verbal parental excuse, is issued by the Principal's office.

Two school days will be allowed to make up work for each day missed, with a maximum of 10 days allowed to make up work.

3. Mandatory Ages of Attendance. A child is of mandatory age if the child will reach age 6 prior to January 1 of the then-current school year and has not reached 18 years of age.

Exceptions for Younger Students. Attendance is not mandatory for a child who has reached the age of 6 years of age prior to January 1 of the then-current school year, but will not reach age 7 prior to January 1 of such school year, if the child's parent or guardian has signed and filed with the school district in which the child resides an affidavit stating either: (1) that the child is participating in an education program that the parent or guardian believes will prepare the child to enter grade one for the following school year; or (2) that the parent or guardian intends for the child to participate in a school which has elected or will elect pursuant to law not to meet accreditation or approval requirements and the parent or guardian intends to provide the Commissioner of Education with a statement pursuant to section 79-1601(3) on or before the child's seventh birthday.

Exceptions for Older Students. Attendance is also not mandatory for a child who: (1) has obtained a high school diploma by meeting statutory graduation requirements; (2) has completed the program instruction offered by a school which elects pursuant to law not to meet accreditation or approval requirements; or (3) has reached the age of 16 years and has been withdrawn from school in the manner prescribed by law.

Early Withdrawal for Students Enrolled in Accredited or Approved Schools. A person who has legal or actual charge or control of a child who is at least 16 but less than 18 years of age may withdraw such child from school before graduation and be exempt from the mandatory attendance requirements if an exit interview is conducted and a withdrawal form is signed.

Exit Interview. The process is initiated by a person who has legal or actual charge or control of the child submitting a withdrawal form. The form is to be as prescribed by the Commissioner of Education. Upon submission of the form, the Superintendent or Superintendent's designee shall set a time and place for an exit interview if the is enrolled in (Name) Public Schools or resides in (Name) Public Schools and is enrolled in a private, denominational, or parochial school.

The exit interview shall be personally attended by:

- The child, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable;
- the person who has legal or actual charge or control of the child who requested the exit interview;
- the Superintendent or the Superintendent's designee;
- the child's principal or the principal's designee if the child at the time of the exit interview is enrolled in a school operated by the school district;
- and
- any other person requested by any of the required parties who agrees to attend the exit interview and is available at the time designated for the exit interview which may include, for example, other school personnel or the child's principal if the child is enrolled in a private school.

At the exit interview, the person making the written request must present evidence that (a) the person has legal or actual charge or control of the child and (b) the child would be withdrawing due to either:

- financial hardships requiring the child to be employed to support the child's family or one or more dependents of the child, or
- an illness of the child making attendance impossible or impracticable

The Superintendent or the Superintendent's designee shall identify all known alternative educational opportunities, including vocational courses of study, that are available to the child in the school district and how withdrawing from school is likely to reduce potential future earnings for the child and increase the likelihood of the child being unemployed in the future. Any other relevant information may be presented and discussed by any of the parties in attendance.

At the conclusion of the exit interview, the person making the written request may sign a withdrawal form provided by the school district agreeing to the withdrawal of the child OR may rescind the written request for the withdrawal.

Withdrawal Form. Any withdrawal form signed by the person making the written request shall be valid only if:

- the child also signs the form, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable, and

- the Superintendent or Superintendent's designee signs the form acknowledging that the interview was held, the required information was provided and discussed at the interview and in the opinion of the Superintendent or the Superintendent's designee, the person making the written request does in fact have legal or actual charge or control of the child and the child is experiencing either (i) financial hardship, or (ii) an illness making attendance impossible or impracticable.

Early Withdrawal for Students Enrolled in an Exempt School (Home School). A person who has legal or actual charge or control of a child who is at least 16 but less than 18 years of age may withdraw such child from school before graduation and be exempt from the mandatory attendance requirements if such child has been enrolled in a school that elects not to meet the accreditation or approval requirements by filing with the State Department of Education a signed notarized release on a form prescribed by the Commissioner of Education.

4. Reporting and Responding to Truant Behavior. Any administrator, teacher, or member of the board of education who knows of any failure on the part of any child of mandatory school attendance age to attend school regularly without lawful reason, shall within three days report such violation to the superintendent or such person(s) who the superintendent designates to be the attendance officer (hereafter, "attendance officer"). The attendance officer shall immediately cause an investigation into any such report to be made. The attendance officer shall also investigate any case when of his or her personal knowledge, or by report or complaint from any resident of the district, the attendance officer believes that any child is unlawfully absent from school. The school shall render all services in its power to compel such child to attend some public, private, denominational, or parochial school, which the person having control of the child shall designate, in an attempt to address the problem of excessive absenteeism. Such services shall include, as appropriate, the services listed below under "Excessive Absenteeism" and "Reporting Excessive Absenteeism."
5. Excessive Absenteeism. Students who accumulate five (5) unexcused absences in a quarter shall be deemed to have "excessive absences." Such absences shall be determined on a per day basis for elementary students and on a per class for secondary students. When a student has excessive absences, the following procedures shall be implemented:
  - a. One or more meetings shall be held between a school attendance officer, school social worker, or the school principal or a member of the school administrative staff designated by the school administration, if the school does not have a school social worker, the child's parent or guardian and the child, if necessary, to report and to attempt to solve the excessive absenteeism. If the parent/guardian refuses to participate in such meeting, the principal shall place documentation of such refusal in the child's attendance records.
  - b. Educational counseling to determine whether curriculum changes, including but not limited to, enrolling the child in an alternative education program that meets the specific educational and behavioral needs of the child, would help solve the problem of excessive absenteeism.

- c. Educational evaluation, which may include a psychological evaluation, to assist in determining the specific condition, if any, contributing to the problem of excessive absenteeism, supplemented by specific efforts by the school to help remedy any condition diagnosed.
  - d. Investigation of the problem of the excessive absenteeism by the school social worker, the school principal or a member of the school administrative staff designated by the school administration, to identify conditions which may be contributing to the truancy problem. If services for the child and his or her family are determined to be needed, the person performing the investigation shall meet with the parent/guardian and the child to discuss any referral to appropriate community agencies for economic services, family or individual counseling, or other services required to remedy the conditions that are contributing to the problem of excessive absenteeism.
6. Reporting Excessive Absenteeism to the County Attorney. If the child is absent more than twenty days per year or the hourly equivalent, the attendance officer shall file a report with the County Attorney of the county in which the person violating the compulsory attendance laws (i.e., the child, the child’s parent, or the person who has legal or active charge or control of the child) resides. When reporting excessive absenteeism, the attendance officer shall inform the county attorney whether the excessive absences are due to documented illnesses that make attendance impossible or impractical. This may be done by informing the County Attorney of either the number of absences due to such illnesses or that the attendance officer is of the opinion that prosecution is not warranted.
7. Reporting to the Commissioner. The Superintendent or designee shall report on a monthly basis to the Commissioner of Education as directed by the Commissioner regarding the number of and reason for any long-term suspension, expulsion, or excessive absenteeism of a student; referral of a student to the office of the county attorney for excessive absenteeism; or contacting of law enforcement officials (other than law enforcement officials employed by or contracted with by the District as school resource officers) by the District relative to a student enrolled in the District.

Legal Reference: Neb. Rev. Stat. ‘79-201 and 79-209; Neb. Rev. Stat. ‘79-527  
Date of Adoption: June 18, 2012

## **RECESS**

Students will be outside any time the wind chill is above 0 degrees. Children should be dressed in warm clothing during cold weather. Snow boots or overshoes, gloves, hats and coats should be worn. All students are expected to participate in recess unless excused due to health restrictions. A written request from a physician is required if a student is to stay in for recess.

## **PARENT/GUARDIAN CONCERNS**

Parents are encouraged to contact their child's teacher(s) on an individual basis if a problem or concern arises or to see how their child is performing in school. Please call to make an appointment.

## **DEFIBRILLATORS**

There are four automatic external defibrillators (AEDs) located on Hartington Public School property. CPR and AED training is provided to all HPS staff every two years through the American Heart Association to certify them in the use of these AEDs. Expiration dates and battery checks of the AEDs are performed monthly by the school.

One AED is located in the central office. It is mounted on the wall underneath the first aid cabinet. There is also a traveling AED located on the counter below AED cabinet in the central office when it is not out of the building. Coaches are responsible for transporting this AED to a practice or event that is taking place outside of the HPS facility. Should more than one event take place in the fall at the same time outside of the facility, football events will take priority over volleyball, and volleyball events will take priority over cross country. The AED in the elementary is located in the nurse's office. This is the only AED containing pediatric pads. The last AED is located in the VoAg building in the office and is mounted on the wall.

## **COMPUTER**

### **Internet Safety and Acceptable Use Policy**

#### **A. Internet Safety Policy**

It is the policy of Hartington Public Schools to comply with the Children's Internet Protection Act (CIPA). With respect to the District's computer network, the District shall: (a) prevent user access to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) provide for the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) prevent unauthorized access, including so-called "hacking," and other unlawful activities online; (d) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (e) implement measures designed to restrict minors' access to materials (visual or non-visual) that are harmful to minors.

1. **Definitions.** Key terms are as defined in CIPA. "Inappropriate material" for purposes of this policy includes material that is obscene, child pornography, or harmful to minors. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that: (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

2. Access to Inappropriate Material. To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.
3. Inappropriate Network Usage. To the extent practical, steps shall be taken to promote the safety and security of users of the District’s online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by CIPA, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called ‘hacking,’ and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.
4. Supervision and Monitoring. It shall be the responsibility of all members of the District staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and CIPA. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Superintendent and the Superintendent’s designees.
- 5.
6. Social Networking. Students shall be educated about appropriate online behavior, including interacting with others on social networking websites and in chat rooms, and cyber-bullying awareness and response.
7. Adoption. This Internet Safety Policy was adopted by the Board at a public meeting, following normal public notice.

B. Computer Acceptable Use Policy

This computer acceptable use policy is supplemental to the District’s Internet Safety Policy.

1. Technology Subject to this Policy. This Computer Acceptable Use Policy applies to all technology resources of the District or made available by the District. Technology resources include, without limitation, computers and related technology equipment, all forms of e-mail and electronic communications, and the internet.
2. Access and User Agreements. Use of the District technology resources is a privilege and not a right. The Superintendent or designee shall develop appropriate user agreements and shall require that employees, students (and their parents or guardians), and others to sign such user agreements as a condition of access to the technology resources, as the Superintendent determines appropriate. Parents and guardians of students in programs operated by the District shall inform the Superintendent or designee in writing if they do not want their child to have access.

The Superintendent and designees are authorized and directed to establish and implement such other regulations, forms, procedures, guidelines, and standards to implement this Policy.

The technology resources are not a public forum. The District reserves the right to restrict any communications and to remove communications that have been posted.

3. Acceptable Uses. The technology resources are to be used for the limited purpose of advancing the District's mission. The technology resources are to be used, in general, for educational purposes, meaning activities that are integral, immediate, and proximate to the education of students as defined in the E-rate program regulations.
4. Unacceptable Uses.

The following are unacceptable uses of the technology resources:

- a. **Personal Gain:** Technology resources shall not be used, and no person shall authorize its use, for personal financial gain other than in accordance with prescribed constitutional, statutory, and regulatory procedures, other than compensation provided by law.
- b. **Personal Matters:** Technology resources shall not be used, and no person shall authorize its use, for personal matters.

Occasional use that the Superintendent or designee determines to ultimately facilitate the mission of the District is not prohibited by this provision. Examples of occasional use that may be determined to ultimately facilitate the mission of the District: sending an e-mail to a minor child or spouse; sending an e-mail related to a community group in which an employee is a member where the membership in the community group facilitates the District's mission.

This occasional use exception does not permit use by employees contrary to the expectations of their position. For example, employees may not play games or surf the net for purposes not directly related to their job during duty time; nor may students do so during instructional time.

The occasional use exception also does not permit use of the technology resources for private business, such as searching for or ordering items on the internet for non-school use; or sending an e-mail related to one's own private consulting business.

- c. **Campaigning:** Technology resources shall not be used, and no person shall authorize its use, for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.
- d. **Technology-Related Limitations:** Technology resources shall not be used in any manner which impairs its effective operations or the rights of other technology users. Without limitation,
  1. Users shall not use another person's name, log-on, password, or files for any reason, or allow another to use their password (except for authorized staff members).

2. Users shall not erase, remake, or make unusable another person's computer, information, files, programs or disks.
  3. Users shall not access resources not specifically granted to the user or engage in electronic trespassing.
  4. Users shall not engage in "hacking" to gain unauthorized access to the operating system software or unauthorized access to the system of other users.
  5. Users shall not copy, change, or transfer any software without permission from the network administrators.
  6. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
  7. Users shall not engage in any form of vandalism of the technology resources.
  8. Users shall follow the generally accepted rules of network etiquette. The Superintendent or designees may further define such rules.
- e. Other Policies and Laws: Technology resources shall not be used for any purpose contrary to any District policy, any school rules to which a student user is subject, or any applicable law. Without limitation, this means that technology resources may not be used:
1. to access any material contrary to the Internet Safety Policy; or to create or generate any such material.
  2. to engage in unlawful harassment or discrimination, such as sending e-mails that contain sexual jokes or images.
  3. to engage in violations of employee ethical standards and employee standards of performance, such as sending e-mails that are threatening or offensive or which contain abusive language; use of end messages on e-mails that may imply that the District is supportive of a particular religion or religious belief system, a political candidate or issue, or a controversial issue; or sending e-mails that divulge protected confidential student information to unauthorized persons.
  4. to engage in or promote violations of student conduct rules.
  5. to engage in illegal activity, such as gambling.
  6. in a manner contrary to copyright laws.
  7. in a manner contrary to software licenses.
5. Disclaimer. The technology resources are supplied on an "as is, as available" basis. The District does not imply or expressly warrant that any information accessed will be valuable or fit for a particular purpose or that the system will operate error free. The District is not responsible for the integrity of information accessed, or software downloaded from the Internet.

6. Filter. A technology protection measure is in place that blocks and/or filters access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the District may also use other technology protection measures or procedures as deemed appropriate.

Notwithstanding technology protection measures, some inappropriate material may be accessible by the Internet, including material that is illegal, defamatory, inaccurate, or potentially offensive to some people. Users accept the risk of access to such material and responsibility for promptly exiting any such material.

The technology protection measure that blocks and/or filters Internet access may be disabled only by an authorized staff member for bona fide research or educational purposes: (a) who has successfully completed District training on proper disabling circumstances and procedures, (b) with permission of the immediate supervisor of the staff member requesting said disabling, or (c) with the permission of the Superintendent. An authorized staff member may override the technology protection measure that blocks and/or filters Internet access for a minor to access a site for bona fide research or other lawful purposes provided the minor is monitored directly by an authorized staff member.

7. Monitoring. Use of the technology resources, including but not limited to internet sites visited and e-mail transmitted or received, is subject to monitoring by the administration and network administrators at any time to maintain the system and insure that users are using the system responsibly, without notice to the users. Users have no privacy rights or expectations of privacy with regard to use of the District's computers or Internet system. All technology equipment shall be used under the supervision of the Superintendent and the Superintendent's designees.
8. Sanctions. Violation of the policies and procedures concerning the use of the District technology resources may result in suspension or cancellation of the privilege to use the technology resources and disciplinary action, up to and including expulsion of students and termination of employees. Use that is unethical may be reported to the Commissioner of Education. Use that is unlawful may be reported to the law enforcement authorities. Users shall be responsible for damages caused and injuries sustained by improper or non-permitted use.

Legal Reference: Children's Internet Protection Act, 47 USC § 254  
FCC Order adopted August 10, 2011  
47 USC § 254(h)(1)(b); 47 CFR 54.500(b) and 68 FR 36932 (2003) (E-rate restrictions)  
Neb. Rev. Stat. § 49-14,101.01 (Political Accountability and Disclosure Act)

Date of Adoption: June 18, 2012

### **ANTI-BULLYING POLICY**

One of the missions of the District is to provide a physically safe and emotionally secure environment for all students and staff. Positive behaviors (non-violence, cooperation, teamwork, understanding, and acceptance of others) are to be encouraged in the educational program and are required of all staff. Inappropriate behaviors (bullying, intimidation, and harassment) are to be identified and students and all staff are required to avoid such behaviors. Strategies and practices are to be implemented to reinforce positive behaviors and to discourage and protect others from inappropriate behaviors.

**Legal Reference:** Student Discipline Act, Neb. Rev. Stat. §§ 79-254 to 79-296;  
NDE February 2003 State Board Action

Date of Adoption: June, 2004

### **ACTIVITIES FORBIDDEN BY LAWS OF THE STATE OF NEBRASKA**

Any activity forbidden by law is prohibited in school, on school property, or at school sponsored activities.

**GBCD**

### **DRUG FREE SCHOOL AND COMMUNITIES ACT** **PL 101-226**

It shall be the policy of the Hartington Public School District #8 to endorse the philosophy that the school environment should be free from the detrimental effects of tobacco, illicit drugs and alcohol. The policy of the school district is to insure student and employee safety and work place integrity and to act against the illegal or improper manufacture, possession, distribution or use of controlled substances in the work place by our employees and students (this includes school related activities).

Adopted: Board Action: - April 9, 1990

Revised: Board Action: - July 9, 1990

**STUDENTS**  
**TOBACCO, DRUG AND ALCOHOL POLICY**

The school district recognizes that the use, possession, distribution, or being under the influence of drugs, tobacco or alcohol illegally or improperly constitutes a hazard to the positive development of students and a substantial interference with school purposes.

1. Students are prohibited from the unlawful or improper possession, use, distribution, or of being under the influence of illicit drugs, tobacco or alcohol.
2. Disciplinary sanctions up to and including expulsion from school or suspension from extra-curricular activities and referral for prosecution will be imposed upon students who violate the aforementioned standard of conduct. Sanctions for violation thereof may include the requirement that the student complete an appropriate rehabilitation program, counseling any range of other disciplinary action, including, but not limited to, suspension or expulsion from school and/or extra-curricular activities.
3. Students shall be advised through the guidance counselor or other means such as student publications about drug and alcohol counseling and rehabilitation and re-entry programs.
4. Students and parents shall be furnished with a copy of this policy. (Grades 7-12 through student handbook)
5. Age appropriate developmentally based drug and alcohol education and prevention programs (which address the legal, social, and health consequences of drug and alcohol used and which provide information about effective techniques for resisting peer pressure to used illicit drugs or alcohol) for all students in all grades from early childhood level through grade twelve shall be developed.
6. Students shall be advised by written statements that use of illicit drugs, tobacco and the unlawful possession of and use of alcohol is wrong and harmful.
7. Compliance with the Student Drug and Alcohol Policy and all other related policies is mandatory by state and federal law. PL 101-226 (Drug Free Schools and Communities Act.)

This policy supplement and is in addition to all other policies, regulations, practices and procedures related to the improper or unlawful possession, use, distribution, or being under the influence of illicit drugs or alcohol.

Adopted: Board Action -April 9, 1990  
Revised: Board Action -July 9, 1990

## TELEPHONE

Telephones may be used with permission from the student's teacher or the principal. Arrangements for after-school activities should be made prior to coming to school.

**Excessive use of the telephone may lead to loss of phone privileges.**

Parents/guardians should call students only in emergencies. Removing students from the classroom to take a phone call is very disruptive. Parents/guardians may leave messages.

## CELL PHONE USAGE

Cell phones are not to be used during school hours without permission from the administration.

If cell phones are used without permission; the phone will be given to the administration and parents will be notified to pick up the phone.

## LOST AND FOUND

All lost and found items of personal nature (watches, rings, clothing, etc.) are held in the school office. Library materials are routed to the library and textbooks to the teachers. If you have lost an item, check at the appropriate place. If you have found an item, please take it to the school office.

## WEATHER INFORMATION BAD WEATHER DISMISSAL

At times when weather conditions are severe, school may have to be dismissed. This information will be broadcast over radio station WNAX 570 AM in Yankton and Cedar Vision in Hartington. It will also be posted on the **school message board at 254-7030. PLEASE DO NOT CALL THE SCHOOL OR SUPERINTENDENT TO FIND OUT IF THERE IS SCHOOL.**

## FIRE DRILLS

Sec. 79-706 of Nebraska School Laws requires fire drills to be held once a month. The signal for the fire drill will be the alternate ringing of the fire alarm. Students will pass from the class room areas rapidly without talking. **THERE IS TO BE ABSOLUTELY NO RUNNING.**

The first student out of the exit doors will hold the doors until the room is empty.

## TORNADO DRILL INFORMATION

Tornado drills will be conducted at the appropriate times of the year. A continuous sounding of the fire alarm will signal a tornado drill. These simple rules should be followed:

1. ABSOLUTELY NO TALKING AT ANYTIME.
2. Students should move quietly and quickly to designated areas.
3. **Students will go to the following areas.**
  - a. **Grades K-6 to the girl's locker room.**
  - b. **Grades 7-8 to middle of the weight room.**
  - c. **Grades 9-12 to the boy's locker room.**
  - d. **Public School shop students will enter the Cedar Catholic building through the east entrance and go to the basement.**
4. Students should go to designated areas in **SINGLE FILE.**

## **TORNADO WARNING INFORMATION FOR PARENTS AND GUARDIANS**

Once a Tornado Warning has been issued, Civil Defense and School Officials recommend that parents or guardians do not call the school or attempt to pick up their children until a CLEAR SIGNAL has been given. This will help officials attempt to keep accurate account of the children.

When a Tornado Watch has been given, people tend to not pay attention. When a Warning has been given the tendency is to think the worst. Therefore, the Civil Defense and School Officials need to be able to conduct Practiced Drill Procedures without interruption when a warning has been given.

### **LUNCH PROGRAM**

School lunch meals will operate on a pre-payment basis, as follows:

1. **Please send lunch money with your child on the first day of school.**  
Guidelines are listed on the pre-payment form included in your school packet for your convenience.
2. Your payment will be applied to each child's account. Once that child's account depletes to \$10, you will be sent an email reminder to replenish the account. **When your child hits \$0 they will NOT be allowed to purchase seconds or a la carte items until a payment is made.**
3. Hartington Public Schools has a closed campus lunch program. Students will not be allowed to leave school for lunch unless for medical reasons. All food deliveries to the school must have **prior** approval of them administration.

Applications for free and reduced meals are also included in the school packet or can be picked up at the Central Office. Families are encouraged to apply anytime throughout the school year.

Please call the central office if you should have any questions about the lunch program.

**Breakfast Program:** Breakfast will be served every morning from 7:40 to 7:55 for all grades. This breakfast program is optional.

**STUDENTS WILL BE CHARGED \$1.00 FOR ALL ENTRÉE SECONDS & .50¢ FOR ALL A LA CARTE ITEMS.** Students in grades 1-6 will be allowed to purchase from the a la carte cart with their teacher's permission as long as there is money in their account. Parents may request that their child not be allowed to purchase additional items.

### **Lunch Prices**

Elementary (K-6)	\$2.35
High School (7-12)	\$2.75
Reduced Meals	\$0.40
Guests/Staff	\$3.30
Breakfast (K-12 & staff)	\$1.50
Reduced Breakfast	\$0.30
Extra Milk	\$0.35

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

### **STUDENT DRESS**

Students are expected to dress neatly and appropriately at all times. Students who wear inappropriate attire will be asked to change their clothing. Inappropriate shall mean any clothing which causes an undue amount of attention to be drawn to the student or which disrupts the normal functioning of the school in any fashion. Violations of this rule may result in a phone call to the parents of the students involved and/or a trip home to change the offending clothing. Also at the discretion of the principal students may be given school track sweats to wear over the offending clothing for the duration of the school day. Continued violations of the dress code may result in detentions being given or a suspension from school. Absences created by these situations will be handled as a violation of the attendance policy. Examples of unacceptable dress include: 1) any clothing advertising drugs, alcohol, tobacco or any other illegal substances or actions; 2) any attire with obscene, vulgar, offensive, risqué!, profane, lewd, pornographic, or other inappropriate language; 3) caps, hats, bandanas, etc. (unless required for safety reasons or if approved by the administration for special school occasions); 4) any clothing containing holes, rips, or tears which reveal bare flesh or undergarments; 5) any clothing, jewelry, or other paraphernalia that may identify a student as a member of a gang or other group not approved or sponsored by HPS; 6) any bare shoulder clothing (such as tank tops, spaghetti strap tops or dresses and strapless dresses) unless covered at all times by some other top such as a sweater, shirt, or blouse; and 7) any clothing which allows a bare midriff to show.

### **SHORTS POLICY**

Shorts may be worn during the months of August, September and from April 15 through May. Between Oct. 1 through April 15 pants/shorts have to be knee length. Shorts should be clean and free of holes. Cut-offs, spandex/biker shorts, and boxers are not acceptable. Shorts are not to be worn so loosely that underwear will show. Shorts should be as long as your fingertips when arms are at your side. The wearing of shorts may be suspended for certain days or events. This is at the discretion of the administration. If shorts are determined to be inappropriate, the student may be sent home to change. The time away from school would count as an absence for the student.

### **MONEY AND VALUABLES**

Money and valuables left in the school building by any of the employees or students are not the school's responsibility. It is the personal responsibility of the individual concerned. The administration encourages students and faculty to be very cautious about bringing large amounts of money and items of value to the school.

### **USE OF SOFT DRINKS AND CANDY**

Soft drinks and candy will not be allowed in the regular classroom areas unless the teacher receives permission from the building principal.

Soft drinks and candy will not be allowed in or around the student coat racks. **Violation of these rules will result in a detention.**

## **SCHOOL PROPRIETARY RIGHTS**

Hartington Public Schools have proprietary rights which allow school personnel to search school grounds, lockers, and vehicles at any time. This right may include private vehicles parked on school property. Unlawful acts being conducted on school property or illegal materials found on school property will be reported to the appropriate authorities.

## **VISITORS TO OUR SCHOOL**

All school visitors must check in at the office. While parents/guardians are always welcome and encouraged to visit the school, it is helpful if prior arrangements are made with the teacher or principal so the visitation can be coordinated with the class schedule. School-age children from another school are permitted to attend school with your child for one hour a day. Prearrangement is necessary for such a visit.

## **PERSONAL EQUIPMENT AND TOYS**

Students who ride bicycles, scooters, skate boards or wear heellies to school are not to ride them on the school grounds at any time during the school day. Students are to walk their bicycle while on school grounds. Toys including balls are discouraged. The school district is not responsible for lost, stolen or damaged personal items all should have the student's name on them.

## **SCHOOL BUS**

To operate the bus to the best advantage of all, it is important that you be at your pick up site at the right time. The administration and the Board are concerned about the safety and welfare of all students riding the bus. The drivers have full authority to maintain order on the buses.

**IMPORTANT NOTICE:** If the conduct of a student or students is such that it jeopardizes the safety of the other children--the parents will be contacted and if improvement does not take place, the Board may follow through with the action of suspending students from riding the bus.

## **BUS SAFETY**

**BEHAVIOR ON BUSES A CONCERN:** There is an increasing concern about the lack of appropriate behavior by students who ride school buses. Appropriate behavior is directly related to bus safety as distractions interfere with the driver's focus on the road. Please review the following rules as posted in each bus with your children.

**"DON'T LOSE YOUR RIDING PRIVILEGE!"**

### **FOLLOW THESE RULES**

1. Observe same conduct as in the classroom.
2. Be courteous, use no profane language.
3. Keep the bus clean.
4. Cooperate with the driver.
5. Do not smoke.
6. Do not be destructive.
7. Stay in your seat.
8. Keep head, hands, and feet inside the bus.
9. Bus driver is authorized to assign seats.



Riding the bus is a "privilege" and one that can be denied. The following consequences to inappropriate behavior will be implemented:

1. First Offense: Verbal warning from bus driver.
2. Second Offense: Written notice and phone call to parents from the Administration
3. Third Offense: Written notice and phone call to parents from the Administration and loss of bus riding privileges.

## **SCHOOL TRANSPORTATION AND SEVERE WEATHER**

Parents of a bus rider should know that during severely cold weather or blizzard conditions that bus routes and times may change. Concerned parents should check bus location by calling neighbors to see if the bus has been there. The bus driver will not leave the school children alone.

## **HEALTH SERVICES**

**A STUDENT WHO BECOMES ILL DURING THE SCHOOL DAY MUST REPORT TO THE ADMINISTRATION.** If it is necessary to go home or to a doctor, the Principal will inform the parent and the student will be released from school. The parents/guardians are encouraged to pick up their children if they are ill. Students leaving due to illness without properly checking out will be counted as truant from those classes missed.

## **STUDENT ACCIDENTS**

All students are encouraged to purchase accident insurance, either through the school or through regular family coverage. The Hartington Public School District is a carrier for accident insurance to cover school children of all ages. Enrollment forms for the student insurance program are available at the time of registration or may be picked up in the school office. Any accident on school property (including buses) must be reported to the school immediately. Failure to do so could jeopardize coverage under your accident policy.

## **MEDICATION POLICY**

Medications to be administered at school are kept in the school office and administered by trained school personnel. Medication will be administered only in accordance with Medication Aide Act. Medications will be administered during school hours as necessary to provide appropriate educational services. Parents/guardians are encouraged to administer medications at home if at all possible. Medication administration at school requires the following:

1. Signed parent/guardian request form (available in the school office)
2. Pharmacy label or doctor's written prescription
3. Medication in original labeled container

The School District reserves the right to review and decline requests to administer or provide medications which are not consistent with standard pharmacological references, are prescribed in daily doses which exceed the recommended dosage, or which could be prescribed in a manner which would eliminate the need to administer during school hours.

The school's medication administration policies state that medications to be administered at school are kept in the office.

Students with diabetes, students with asthma, and students with severe allergies occasionally require more immediate access to medications for self-administration than the school office can provide.

Parents or guardians of students may receive permission for their students to carry emergency medications for self-administration as deemed necessary by their physician or by the school nurse. The students, parents/guardians, school nurse, administrator, and prescribing physician must all concur that the student carrying emergency meds for self-administration is an appropriate plan.

## **GUIDELINES FOR USE OF OVER-THE -COUNTER PRODUCTS**

1. Products for topical application that may be used in school at the discretion of the school nurse  
*Note: Written parental consent is not required prior to use of the products listed below.*

Skin Lotion    Isotonic saline eye solution, or solution for contacts  
Deodorant    Saline wound wash  
Vaseline/Lip balm    First Aid Cream  
Aloe Gel    Rubbing Alcohol

2. Products that may be used at parent request (intermittently or continuously) Note: Parent provides supplies in original, labeled, container. Parent also provides signed written consent and instructions for use of products.
  - Desitin ointment
  - Teething Gel
  - A&D ointment
  - Powders (talcum and/or medicated products)
  - Non-prescription eye drops
  - Non-prescription cough drops or lozenges
  - Non-prescription topical ointments
  - Non-prescription antiseptic products not listed in Section 1, above

### **GUIDELINES FOR HEAD LICE**

In order to:

- \*Better control a nuisance condition
- \*Reduce absenteeism due to head lice
- \*Involve parents/guardians as partners with the school in control efforts

1. Children will be sent home from school for live head lice or for the presence of nits (the eggs, or casings of head lice). This school supports a nit-free policy. Nit removal is needed for effective management of the condition.
2. The school nurse will provide written treatment information and instructions, including how to check for and identify head lice.
3. The child with head lice may return to school the day after treatment has been given.
4. A child who has been sent home from school due to head lice must report to the office with a note stating that treatment has been given and for inspection of remaining head lice by the school nurse or other school personnel if the school nurse is not available.
5. A second treatment for head lice should be given in 7 to 10 days after the first treatment. A note must be brought to school indicating the second treatment has been given, and a repeat inspection done before returning to class.
6. Families must report head lice to the school nurse or school officials.
7. Classroom-wide or school-wide head checks will be performed as needed in order to control the condition at school

### **GUIDELINES FOR THE DISMISSAL OF STUDENTS WITH HEALTH CONCERNS**

1. The student with the temperature of 100 degrees or more.
2. The student with an undiagnosed rash/skin lesion. (Exception: if the student is taken to a physician, he/she may be readmitted with the doctor's written permission stating the rash is not contagious.)
3. Head lice.
4. Other conditions which may warrant a student being sent home include:
  - \*Inflamed red eyes and/or drainage
  - \*Vomiting and/or diarrhea
  - \*Frequent persistent cough
  - \*Earache and/or drainage from the ear
  - \*Questionable illness or injuries that may require evaluation by a physician
  - \*Sores that appear infected or are draining

Note: School nurses do **assessments**, but do not diagnose.

## **READMISSION**

Parents/guardians must report illnesses of students to the school office. Students having absences of three days or more due to communicable disease or injury must report to the office before attending class. In questionable cases, a statement from the student's physician may be requested by the school nurse.

Students returning after a contagious disease may be admitted when free of symptoms (must be fever free for at least 24 hours) at the discretion of the nurse or administrative personnel. Generally, the student may return 24 hours after an antibiotic has been started for treatment, including pinkeye medication. For complete infection control guidelines, contact the school nurse.

## **SCREENING OVERVIEW**

Planning, conducting, and managing the school health screening program are important functions of the school nurse. Enrolled students are provided health screening in accordance with Nebraska State Statute.

The screening is conducted to identify health concerns in as early a stage as possible, in an effort to enhance learning. Screening is not intended to be diagnostic, but to identify students with potential problems. Contact the school nurse for any questions regarding screening.

The state statute requiring health inspections in Nebraska does not allow a waiver option. Parents or guardians who request that their child not be screened at school must provide current screening results from a medical provider. The screening results provided to the school are to be dated no earlier than May 1 of the current calendar year and must be provided to the school nurse by December 1. If no screening results are provided by December 1, the student will be screened at school for a minimum of vision, hearing, and dental. The cost of the screening by an alternate provider is the responsibility of the parent or guardian.

## TRADITIONS

### STUDENT CREED

As a student at Hartington Public School, I believe that the reputation of the school and my self-respect as a member of the student body depends upon my attitude and behavior. Therefore, I will attempt at all times to:

- strive for high scholastic standing and to support school activities to the best of my ability.
- honor, respect and cooperate with my school, my teachers, my fellow students, and my community.
- exhibit good manners, good speech, good sportsmanship, and friendliness toward all.

### SCHOOL COLORS

The colors selected for Hartington Public Schools are **Purple** and **White**.

### SCHOOL MASCOT

Hartington Public Schools is proud to use the "**Wildcat**" as its official school mascot and emblem.

### SCHOOL SONG

Here's to our Alma Mater  
Hartington we're true  
Players so loyal  
Fighting on for you.  
We will cheer for Hartington  
Where e'er we be  
Fight Wildcats, fight, fight, fight to victory.

### A STUDENT CODE

1. I will use the facilities offered by my school to enlarge and broaden my interest, to increase my knowledge, and to cultivate habits of industry and thinking.
2. I will avoid every form of cheating and dishonesty and will undertake to discourage all dishonorable practices.
3. I will obey every rule of the school, city, state and nation, and I will use my powers and influence for the common good.
4. I will be loyal to my school, my teachers, and schoolmates. I will do my part to make Hartington Public School the best school in all phases of scholastic and extra-curricular activity. I will cherish Wildcat tradition and help to uphold and preserve these traditions.
5. I have come to learn. By increasing my knowledge, I will have a better chance of achieving personal success.

## **CHARACTER EDUCATION**

Hartington Public School's character education foundation comes from the Character Counts program and the Six Pillars.

### **Trustworthiness**

Be honest • Don't deceive, cheat or steal • Be reliable — do what you say you'll do • Have the courage to do the right thing • Build a good reputation • Be loyal — stand by your family, friends and country

### **Respect**

Treat others with respect; follow the Golden Rule • Be tolerant of differences • Use good manners, not bad language • Be considerate of the feelings of others • Don't threaten, hit or hurt anyone • Deal peacefully with anger, insults and disagreements

### **Responsibility**

Do what you are supposed to do • Persevere: keep on trying! • Always do your best • Use self-control • Be self-disciplined • Think before you act — consider the consequences • Be accountable for your choices

### **Fairness**

Play by the rules • Take turns and share • Be open-minded; listen to others • Don't take advantage of others • Don't blame others carelessly

### **Caring**

Be kind • Be compassionate and show you care • Express gratitude • Forgive others • Help people in need

### **Citizenship**

Do your share to make your school and community better • Cooperate • Get involved in community affairs • Stay informed; vote • Be a good neighbor • Obey laws and rules • Respect authority • Protect the environment

# Hartington Public Elementary

## School-Wide Behavior Plan



# Hartington Public Cares!!!

We believe that students should have the opportunity to learn in a safe, orderly and caring environment. The staff at Hartington Public is committed to encouraging and expecting safe, respectful behavior from all of our students. Furthermore, we believe that it is important to take a proactive approach to teaching and learning responsible and respectful behavior.

The following is the Hartington Public Elementary Belief Statement. We use and model these guidelines daily in order to help create a learning environment where students feel safe and develop attitudes and skills which support life-long learning.

At Hartington Public School, we believe in:

- respect for people and property
- safety for everyone
- responsibility and teamwork
- quality in all we do

The Hartington Public Elementary School-Wide Behavior Plan is a tool to ensure consistent and clear behavioral expectations for our students and staff. This plan will be implemented throughout the school environment. We hope that this plan will help you to better understand the school and our behavioral expectations for the students of Hartington Public Elementary School.

The Staff of Hartington Public  
Elementary

# Common Area Expectations

## Expectations for Lunch Room:

Statement: The lunchroom will be a relaxed social area where everyone uses good manners and takes responsibility for keeping their space clean.

1. Use neighbor/conversational voices at all times
2. Hands and feet to yourself
3. Stay at your table and remain seated until permission is given for seconds
4. Use good table manners
  - say please and thank you
  - chew with mouth closed
  - keep conversations to appropriate topics
5. Your food is not to be shared or traded until permission is given for seconds
6. Be kind to one another
7. Clean your space when dismissed

## Expectations for Recess:

Statement: The recess/playground area will be a safe and fun area for everyone.

1. Use equipment and fields safely and correctly
2. Keep hands and feet to self
3. Use respectful words when playing and solving problems
4. No name calling, put downs or bad language at any time
5. Wear appropriate clothing (students are to have appropriate outerwear if the temperature is 50° or below)

All students in kindergarten through sixth grade will line up outside prior to entering the building in an orderly manner. The recess supervisors will lead the students into the building.

## **Restroom Expectations:**

Statement: The restroom area will be clean, safe and quiet.

1. Use whisper/neighbor voices, inside and outside bathroom
2. Wait for your turn
3. Climbing on stalls and doors is not permitted
4. Flush, wash hands, turn off water, pick up trash
5. Walk in line to room

## **Locker Area Expectations:**

Statement: The locker area will be a safe, quiet and orderly area.

1. Sit while waiting by the locker
2. Use whisper/neighbor voice
3. Respect people and property

## **Hallway Expectations:**

Statement: The hallway will be quiet and will not interfere with classroom instruction.

1. No talking – voices off
2. Face forward and watch where you are going
3. Walk quietly in a line and stay on right side of hallways
4. Hands and feet to yourself
5. Walk at all times
6. Passes are required to be in hallways without adult supervision

# Common Areas Supervision

## **Lunchroom Supervision:**

1. Consistency of student expectations
2. At least two people on duty in the lunchroom
3. Post lunchroom expectations with pictures in the lunchroom
4. Friendly but firm supervision while circulating in the lunchroom
5. Interactions with students should be positive

## **Recess Supervision:**

1. One or two adult supervisors on the playground
2. Consistently implement student expectations and game rules
3. Friendly but firm supervision
4. Circulate when on duty, having as many positive verbal and nonverbal interactions as possible

## **Restroom Supervision:**

1. Consistently implement student expectations and monitor the bathroom area for noise and neatness.

## **Locker Area Supervision:**

1. Teachers and/or supervisors should be with their students in the locker area after recess and at the end of the day
2. Consistently implement and monitor student expectations
3. Friendly but firm supervision
4. Circulate when on morning duty, having positive verbal and nonverbal interactions with students

## **Hallway Supervision:**

1. Each teacher will accompany his/her class while moving in the hallway maintaining a line of sight of the class.
2. All adults should monitor student behavior in the hallways and check for hall passes.
3. Consistently implement hallway expectations with all students.

## **School-Wide Behavioral Consequences for Common Areas**

Statement: The following points should be considered before any consequences occur:

- The focus of consequences should not be to punish but to teach what we want in place of the undesired behaviors.
- Consequences should occur in the area in which the behavior occurred and they should be easy for anyone to administer.
- All consequences should be individualized to the situation and student.
- All adults are responsible for administering consequences.

## **Lunchroom Consequences:**

1. Gentle reminder or redirection
2. Move student to a different part of the table
3. Move student to an isolated table area in the lunchroom with direct teacher supervision
4. Reteach appropriate lunchroom expectations to the student in the lunchroom
5. Office referral to eat lunch in the office area

## **Recess Consequences:**

Mild: Stand by the teacher, reminder or redirection, divide play area, five minute restricted recess spot, five minute “power walk”

Moderate: Write note home if having continuous problem with same behavior

Severe: Straight to the office with a behavior form, parent notified if appropriate, restricted recess privileges over an extended period of time.

## **Restroom Consequences:**

1. Escort to bathroom with repeat offender
2. Use of bathroom with direct adult supervision

## **Locker Area Consequences:**

1. Student and classroom teacher develop written plan
2. Office visit with the principal (office referral)

## **Hallway Consequences:**

1. Practice hallway behavior
2. Walk in assigned place, such as with the teacher, in front of line or with a partner

# School-Wide Teaching Topics

We will teach the following the first week of school and throughout the school year:

- neighbor voices (only your neighbor can hear you)
- what a line looks and sounds like
- proper use of play equipment and rules for playground games
- what respect means
- proper table manners in the lunchroom and lunchroom procedures from start to finish
- keeping hands and feet to self and respect each others personal space
- take turns and play fairly

**MODEL OUR BELIEF STATEMENT DAILY!!!**

# **Parent Record of Review and Understanding Hartington Public Elementary School-Wide Behavior Plan**

In an effort to work together with schools and families we ask that you take a few moments to review the school-wide behavior plan either on our school's website ([www.hartington.esu1.org](http://www.hartington.esu1.org)) or request a written copy. Please indicate your understanding and review of this plan with your signature on the enclosed hot pink form. If you have questions, feel free to contact your child's teacher or the school office.

Thank you!

Sincerely,

The Hartington Public Elementary Staff