

HTRS PUBLIC SCHOOLS STUDENT HANDBOOK 2018-2019

FORWARD

This handbook is written to provide all students attending HTRS with guidelines for their educational progress and conduct. Rules and regulations are necessary to promote a positive learning atmosphere. This handbook is intended to be used as a guideline, not a binding contract, and is subject to change.

HTRS MISSION STATEMENT

**Empowering all learners for the challenges of tomorrow.
#TitanPride**

HTRS VISION STATEMENT

HTRS Public Schools...collectively leading and empowering students to change the world through enriched learning and multi-faceted pathways.

We Believe...

- Students learn best in a safe, respectful and motivating environment.
- Learning is a cooperative effort requiring communication among all stakeholders.
- A rigorous curriculum and high expectations enable students to learn, unlearn and relearn in preparation for an ever-changing world of opportunity.

NOTICE CONCERNING STAFF QUALIFICATIONS

The Every Student Succeeds Act of 2015 gives parents the right to acquire information about the professional qualifications of their child's classroom teachers. Upon request, Humboldt-Table Rock-Steinauer Schools will give parents the following information about their child's classroom teacher:

1. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under an emergency or provisional teaching certificate.
3. The baccalaureate degree major of the teacher. You may also get information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree.
4. We will also, upon request, tell parents whether their child is being provided services by a paraprofessional and, if so, the qualifications of the paraprofessional.

The request for information should be made to an administrator in your child's school building. The information will be provide to you in a timely manner.

Finally, Humboldt-Table Rock-Steinauer Schools will give timely notice to you if your child has been assigned, or has been taught for four or more consecutive weeks, by a teacher who does not meet the requirements of the Act.

NOTICE OF NONDISCRIMINATION

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. Inquiries concerning the application of HTRS Public School's policy of non-discrimination shall be directed to the Superintendent of Schools, 810 Central Avenue, Humboldt, NE 68376. Phone inquires at (402) 862-2235. 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.

HTRS STAFF

ADMINISTRATION

Sherrri Edmundson.....Superintendent
Lisa Othmer.....K-12 Principal
Kari Lottman.....Asst. Principal
Kara Engles.....Activities Director
Candy Blecha.....SPED Coord./Autism Sp

OFFICE PERSONNEL

Kaye Cumro.....Secretary
Lanette Speckmann.....Secretary
Brittany Freeman.....Secretary
Kellie Workman.....Business
Manager

ELEMENTARY

Eileen Zentner.....Preschool
Delaney Roberts.....Preschool
Billi Jo Freeman.....Kindergarten
Paulette Joy.....Kindergarten
Deserae Frey.....1st Grade
Brittney Gauthier.....1st Grade
Dolly Svoboda.....2rd Grade
Jaime Frey.....3rd Grade
Shari Drake.....3rd Grade
Lisa Wittrock.....4th Grade
Heather Leuenberger.....4th Grade
Kim Standerford.....5th Grade
Taylor Dunekacke.....6th Grade

Ashlee Meyer.....	Title I
Amy Werts.....	Title/Sixpence
Jason Cover.....	Special. Ed.
Carmen Eppens.....	Special. Ed.
Alecia Gerdes.....	Special. Ed.
Angela Schnacker.....	Physical Ed.
Dan Ingwersen.....	K-8 Guidance
Diana Platt.....	Speech Path.

SECONDARY

Amanda Bowen.....	English
Brad Catlin.....	Industrial Arts
Quentin Coatney.....	Physical Ed.
Joan Dreier.....	Business Ed.
Gabriel Gauthier.....	Social Studies
Allie Graf.....	Special Ed.
Matt Helms.....	Math
Megan Howe.....	Math
Angie Hunzeker.....	English
Sharon Joyner.....	Art
Sara Kappel.....	Media
Mary Moser.....	Science
Karen Mezger.....	9-12 Guidance
Trent Platt.....	Agriculture
Brianna Pohlmann.....	Music
Donna Railsback.....	Science
Brittany Rogers.....	Special Ed.
Cindy Stalder.....	Computers
Lin Volker.....	Online Proctor
Sarah Volker.....	Music
Darcy Weldon.....	Science
Dennette Wheeler.....	Title 1
Peggy Williams.....	English
Psych./Soc.	
Glena Withers.....	Technology
Mark Woolard.....	Social Studies



EXTRA CURRICULAR SPONSORS

Class of 2019.....	Brad Catlin, Quentin Coatney
Class of 2020.....	Sarah Volker, Trent Platt
Class of 2021.....	Brianna Pohlmann, Megan Howe
Class of 2022.....	Allie Graf, Angie Hunzeker
Class of 2023.....	Mandy Bowen, Asst. Linda Rash
Class of 2024.....	Mark Woolard, Asst. Linda Rash
Academic Decathlon.....	Angie Hunzeker
Student Council.....	Mary Moser
National Honor Society.....	Karen Mezger
Annual.....	Brittany Rogers
Competitive Speech.....	Gabriel Gauthier, Mandy Bowen
Mock Trial.....	Jaime Frey
Swing Choir.....	Sarah Volker
Jazz Band	Sarah Volker
Cheerleading.....	Deserae Frey
One Act.....	Brianna Pohlman, Megan Howe
FFA.....	Trent Platt
Robotics.....	Cindy Stalder
JH Quiz Bowl.....	Cindy Stalder
HS Quiz Bowl.....	Mary Moser



STUDENT INFORMATION

ARRIVAL TIME

Students should not report to school until 7:25 a.m. Please do not drop your students off before that time. All students will be expected to be ready to start the school day at 8:00 a.m. Students in grades K-8 will report to the Old Gym upon arrival to school. Students in grades 9-12 will report to the Commons area upon arrival to school.

STUDENT LOCKERS

All students will be assigned a locker. The locker remains the property of the school and administration reserves the right to inspect lockers as deemed necessary. Students are expected to keep lockers clean, locked and orderly. Do not keep valuables in your locker. A student will be assigned a locker with a lock at the beginning of each year. Students are not to tape anything to the outside of their lockers. Magnets will be available to place information on the outside of lockers.

PERSONAL PROPERTY

Students are asked not to bring private property to school. The school and school personnel are not held responsible for any item brought from the home should any damage occur or should that item be lost or stolen. Students are cautioned not to bring large amounts of money or items of value to school. If it is necessary to bring valuable items or more money than is needed to pay for lunch, leave the money or valuables with a staff member in the school office for temporary keeping.

STUDENT DRESS

Every student attending HTRS Public Schools is expected to be neat in appearance and dress at all times. People's opinion of our school will be formed by the way students represent it in dress and conduct. Student appearance reflects both themselves and the school district.

The HTRS dress code is as follows:

1. A student and his parent or guardian are responsible for the student's grooming while he or she attends school. However, appearance which is disruptive or in bad taste is not allowed.
2. Coaches or sponsors of teams or special groups which represent the school may make special dress and grooming regulations for those groups which students will be expected to follow if they wish to participate.
3. Hats or caps are not to be worn inside of any school building during school days or at school activities including events not hosted by HTRS.
4. Coats or jackets are not to be worn inside the school during the school day.
5. Clothes advertising/stating things which are offensive, illegal, or in poor taste are not to be worn.
6. Clothing should fit properly. Styles change, but the school is not a fashion parlor. Tank tops may be worn under a shirt. Spaghetti straps and short tops are not to be worn. Midriff tops are not acceptable (bare skin should not be showing around the middle.) No halter tops, pajama pants or sagging jeans.
7. No leggings should be worn unless they are worn as hosiery under a skirt or dress.
8. The above may be altered on a school-wide basis for specific situations.

Each student should take it upon himself/herself to dress appropriately within the guidelines. The staff will interpret and enforce the guidelines. The administration will be the ultimate authority in determining compliance to the dress code.

MEDICATION

Any student taking medication during the day must keep their medicine in the nurse's office. The HTRS staff WILL NOT dispense any medication without specific WRITTEN PERMISSION. To disburse medicine, when permission is granted over the telephone, a permission form must be signed and returned to the office. All medication must be in its original container.

HEALTH CONCERN

Any student with a temperature over 100.0 degrees will be sent home from school. They should remain home until they are fever free (without medication) for 24 hours. Students who are experiencing nausea and diarrhea should remain home until they are symptom free for 24 hours also.

Any student with a communicable condition will be allowed to attend school in his/her usual class setting with the written approval of the student's physician stating that the disease is not in a communicable state. Without such a written statement, a student with a communicable condition is subject to an emergency exclusion. When a child is sent home because of suspected reportable communicable disease, a report may be provided to the Board of Health.

Administrative regulations are:

The school nurse will function as the liaison with the student's physician as necessary and will communicate the health management procedures within the school building.

Decisions regarding the type of educational setting for the student will be based on the behavior, neurological development and physical condition of the student and the expected type of interaction with others in that setting.

The privacy of the student and his/her family must be protected and knowledge that a student has a communicable condition should be confined to persons with a direct need to know. If it becomes necessary to inform others, these persons will be provided with information concerning necessary precautions and will be made aware of confidentiality requirement.

A student might be considered at elevated risk if he/she: exhibits behaviors that may spread the disease (e.g., biting, lacks toilet training or is incontinent) or has an open sore that cannot be concealed or hygienically covered, any of which could result in direct spreading of the condition or disease.

During the time a student is excluded from the classroom, an appropriate alternative or adjustment to the student's education will be provided. Long-term cases should be medically reviewed monthly at a minimum.

STUDENT RECORDS

Any student in the HTRS Public Schools, his/her parents, guardians, teachers, counselors or school administrators shall have access to the school's files maintained concerning him/her, in the presence of the counselor, principal, or Superintendent of schools.

No other person shall have access to, nor shall the contents thereof be divulged in any manner to any unauthorized person.

All files shall be maintained as to separate academic and disciplinary matters. All disciplinary materials shall be removed and destroyed upon the student's graduation or after his/her continuous absence from the school for a period of three years, and authorization is given by the State Record Board, pursuant to Sections 84-1201 to 84-1220, R.R.S., Nebraska 1943 and 79-415 Nebraska School Laws, 1976.

NEW STUDENTS

All students entering kindergarten are required to have a health physical, updated immunization card and eye exam by a medical doctor before the start of the new school year. Incoming kindergarten students will also be required to submit a copy of their birth certificates.

Students transferring into the HTRS Schools from another district may do so by contacting the school office at (402) 862-2151. Transfer students will need a copy of their birth certificate, immunizations and health records. According to the Nebraska State Law, all students entering the seventh grade or transferring from another state are required to submit a school physical form to the office prior to being enrolled at HTRS. These physicals may also be used as the medical physical form for athletic participation. A parent will need to sign a Release of Information Form in order for records to be obtained from the previous school district.

State law requires new students to show proof of immunization for childhood diseases before your child can attend school in Nebraska. If your child's immunization card is in the school records which will be sent from your previous school, that will be sufficient until we receive the records. HTRS requires a complete record of immunizations before your child may start school.

WITHDRAWAL

When withdrawing from the HTRS Schools, please contact the school office as soon as withdrawal dates are known. Any equipment, book, fees, fines, or money owed must be accounted for before records will be transferred. Additionally, release forms must be signed by a parent before records can be transferred directly to the new school.

VISITORS

Parents are encouraged to visit the school and we welcome their interest, however; **all visitors are to check in at the main entrance security desk** prior to visiting with a student in the halls, classrooms or on the school grounds. Parents are encouraged to set up time with the classroom teacher prior to visiting. It is highly discouraged to have non-district students visit classes. Permission may be granted at the discretion of the administration.

ACADEMIC REQUIREMENTS

SAFE AND DRUG-FREE SCHOOLS AND COMMUNITIES

The HTRS School is committed to providing an educational environment that is safe and free from the detrimental effects of illicit drugs and alcohol.

The school provides instruction in all grades through the guidance program and health classes that address the legal, social, and health consequences of drug and alcohol use. Instruction also emphasizes resisting peer pressure concerning illicit drug and alcohol abuse.

STAFF QUALIFICATIONS

All teachers for HTRS elementary classrooms hold Nebraska Teaching Certification issued by the Department of Education for the State of Nebraska and are teaching within their endorsed areas of instruction.

ACADEMIC PERFORMANCE

The Board of Education and the staff at HTRS believe that the main priority of students should be their academics. Everyone within the District shall help each student strive to meet his/her potential. Academic performance and educational guidance for students who are experiencing difficulty in their academic classes is very important. To help student succeed in their academic classes, before and after school assistance is available. It is the responsibility of both the student and teacher to make arrangements for a time that is convenient for all parties involved. Students are given the opportunity to obtain educational guidance, support and instruction on a daily basis.

INCOMPLETE WORK

Students with incomplete work or who are on the down list in any class will be required to stay 9th hour for academic aid. 9th hour will begin at 3:30 p.m. and end at 4:15 p.m. At 4:15 p.m. students will be allowed to attend sports practices or other scheduled activities. If the work is not satisfactorily completed, the student will remain on 9th hour until the teacher signs him/her out. If the student fails to report for 9th hour a 30-minute detention will be issued in addition to the 9th hour. If the student fails to report a second time the parent will be notified and an in-school suspension (ISS) will be issued.

If the student has been ill, the time period allowed for making up an incomplete will be the number of days absent plus 1 day. An incomplete will automatically eliminate a student from the honor roll, unless it is due to illness and work can be made up before the honor roll is released.

K-8 PROMOTION REQUIREMENTS

Students in kindergarten through eighth grade failing any of their core subjects, those subjects that a student takes five days a week, may be retained. The final determination of promotion or retention shall be the responsibility of the administration. Those students with special needs will be evaluated on an individual basis by the administration. Parents may request a review of the retention.

GRADUATION REQUIREMENTS

A student must earn a total of 260 semester hours of credit of which 220 must be academic solids. A semester hour is earned for one period a week all semester, hence five periods a week equals five semester hours. Every student must earn a minimum number of hours in the following disciplines:

English	40 semester hours
Speech	5 semester hours
Math	40 semester hours
Science	30 semester hours

American History	10 semester hours
Geography	10 semester hours
Government/Econ	10 semester hours
World History	10 semester hours
Physical Education	6 semester hours
Health	4 semester hours
Computer Science	10 semester hours
General Business	10 semester hours
Fine Arts	5 semester hours
Electives	70 semester hours

Credits received for enrichment classes in addition to regular academic classes are:

Band	5 hours per semester
Chorus	5 hours per semester
Library Aide	5 hours per semester
Office Aide	5 hours per semester
Teacher Aide	5 hours per semester

Any student desiring to work as a teacher's aide, library aide, or office aide must be a junior or senior and assigned through the counselor or principal's office. Students will only be allowed to work as a teacher aide for one class period a day.

HTRS operates on an 8-period day. Every student must have 8 complete periods filled. Students wishing to fill less than 8 periods will need to present their requests to the counselor and principal. In order to justify a class selected from the elective field, we must have a minimum number of students enrolled each semester.

All students are expected to attend 8 full semesters of high school to receive a diploma. Special action must be taken by the HTRS School board for any exception to this rule.

IF DURING YOUR YEARS IN HIGH SCHOOL YOU HAVE FAILED A REQUIRED SUBJECT AND MUST REPEAT IT. THE COUNSELOR WILL WORK WITH EACH STUDENT TO ENSURE STUDENTS ARE MEETING THE REQUIREMENTS FOR GRADUATION.

Any former students of Humboldt Table Rock - Steinauer, Dawson-Verdon or Southeast Consolidated may receive a High School diploma if they meet the following conditions:

1. Eighteen years of age and the class in which the applicant was enrolled at time of withdrawal has been graduated at least one year.
2. Successfully completed the G.E.D test and present the test scores with letter of application.
3. Pay the full cost of obtaining a diploma from a printing company.
4. The applicant must present a formal letter of application to the Superintendent of Schools

requesting a diploma.

5. If an applicant feels that he/she has a special situation that should be considered, he/she should talk to the administration. If the administration feels that the situation has merit, they will present it to the school board.

DROPPING OR ADDING SUBJECTS

Student may not drop, discontinue or add subjects except at semester unless special arrangements have been made with the counselor and principal. The counselor and principal will only give permission when students have gained approval of his/her parents and have consulted with the instructor of the subject to be dropped or added. To drop or add a subject, the student should secure the proper form from the counselor.

PARENT/TEACHER CONFERENCES

Parent-teacher conferences are scheduled twice a year. Time is allowed for direct questions, answers and observations between the parent and the teacher.

REPORT CARDS

Report cards will be printed at the end of every quarter or semester. Proficiency, progress and deficiency reports will be sent out, as deemed necessary by the teacher and partially through each quarter. Students transferring to another district will receive their reports from the school via mail.

REGULAR GRADE SCALE

A+	=	98-100
A	=	95-97
A-	=	93-94
B+	=	91-92
B	=	88-90
B-	=	86-87

WEIGHTED GRADE SCALE

A+	5.0	A+	4.0
A	5.0	A	4.0
A-	5.0	A-	4.0
B+	4.75	B+	3.75
B	4.5	B	3.
B-	3.0	B-	3.0

C+	=	84-85	C+	3.75	C+	2.75
C	=	80-83	C	3.5	C	2.5
C-	=	78-79	C-	3.0	C-	2.0
D+	=	76-77	D+	2.75	D+	1.75
D	=	72-75	D	2.5	D	1.5
D-	=	70-71	D-	2.0	D-	1.0
F	=	69-0	F	0.0	F	0.0

HONOR ROLL

Honor roll recognition is for students in grades 7-12 and is based on core subjects, those subjects that a student takes five days a week. Subjects graded by “pass/fail” will not be used to determine grade point average. The **High Honor Roll** will include students with a GPA of 94 to 100 percent with no grade below an 86 percent in any subject. The **Honor Roll** list will include students with GPA of 89 to 100 percent with no grade below 86 percent in any subject.

HIGH ABILITY LEARNERS

The HTRS Schools, in compliance with NDE Title 92, and LB 647, have implemented a comprehensive program for identification of High Ability Learners in grades K-12. These identified students are provided with services to meet their needs by accommodation through the District’s HAL Coordinator and/or by their classroom teachers.

ATTENDANCE

Compulsory Attendance and Excessive Absenteeism

“School success is 90 percent showing up; the other half is mental.” Yogi Berra

Research on policies and practices that effectively encourage regular student attendance share some key components:

1. Education of parents regarding school attendance requirements.
2. Effective policies and practices to monitor attendance.
3. Clear definition of excessive absenteeism and a two-stage response to excessive absences.

The board has considered this educational research and used it to create the following policy on Compulsory Attendance and Excessive Absenteeism.

Required Attendance

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

Mandatory Attendance Age

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

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

Discontinuing enrollment – 5-Year-Old Students

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

Discontinuing Enrollment – 16 and 17-Year-Old Students

Only children who are at least 16 years of age may be disenrolled from the district. The person seeking to discontinue the child's enrollment shall submit a signed, written request and submit it to the superintendent using the form which is attached to this policy. The district will follow the procedures outlined on the attached form in considering requests to disenroll.

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

Attendance Officer

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

Expectations for Regular Attendance:

1. Students are expected to attend every class, every day.
2. The only “excused” absences shall be:
 - a. Absences when a licensed health care provider has confirmed in writing that, in his/her professional medical opinion and within his/her scope of practice, the student or a child whom the student is parenting is so physically or mentally ill that attendance of the student is impracticable or impossible;
 - b. Absences when the Nebraska State Patrol confirms, in writing, that weather conditions have made the roads impassable, so that the student’s attendance is impracticable or impossible;
 - c. Student attendance at a school-sponsored activity;
 - d. Student has been suspended or expelled from school by the school district; and
 - e. Absences required by law enforcement, child protective services, or a court of competent jurisdiction, confirmed in writing to the school district.
3. All other absences, including absences for minor illnesses, family events, and routine medical appointments are simply “absences.”
4. Upon return from every absence or partial-day absence, students may remain after school for 30 minutes to meet with teachers, work on missed assignments, or simply to study. The location and supervision of the student will be determined by the building principal in consultation with the student’s classroom teacher(s).
5. Students must not be absent from any course more than six days, in any given quarter, to earn academic credit for that course for that quarter. Students who lose credit in any given course, due to absences, may appeal that loss of credit to his/her building principal.

Attendance Incentives:

Building principals will establish attendance incentives for their students. Those may include:

- Special recognition of students who have 95% or greater attendance each quarter,
- Excusal from certain classroom assignments (final exam, written report) for students with 95% or greater attendance each semester,
- Special rewards (movie day, field day, extra recess) for students who have 95% or greater attendance.

At the end of each quarter, building principals report to the board what incentives were implemented and the effectiveness of the incentive in improving student attendance and engagement.

When students are absent from school, district staff will respond as follows:

First Stage Response to Absences

1. A member of district staff will contact parent via telephone for every absence if the parent has not contacted the school in advance.
2. After a student's third absence in any given quarter, the school's attendance officer will schedule a meeting with the student's parents or guardians. That meeting will be documented on the attached form.
 - a. This meeting must be attended by attendance officer, parents, social worker or principal, and the student (if appropriate),
 - b. The meeting shall be documented,
 - c. The meeting shall develop a collaborative plan to assist the student in improving his/her attendance.

Second Stage Response to Absences

Students who accrue more than 20 absences in a school year may be referred to the county attorney for action under NEB. REV. STAT. § 43-247(3)(a) and (b).

UNEXCUSED ABSENCES

Unexcused absences should not happen; regular school attendance is too important. For that reason, all unexcused absences will result in failure for all work missed during the absence. Failures affect a student's grade average for the course work and ultimately affect credits for course work. Examples of unexcused absences would be truancy, shopping trips, hair appointments, oversleeping, photography appointments, tux shopping/fittings, or anything else that could be done outside of the school day.

QUESTIONS CONCERNING ABSENTEEISM SHOULD BE DIRECTED TO THE PRINCIPAL'S OFFICE.

TARDIES

Students must arrive prior to 8:30 a.m. in period 1 to be counted present for that class period and be in school until after 3:00 p.m. to be counted present for the period 8 class. If a student arrives late to school for first period, he/she must first report to the principal's office for a pass. Students have three minutes between classes. There will be a tardy bell. Any student who accumulates more than three unexcused tardies for any one class during a semester period will make up 30 minutes with the classroom teacher for each 3 tardies accumulated. Students subject to the 30-minute makeup time must arrange the time with the teacher within 1 week of the last tardy. All teachers will enforce tardy compliance for all students.

MAKE-UP WORK

School activities: whenever students are absent from classes because of involvement in an activity during the school day, they may be required to complete a sign-out sheet. It is the responsibility of the student to make up class work that is missed, prior to the absence or make arrangements with each individual teacher. If required by the teacher, make-up work for activities or planned parent request absences will be due IN ADVANCE.

Illness: upon returning to school, students must make arrangements with the teacher to make up any work notes, tests or quizzes missed during their absence. Students will have $n + 1$ days to make up their work upon returning to school, n being the number of days missed.

An incomplete final grade must be completed within two weeks from the previous grading period or the incomplete will revert to an "F". If the student's absences have been greater than six days because of extenuating circumstances, an additional day will be allowed for each day beyond the six days. For the 4th quarter, the same time schedule shall be followed. If extenuating circumstances exist a special waiver may be granted by the administration.

STUDENT CONDUCT

PASSES

During the school hours, students are not to be in the hall or go to other rooms without a pass. Passes are a privilege and not a right. Individual teachers may take this privilege away any time the actions of a student warrant it. **A pass for a conference/help with a teacher must be obtained from that teacher before a period begins. Plan your needs in advance and passes will not give you any trouble.**

Each student will receive a student handbook with a planner at the beginning of each school year or when he/she enrolls in school. Students will be allowed to leave the classroom only two (2) times during each school day. To use a hall pass the student must fill out in his/her planner the place and time they are going to be in the hall during that day. The teacher will initial beside the information and issue the student the classroom hall pass. If the teacher notices that both hall opportunities have been used for the day he/she will not issue a pass to the hallway unless it is for an emergency. Students who do not have planners with them or do not have the information filled out correctly will not be allowed to use a hall pass privilege. Students that are in a location not specified by their hall pass or that do not follow the procedures for using a hall pass will be referred to the office for disciplinary action. Students who lose their planners may purchase a replacement planner for \$5.00 from the office.

BUILDING EXPECTATIONS

The students at HTRS will...

- Be Safe
- Be Respectful
- Be Responsible

What does it look like, sound like and feel like?

Be Safe	hands and feet to self	follow HALLS procedure	do not harm self or others
Be Respectful	take turns	treat others like you want to be treated	look at and listen to others
Be Responsible	follow directions	take care of your space/property	YOU are in charge of YOU

Give Maximum Effort	do your BEST	take your time and do it correctly	GAME ON!!!
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ELEMENTARY PLAYGROUND CONDUCT

I will...

- Walk quietly with my hands to myself while traveling to and from recess
- Play safely
- Use equipment properly
- Include others
- Be respectful to others
- Wear appropriate seasonal clothing

HTRS BEHAVIOR INTERVENTION SYSTEM PROTOCOL

Grades K-6

Verbal Redirection “One Warning”

For:

- Talking out of turn
- Not following small directions
- Eye rolling
- Making faces
- Tapping pencil/fingers
- Distracting peers
- Not using time wisely/Wasting time/Daydreaming

In Room Refocus Time-out (until the student has a calm body and calm voice)

For:

- Second offense of the previous mentioned behaviors

Buddy Room OR Hallway Refocus Time-out (until the student has a calm body and calm voice with a check-in at 2 minutes and 4 minutes; a Think-sheet should be completed by the student also to be taken back to his/her homeroom)

For:

- Third offense of the previous mentioned behaviors
- Unkind comments
- Lying

Cussing

Disrespectful to peers/adults

Focus Room Time-out (until the student has a calm body and calm voice with a check-in at 5 minutes increments and maximum of 15 minutes before an administrator is called in)

For:

Fourth offense of the previous mentioned behaviors

Refusal to work

Defiance

Verbally aggressive towards peers/adults

Office Referral (contact Mrs. Othmer immediately)

For:

Cussing

Destructive

Danger to self or others

Physical aggression

Significantly disrespectful

Sexual comments/gestures

Stealing

TELEPHONE, CELL PHONE AND ELECTRONIC DEVICES

Students may use the phone in the office with permission. This phone is available for calling home to leave a message or request materials. It is not for social use. **Cell phone, iPod, MP3 player and other electronic device use during school hours is strictly prohibited.** Electronic devices will be confiscated and returned after school hours. Repeated infractions will result in the devices being confiscated and returned to a parent. Headphones may be used with a laptop on an as needed basis for class projects and accommodations with teacher permission.

DISCIPLINE

DISCIPLINE

To provide a proper educational atmosphere, it is necessary to have a certain expectancy regarding student conduct. Please see the complete discipline policy #6024 in the principal's office or on-line at htrstitans.com

The following are expectations for student behavior at HTRS.

1. Every student should be considerate of the rights and privileges of fellow students and staff members. Students will not be allowed to hinder the right to an education of any student in this school.
2. Students will use school appropriate language and behaviors. Obscene language or behavior will not be tolerated.
3. Students will treat the property of the school or others appropriately.
4. Students will be respectful to other students and staff.
5. Students will comply to a reasonable request of a staff member.
6. Physical assault (fighting) will not be tolerated.
7. Harassment (sexual or physical) will not be tolerated.

Removal from class for disciplinary reasons could result in the student making up double the time spent out of the room. The student will need to work with the classroom teacher to resolve the issue. A second time out from class will result in a conference with the principal, teacher and any other parties as needed. Parents will be notified by the teacher via a note and/or telephone call. A third offense will necessitate a meeting between parents, teacher, student, and administration to determine the course of action.

Suspension/expulsion from class with possible loss of credit will follow should these measures not prove successful.

In extreme disciplinary situations, students will be suspended from school by the administration for a period of up to five days, on basis of evidence that strongly indicates that the student committed offenses against the school discipline or moral codes of conduct while in attendance at school or while participating in activities sponsored by the school. If suspension does not take care of the situation, the administration may expel the student from the school for the remainder of the semester.

The following student conduct shall constitute grounds for possible expulsion for the remainder of the semester in which it takes effect or for short or long-term suspension (up to 19 days).

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purpose.
2. Willfully causing or attempting to cause damage to, or theft of property.
3. Causing or attempting to cause physical injury to a school employee or any student.
4. Threatening or intimidating any student for the purpose of, or with the intent of obtaining money or anything of value from any student.
5. Knowingly possession, handling, or transmitting any object or material that is ordinarily or generally considered a weapon.
6. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or alcohol.
7. Public indecency as defined by state law.
8. Engaging in any activity forbidden by state law which constitutes a danger to other students or interferes with school purposes.
9. A repeated violation of any school rules if such violations constitute a substantial interference with school purpose.

Student Exclusion, Suspension, and Expulsion Policies and Procedures are available in the Principal's Office.

PUBLIC DISPLAY OF AFFECTION

Public display of affection will not be allowed or tolerated in classrooms, halls, buses and any other area on the school grounds, or while attending a school activity. This includes, but is not limited to, holding hands, kissing, hugging, etc.

DUE PROCESS

Due process is afforded to both students and their parents to assure communications between home and school. HTRS takes great care to preserve the rights of all involved. It is only through communications that wrongs can be righted or improvements can be made.

The “chain of command” should always be followed. Please begin directly with the person involved as that is the one that has the best information and insight to share. If your questions are not answered satisfactorily or you disagree with the decision, arrangements will be made for you to talk with that person’s supervisor, up to and including the HTRS Board of Education.

STUDENT ORGANIZATIONS AND ACTIVITIES

STUDENT COUNCIL

The Student Council is a group of students who are the voices of the student body and serve in an advisory capacity to the administration on school related issues. The Student Council consists of members from each grade level. Representatives are selected in the fall by the vote of each class.

FUND RAISING

Any fund-raising activities undertaken by any class or school organization must first be approved by the sponsor, then the administration. The need for the activity must be justified upon making the initial request. New fund-raising activities should not be competitive with existing fund raisers since priority will be given to the established fund-raising activities.

SCHOOL DANCES/PARTIES

Organizations may have a school dance or special activity if approved by the administration and sponsor. Dances or other activities will be co-sponsored by parents and sponsors. All junior high school dances or parties will be closed to the public. High school dances will not admit students younger than freshmen or persons older than 20. Non-HTRS high school students will be allowed to attend if the student is registered in the office and approved by administration. Students who leave a school-sponsored dance will not be allowed to return.

ACTIVITIES AND ATHLETICS

ELEMENTARY FIELD TRIPS

The HTRS School District recognizes that field trips are a way to explore and learn from the world around them. Parents who are invited to chaperone should wear appropriate attire and should also be prepared to assist the teacher in supervising students for the safety of all children on the field trip. Parents that agree to chaperone will be required to travel with the students on the bus or the provided mode of transportation. Chaperones will follow guidelines set forth by the classroom teacher.

ACTIVITY PHILOSOPHY

Interscholastic athletics and activities shall be an integral part of the total school educational program. Its main purpose is to provide educational experiences not otherwise provided in the curriculum, to develop learning outcomes in the areas of knowledge, skills and emotional patterns and contribute to the development of better citizens. Emphasis shall be upon teaching through athletics and activities in addition to teaching the skills of each activity.

Objectives

- To provide outlets for students desiring to participate on teams in competition with other schools.
- To assist in the development of higher levels of strength, endurance and vitality.
- To teach good sportsmanship.
- To further develop the health and knowledge of each individual so he/she will be a contributing member of society.
- To develop ideals of self-sacrifice and denial.
- To create an atmosphere of unity; to foster a school spirit growing out of the school athletic and academic endeavors, a spirit which will make the educative process more effective.

DRUG AND ALCOHOL USE

It is the policy of HTRS Public Schools that students refrain in all cases from the use of drugs, alcohol, tobacco, and any other substances or paraphernalia prohibited by law or school policy (collectively, "prohibited substances"). This policy includes vapor products and e-cigarettes as well as any products intended by appearance or effect to replicate tobacco products. Also, included in this policy is the use and solicitation of these substances and the choice to be involved with others using, soliciting, or possessing these substances. For example, if a student is discovered to be at a party or other place where prohibited substances are in use, even if that student is not using the prohibited substance, the student is still subject to consequences under this policy.

A student who is in the possession of, under the influence of, who solicits, or who is discovered to be in the use or presence of prohibited substances on campus, in a school vehicle, or while in attendance at a school sponsored event shall be subject to the district's student discipline policies and this section. Such student shall be suspended or excluded from participation in all school sponsored activities and contests and must complete a report of the incident which shall be given to the principal and superintendent of schools.

A student who is in the possession of, under the influence of, who solicits, or who is discovered to be in the use or presence of prohibited substances off school grounds may be suspended or excluded from participation in all school sponsored contests.

Suspension or exclusion from activities or contests for a violation of this provision will commence at the discretion of the administration. The administration is the sole determiner of when the evidence or reports are sufficient to warrant suspension and/or exclusion from activities, in addition to other consequences permitted by law and other school rules.

If the violation occurs during summer months when school is not in session, suspension or exclusion from activities and/or contests may be imposed upon the student's next activity or activities and he/she must complete that sport or activity.

Suspension from activities and/or contests for a violation of this provision occurring while school is in regular session (including end of calendar year breaks, holidays, etc.) will take effect at the direction of the administration and may commence immediately. If a student is not involved in an activity, the consequences may be imposed immediately upon the student's next activity or activities. Student violation(s) generally will result in suspension from activities and/or contests as follows. The penalties may be enhanced for each subsequent violation of this policy during the student's enrollment. However, administration may also impose more serious consequences and, for example, may treat first violations as second or third violations depending upon the nature of the violation:

- First and/or minor violations - (30) thirty*school days.
- Second and/or more severe violations - (1) one*calendar year.
- Third and/or very severe violations - remainder of student's time at HTRS

*The administration may provide the student with the option to have a 15-day suspension for the first offense or a 6-month suspension for the second offense by entering a school approved treatment program at their own expense. The student must show successful completion of an approved treatment program prior to reinstatement to activities. If at the end of the 15-day suspension period the student has not completed the approved program, the student will be reinstated as long as he/she continues and completes the approved program.

Nothing in this section prohibits the activity sponsor and/or administration from imposing consequences permitted by board policy, handbooks, activity rules, or other school rules and directives. Student discipline policy #6024 can be viewed in its entirety at htrstitans.com

ATTITUDE

An unexcused absence from practice will result in disciplinary action determined by the sponsor. Repeat absences could result in the student's exclusion from the activity. The merit of the student's reason for missing scheduled activity events (such as practices and competitions) is determined by the sponsor of that activity. If the student is suspended or excluded from the activity, the sponsor will provide the administration with his or her basis for the decision.

Any conduct which reflects poorly on the athletic program, activity, or the HTRS Public School in general will not be tolerated, and consequences may be imposed by the administration and/or sponsor consistent with school policy.

ACADEMICS

An athlete must pass twenty (20) hours each semester to remain eligible for varsity athletic competition in the next semester.

To participate in any interscholastic competition, weekly eligibility must also be maintained. Students who fail two courses will be placed on a probationary list for ineligibility to participate in any school sponsored activity. Should the student be ineligible a second time during any one sports seasons, the student then becomes ineligible to participate during the following week from -Tuesday to Monday-, or as long as the student remains on the down list. Teachers will be required to hand in a list of students who presently maintain an accumulative failing status to the principal each week. The principal in turn will notify the activity sponsor. The sponsor will notify the student and parents. The student will be allowed to practice but may not represent the school at a competition.

Guidelines for participation in activities are established to ensure the general good nature of competition by HTRS Public School. Special or unusual circumstances involving health, attitude or academics may be dealt with by the coach and administration at their discretion. At all times, punishment assigned should be in the spirit of enhancing the philosophy and objectives of interscholastic activities.

PRE-PRACTICE REQUIREMENTS

Each student, before he/she can participate in athletics each school year, must present the Athletic Director with a physician's statement stating he/she is physically fit to participate in interscholastic athletics.

If an athlete is under medical advice not to participate in athletics, he/she will not be allowed to do so regardless of the feeling of the athlete, his/her parents or the coach.

Each athlete must have permission in writing of his/her parents before he/she can participate in athletic practices.

INSURANCE

Accident insurance must be carried by the athlete's parents before he/she can participate. If the family does not have health insurance coverage, insurance through the school may be purchased at a nominal fee.

Information as to the insurance coverage must be provided in writing to the Athletic Director before the participant will be allowed to practice.

TEAM TRAVEL

Team members must travel to and from out-of-town activities as a unit. The only exception to this rule occurs when prior arrangements have been made for transportation. Arrangements must be made with the coach/sponsor and the principal. Parents may sign out a student after the activity.

Dress of team members on out-of-town trips should be clean, neat and in good taste.

PARTICIPATION AND ATTENDANCE

A team member may not practice with the team or play in an athletic contest if he/she has missed the afternoon prior to participation because of illness or unexcused absence. School absence because of school activities or family emergencies (funeral, etc.) will not result in the student being held out of practice or games. Prior arrangements will be handled on an individual basis at the discretion of the coach.

PRACTICE/CONTEST GUIDELINES

There will be no practice of any sport or activity on Sunday unless there is a competition on the following Monday. Sunday practice will not be mandatory and must be approved by the administration. When the school issues a 2-hour late start due to weather, practice may be held but will not be mandatory. There will be no practice when school has been cancelled because of inclement weather. If practices are held during school vacations or holiday periods, excluding preseason practice in the summer, students will be encouraged, but not required, to participate.

No athletic contests will be played on Wednesday evening (church night) unless they are mandated by Conference or District Tournament officials.

No player will be cut from an athletic team because of lack of his/her athletic ability.

The school will provide uniforms and other necessary equipment for participation in the various activities with the exception of shoes. Students will have to pay for their outfits for cheerleading, swing choir, and stage band. Towels, socks, etc. must also be the responsibility of each participant. Equipment that is checked out to the student is his/her responsibility for safekeeping and cleaning. If it is lost, the student will be expected to pay its replacement cost.

At the end of each sport season, the coach will announce the athletes who earned a letter in that sport.

Coaches will hold approximately 1.5 hour, not to exceed 2-hour, practice sessions. Athletes will practice after school and the other activities will practice at other times.

Each student out for athletics will be assigned a locker with a lock. We encourage students not to bring valuables to school and not to leave their locker unlocked but each year we have items stolen because students neglected to heed our warnings. Items cannot be stolen if they are kept locked up.

REQUIREMENTS FOR LETTERS

Football - Play in at least half of the varsity quarters.

Basketball - Play in at least half of the varsity quarters.

Volleyball - Play in at least half of the total sets played.

Wrestling - Accumulate 20 points or place at district wrestling tournament and/or complete the season in good standing.

Track - Score in 2 events or 2 meets.

Golf - Shoot a 48 or better in a verified round.

The requirements listed above may be waved in the case of an athlete who has contributed a great deal to the team. An athlete must complete the season to letter unless the activity director and coach grant permission to discontinue competition for such things as health and injury. In all cases the athlete must have the coach's and activity director's approval for lettering.

Letters may be granted to senior students who have participated for four years in the same sport.

Student manager letters are given to students who prefer the duties of such and meet the requirements of completing the season and have the activity director's approval.

IN ORDER TO REPRESENT A HIGH SCHOOL IN INTERSCHOLASTIC ATHLETIC COMPETITION, A STUDENT MUST ABIDE BY ELIGIBILITY RULES OF THE NEBRASKA SCHOOL ACTIVITIES ASSOCIATION.

PARTICIPATION ON OTHER TEAMS

Any individual who is a member of any HTRS HS interscholastic athletic squads cannot participate in any other organized team of the same sport, in school or out of school, during the concurrent period that he is a member of a HTRS interscholastic squad. (Example: town team basketball)

MIDDLE SCHOOL ATHLETIC ELIGIBILITY

To be eligible to participate in Middle School athletics the following rules apply:

1. All members must be a full time 7th or 8th grade student in regular attendance.
2. All members must not turn 16 years old prior to August 1 of the current school year.
3. All members are limited to two years of eligibility.

4. Members must be present in school for at least 4 periods on the day of practice or game to participate.
5. Members must be academically eligible (see ineligibility list under academics).

Any exception to this rule must be approved by the administration. The administration and coaching staff shall reserve the right to withhold any student from participation should the classroom work or citizenship of the student at any time indicate they are not working up to their potential.

ACTIVITY BUS

On occasion the school may provide an activity bus for high school students to attend an event. The sign up sheet for the activity bus will be in the principal's office. Students must sign up by 3:30 on the preceding day.

The use of the school buses for school activities is a privilege granted by the board of education so that students may take part in out-of-town activities. Bus sponsors for those activity trips are appointed by the school officials, and therefore, have the same official responsibility as that of the teacher. If students do not conform to the rules, the sponsor shall report the rule violation to the principal's office immediately. Students and staff/sponsor must ride the bus to and from school activities unless other arrangements have been made in advance with the sponsor and principal.

Sponsors may only release the students to ride home with their parents provided the parents have gained permission from the sponsor by speaking with him/her personally. After speaking with the sponsor, the parents will need to sign a release before leaving with the student.

RETURN TO LEARN PROTOCOL

The Concussion Management Team (CMT) ensures that every student who suffers a concussion is monitored for a safe return to activity.

1. Possible concussion occurs! If at school sporting event or other school activity, family is notified of possible concussion and encouraged to seek medical confirmation and advice.
2. Medical confirmation of concussion is obtained.
3. Parent signs Release of Information form allowing the school district to be notified of concussion and to share information.
4. District CMT contact person notified of medical confirmation of concussion parent, coach, athletic trainer or health care provider.
5. CMT contact person informs appropriate school personnel (teachers, school nurse, athletic trainer, coaches, etc.) of concussed student and specifies general accommodations from health care provider if available.
6. CMT implements a gradual Return to Learn Progression plan (see separate document).
7. CMT documents physical, cognitive, behavioral and emotional symptoms of concussed student and assesses the student's needs based on symptoms
8. CMT designs individual academic accommodation plan with appropriate school staff and works with the student assistance team to coordinate academic accommodations for duration of recovery (about 2 -3 weeks) and reviews this with the student and family.
9. Teachers monitor the effectiveness of adjustments, accommodations and symptoms of concussion and report progress/recovery data and results regularly to CMT contact person. Data on progress/recovery shared with family and student. Family monitors symptoms at home and regularly reports to CMT.

10. CMT makes adjustments and readjustments to individual plan until student no longer has special needs in the classroom resulting from the concussion. Student progress and updates are communicated to appropriate school staff, family and student.
11. Family and CMT agree student is symptom free and function is “back to baseline**” in the classroom. CMT ensures that the concussion date and adjustments for Return to Learn are documented in the student’s file.
12. Student returns to academics full-time with no adjustments or accommodations. Written clearance from health care provider is obtained by family. After a successful Return to Learn plan has been completed, the student begins the Return to Play Progression.

**Baseline testing will be completed on all students entering 7th grade.

NATIONAL HONOR SOCIETY

Eligibility - candidates must be a member of the sophomore, junior or senior class. Candidates must have attended HTRS the equivalent of one semester. Candidates must have a cumulative scholastic average of at least a 93 percent. Candidates shall be evaluated based on service, leadership, scholarship and character.

Selection Process

1. Student’s academic records will be reviewed and a list of all candidates who qualify on the basis of scholarship will be prepared by the chapter advisor.
2. Students who are eligible scholastically will be notified and told that for further consideration for selection to the NHS Chapter they must complete the Student Activity Information Form.
3. All faculty members will be invited to complete a rating of leadership, service and character for each student completing a Student Activity Information Form. The faculty is asked to rate only those students they feel they know from having worked with them in a class or activity.
4. Students will be interviewed by the faculty council.
5. The faculty ratings are then reviewed by a five-member faculty council that makes the final determination and selection for membership.

USE OF THE BUILDING

Students are encouraged to make use of their school building for worthwhile pursuits related to the school program. **Students are not to be in the building during the part of the school day or year that school is not in session except under the direct supervision of a member of the teaching faculty. All activities must be scheduled with the principal through the organization sponsor. Equipment housed in the PE closet is not for student or public use without prior permission.**

TRANSPORTATION

STUDENT DRIVERS

Students driving cars/trucks to school are to park in the west parking lot. Do not park in the streets, east of the gym, visitor or handicap spaces. Do not block in other cars by careless parking. Students are not to be in the parking lot over the noon hour.

BUSES

Upon entering a school bus, a student should immediately take a seat as assigned and remain in it until reaching the school or other destination. Students should keep their voices down and obey the bus driver always. Students who are in violation of bus rules will be **EXCLUDED** from riding buses. Pop and food will be allowed on the regular bus routes, if approved by the individual driver. Students riding buses on activity trips **MAY** be allowed food and beverages if permission is given by the sponsor and driver. If food or drink is consumed on the bus, it is the responsibility of the students and sponsor to clean up the bus at the end of the trip. The driver is not responsible for food clean up.

It is the responsibility of each student riding the bus to let the bus driver know whether he or she plans to ride to or from school. If you do not plan to ride in the morning, call your driver before he leaves for his morning route. If a student does not plan to ride home in the afternoon, it shall be the student's responsibility to go up to the bus loading zone and personally tell the driver. Students from TR riding to Humboldt for an activity need to have written permission from their parents to the principal's office for approval.

TRANSPORTATION USE POLICY

School transportation is provided by the district for student use. Riding in the school vehicle is a privilege and is not a right. Students who cannot conduct themselves in a proper manner on the bus/car/van may have riding privileges suspended. The following rules will be in effect for student conduct on the school provided transportation:

1. The driver oversees the bus. Please obey him/her promptly.
2. Be on time. The bus cannot wait for those who are tardy.
3. Wait for the bus on the right side of the road.
4. Conversing with the bus driver while the vehicle is in motion is not permitted.
5. Classroom conduct will be observed on buses at all times.
6. Assist in keeping the bus clean.
7. Arms and heads are to be kept inside windows.
8. Remain seated while the bus is in motion
9. Get off the bus only after it has come to a full stop.
10. Any damage done to the vehicle by a student will be paid for by the offender.
11. Those students who are disruptive on the bus will be disciplined.

TRANSPORTATION DISCIPLINE PROCEDURE

Students **NOT** adhering to the preceding rules will be disciplined. Examples of infractions warranting discipline may include the following:

1. Destroying Property
2. Bringing Injurious or Objectionable Things Aboard the Bus
3. Leaving Seat
4. Disobeying Driver

5. Fighting, Tripping or Pushing Others
6. Hanging Out of Window
7. Throwing Things into or from the bus
8. Lighting Matches or Smoking
9. Spitting or Littering
10. Unacceptable Language
11. Damaging Bus Equipment
12. Rude, Discourteous, Noisy or Annoying
13. Improper Boarding or Departure Procedures
14. Other Improper Behavior

Consequences for transportation infractions may include:

First Offense: The parent will receive a phone call from the transportation department or principal with the bus driver present. A written warning will be mailed to the parent requiring the parent's signature. The signed warning must be returned to the bus driver one week from the issue date. If the signed warning is **not** returned the student will not be allowed back on the bus until the warning has been returned to the bus driver.

Second Offense: Two-day suspension from riding school transportation

Third Offense: Five-day suspension from riding school transportation

Fourth Offense: Suspension from riding school transportation for the remainder of the semester

Fifth Offense: Suspension from riding school transportation for the remainder of the year

***The HTRS administration has the final determination in the issuance of consequences for transportation violations.**

FOOD SERVICE

BREAKFAST PROGRAM

HTRS provides students the opportunity to eat breakfast at school. The students who wish to partake may do so between 7:30 a.m. and 8:05 a.m. After a student is finished eating he/she must report to class or the designated waiting area.

FOOD SERVICE

Special meal arrangements may be made by contacting the Food Services Director, Brenda Frank.

PAYMENT OF LUNCH MONEY

It is the student and parent's responsibility to pay for the student's meals in advance. Payment can be made by the day, week or month. A student's account will be allowed to become delinquent up to a negative \$5.00. Parents/guardians will be notified weekly by the electronic notification system when the student's account reaches \$25.00 and each week thereafter that it is below \$25.00. Any student who has a negative \$5.00 balance on their account will be offered a peanut-butter or cheese sandwich and milk or other appropriate action at the discretion of administration.

Students will be issued a lunch ticket with their own personal code to be scanned. Additional tickets will be issued the first Monday of each month at no charge. If a student does not have their lunch ticket, they will go to the end of the lunch line until students with tickets have been served.

Students who bring their own lunches are to eat in the lunchroom. Students may not bring or drink pop (sodas) in the lunchroom. Food/drinks will not be allowed in the small gym, locker rooms or elsewhere on school grounds during the noon hour unless a working lunch has been scheduled by staff.

FREE & REDUCED LUNCH APPLICATIONS

Each family is highly encouraged to take the time to fill out the Free & Reduced Lunch Application. Applications will be available in early August, given to each student the first day of school, or may be picked up at any of the school offices. **Each year a new application for lunches must be filled out and filed at the school.** It is a small way that (1) a family can save on the cost of feeding you child(ren) and (2) a school district receives additional funding in Title I, State Aid and other programs. All applications and those who qualify for the program are kept strictly confidential. There are no “special labeling” techniques used to identify student meal tickets. The only people who review the applications are the secretary and site administrator. If you have any question, feel free to contact the district office. Thanks for your cooperation.

CLOSED CAMPUS

Once a student arrives in school, they will remain here until the end of the school day. Students will not be allowed to leave during the noon hour. Lunch will be served for all students. Those not wishing to eat in the school’s lunch program may bring their lunch with them in the morning.

OPEN CAMPUS

Students achieving high honor roll status are eligible for open campus during the lunch hour. Students wishing to utilize open campus must have a signed parent permission form on file in the office. Students will need to sign out on the form in the office each time they are leaving the building for the lunch period. Students will have open campus privileges while they remain on the high honor roll.

EMERGENCY PROCEDURES

SCHOOL CLOSING

The Alert Solutions System is used when we have a cancellation of school, late start, or early dismissal. The Alert-Now System can call all staff and parents within minutes to inform them of schedule changes. The dismissal times will be announced by the Superintendent’s office and broadcasted on radio and T.V. stations: KFAB (1100 AM), KTNC (1230), KNZA (103.9), KNCY (1260), KUTT (99.5), and KOLN/KGIN-TV (Channel 10), KETV-TV (Channel 7), KMTV-TV (Channel 3), WOWT-TV (Channel 6). **If at any time you as a parent feel your child(ren) should be dismissed for inclement weather, call the school for dismissal. Your child’s safety is very important to us.**

FIRE DRILLS

The State Fire Marshall’s office requires fire drills to be held each month, unannounced. All students should know the proper exits to leave the building and the procedure to follow as they exit each area of the building. Each area will have a posted procedure. Students are to walk quietly as they exit. Fire drill protocol will be posted in every classroom.

TORNADO DRILLS

During the school year, tornado drills will be held as needed. Bells will signal the warning to move to designated safety areas. These areas are: old and new locker rooms (boy's and girl's). It is important that all teachers accompany students to the assigned area and remain with them during the drill. The administration will release the students to return to class. In the event of an actual fire or tornado, administration will notify teachers and students when it is safe to return to the building or classrooms. Should an off-site place be required the Ag Building and Christian Church will be used.

ASBESTOS

The Environmental Protection Agency (EPA) requires informing employees, students and patrons of any friable asbestos present in the building. A possibility exists that the HTRS Schools has friable asbestos in the boiler room. The material has been completely encapsulated and it is located only in the boiler room so there is no health hazard. The floor tile in certain areas is known to contain small quantities of asbestos; however, it is not friable and, therefore, not harmful.

DISTRICT POLICIES

NOTICE OF PROGRAM ACCESSIBILITY

The HTRS Public School recognizes that all children deserve the right to the best education. The handicapped individual is no exception. The HTRS Public School recognizes that every handicapped child can have a meaningful and productive place in our society as long as we continue to offer the appropriate opportunities he needs to develop. It is the responsibility of the school district to provide educational programs designed to meet the educational needs of each individual child inflicted with a handicap.

CHILD FIND

Public Law 94-142, Rule 51, Rule 54, mandates that a free appropriate public education is available to each handicapped child ages 0-21 who resides within a local school district.

Handicapped children are defined by the Act as physically handicapped, visually handicapped, acoustically handicapped, speech handicapped, orthopedically handicapped, Educable Mentally handicapped, Behaviorally Impaired, Specific Learning disabled, mentally retarded, multi handicapped, home and hospital bound. (By reason thereof, require special education and related services.)

If you feel your child may qualify under any of the above categories, please contact the Superintendent of Schools, HTRS Public Schools, Humboldt, Nebraska.

TITLE IX NOTICE

It is the policy of the HTRS school district not to discriminate on the basis of sex in the educational programs, activities, or programs as required by Title IX of the 1972 Education Amendments. Inquires regarding compliance with Title IX may be directed to: HTRS Administration 810 Central Ave. Humboldt Nebraska 68376 or to the Director of the Office of Civil Rights Department of Education, Washington, D.C.

INTERNET AND COMPUTER USE

INTERNET

It is the responsibility of each student to be responsible and follow the rules and policies, in regard to accessing the Internet and World Wide Web. The Internet is a very powerful method to access research,

information, and educational knowledge. **THE INTERNET IS NOT FOR PERSONAL USE BY THE STUDENTS AND SHALL NOT BE USED TO TRANSMIT OR RECEIVE ANY PERSONAL CORRESPONDENCE WHICH IS NOT RELATED TO EDUCATIONAL PURPOSES.**

HTRS Public School provides Internet access to students for educational purposes. This document contains the Acceptable Use Policy for your use of the Computer Network Systems (CNS) of HTRS Public School.

1. Educational Purpose

- a. The term “educational purpose” includes classroom activities, career development, and limited high-quality self-discovery activities.
- b. The CNS has not been established as a public access service or public forum. HTRS Public Schools has the right to place reasonable restrictions and filter any material you access or post throughout the CNS. Users are expected to follow the rules set forth in HTRS Public School Board Policies, as well as the law in their use of the CNS.
- c. Users may not use the CNS for commercial purposes. This means that you may not offer, provide, or purchase products or services through the CNS.
- d. Users may not use the CNS for political lobbying. Users may not use the CNS to communicate with elected representatives or to express their opinion of political issues.

2. Student Internet Access

- a. All students will have access to the Internet (World Wide Web) information resources through their classroom, library, or school computer lab. Students may be provided with individual e-mail accounts under special circumstances at the request of their teacher, and with the approval of the administration and their parent or guardian.

3. Unacceptable Uses

a. Personal Safety

- i. Users will not post personal contact information about yourself or anyone else. Personal contact information includes: personal address, telephone numbers, school address, photographs, work address, etc.
- ii. Under no conditions should you agree to meet with someone you have met online.

b. Illegal Activities

- i. Users will not attempt to gain unauthorized access to the CNS, to any other computer system, or go beyond your authorized access. This includes hacking, attempting to log in through another person’s account or accessing another person’s files. These actions are illegal.
- ii. Users will not make deliberate attempts to disrupt the CNS or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- iii. Users will not use the CNS to engage in any illegal act.

c. System Security

- i. Students are responsible for their individual account and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should they provide their password to another person.
 - ii. Users will immediately notify a teacher or administrator if they have identified a possible security problem. Do not go looking for security problems, because this may be construed as an illegal attempt to gain access.
 - iii. Users will avoid the inadvertent spread of computer viruses by following the HTRS Public School virus protection procedures.
- d. Inappropriate Language
 - i. Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
 - ii. Users will not engage in personal attacks, including prejudicial or discriminatory attacks.
 - iii. Users will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If you are told by a person to stop sending messages, you must stop.
 - iv. Users will not post false or defamatory information about any person or organization.
- e. Respecting Resource Limits
 - i. Users will use the CNS only for education and career development activities and limited, high-quality, self-discovery activities.
 - ii. Users will not download files or participate in discussion groups or chat rooms without teacher and/or administrator permission.
 - iii. Students will not use personal email accounts or web email (hotmail, yahoo mail, gmail or others). Students will not have access to personal email accounts or chatting during school.
- f. Plagiarism and Copyright Infringement
 - i. Students will not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writing of others and presenting them as if they were yours.
 - ii. Users will respect the right of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use to the work, you should request permission from the copyright owner. Copyright laws can be very confusing. If you have questions, ask a teacher. All resources should be cited.
- g. Inappropriate Access to Material
 - i. Users will not use the CNS to access material that is harmful, profane or obscene (pornography), which advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature). Students also should not access social networking

sites. A special exception may be made if the purpose of your access is to conduct research and is approved by the administration, your teacher, and parent or guardian.

- ii. If you mistakenly access inappropriate information, you should immediately tell your teacher or administrator. This will protect you against claims that you have intentionally violated this Policy.
- iii. Your parents should instruct you if there is additional material that they think would be inappropriate for you to access. HTRS School fully expects that you will follow your parent's instructions in this manner.

4. Your Rights

a. Free Speech

- i. Your right to free speech as set forth in the HTRS Board Policy applies also to your communication on the Internet. The CNS is considered a limited forum, similar to the school newspaper, and therefore, HTRS School may restrict your speech for valid educational reasons. The HTRS School will not restrict your speech on the basis of a disagreement with the opinions you are expressing.

b. Search and Seizure

- i. Users should expect only limited privacy in the content of your personal files on the CNS. This situation is similar to the rights you have in the privacy of your locker.
- ii. Routine maintenance and monitoring of the CNS may lead to discovery that you have violated this Policy, the HTRS Board Policy, or the law.

c. Due Process

- i. The HTRS School will cooperate fully with local, state or federal officials in any investigation related to any illegal activities conducted on the CNS.
- ii. In the event there is a claim that you have violated this Policy or HTRS Board Policy in your use of the CNS, you will be provided with notice and an opportunity to be heard in the manner set forth in the HTRS Board Policy.
- iii. If the violation also involves a violation of other provisions of the HTRS Board Policies, it will be handled in a manner described in the HTRS Board Policies. Additional restriction may be placed on your use of your Internet Account.

5. Limitation of Liability

HTRS makes no guarantee that the functions or services provided by or through the CNS will be error-free or without defect. The HTRS School will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruption of service. The HTRS School is not responsible for the accuracy or quality of the information obtained through or stored on the CNS. The HTRS School will not be responsible for financial obligations arising through the unauthorized or unacceptable use of the CNS.

6. Proper Care of Equipment

It is the student's responsibility to help maintain the hardware provided for their use by the HTRS District. Any damage that occurs while a computer is in the possession of a student is that student's responsibility. The District may charge the responsible party repair costs based on the damage incurred.

LAPTOP POLICY

A. Laptop Initiative

Laptops are distributed each fall to all 9-12 students following an operation orientation on the rules and regulations for the use of student laptops. The student and parent must sign a Laptop Usage Form before the student can check out a laptop or participate in the HTRS Laptop Initiative. Laptops will be collected at the end of each school year for maintenance, cleaning, and software installations. Students will retain their original laptop each year while enrolled at HTRS. If a student/parent does not check the laptop back in before transferring to another school or as part of the end of the year checkout, the laptop will be considered stolen. Theft is a criminal act and will be dealt with accordingly.

High School Only: If the student chooses to participate in the HTRS Laptop Initiative, the student/parent must pay a laptop usage fee of \$35.00, refundable until the last day of the first quarter. For students enrolling during the school year the fee will be prorated by the quarter. Example: Quarter 2 fee =30, Quarter 3 fee = 20, Quarter 4 fee = \$15.

B. Library Check Out

Students/parents may prefer **NOT** to participate in the HTRS Take Home 1:1 Laptop Initiative. The student / parent may then choose to participate in the Checkout 1:1 Laptop Program. This program consists of checking out a 1:1 laptop to be used by periods or for the school day to use to complete assignments or educational projects requiring the use of a computer. The student will have a laptop assigned to them but must ask permission from their teacher / librarian to check out the laptop. This laptop is not to go out of the building and must be checked back into the library by 3:15 or the end of the day. Student/parents will be held responsible for care of the laptop, just as any other school used devices. Students will be required to sign the "Student Pledge for Laptop Use" on the last page of the laptop handbook to participate in this option.

C. Care of Laptops

Students are responsible for the general care of the laptop they have been issued by the school regardless of the program they are participating in. Laptops that are broken or fail to work properly must be taken to the library. The librarian will then notify the Technology HTRS Help Desk or Tech Office. If the student needs a loaner laptop, the Tech Office will contact the librarian, and the student will be allowed to check out a loaner laptop.

General Precautions

1. No food or drink is allowed next to your laptop.
2. Cords, cables, and removable storage devices must be inserted carefully into the laptop.
3. Laptops and cases must remain free of any writing, drawing, stickers, or labels that are not the property of the HTRS District.
4. Students are responsible for having their laptop's battery fully charged for school each day.
5. **High School Only:** Laptops must never be left in a car or any unsupervised area.

Carrying Laptops

The protective cases provided with laptops have sufficient padding to protect the laptop from normal treatment and provide a suitable means for carrying the computer within the school. The guidelines below should be followed:

1. Do not place textbooks in the laptop carrying case. This puts too much pressure and weight on the screen.
2. The laptop must be put in sleep mode before placing it in the carrying case.
3. **High School Only:** Laptops should always be within the protective case when carried.

Screen Care

The laptop screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

1. Do not lean on the top of the laptop when it is closed.
2. Do not place anything near the laptop that could put pressure on the screen.
3. Do not poke the screen.
4. Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
5. Clean the screen with a soft, dry, antistatic, or microfiber cloth.

D. Using Your Laptop at School

Laptops are intended for use at school each day. In addition to teacher expectations for laptop use, school messages, announcements, calendars and schedules can be accessed using the laptop. Students must be responsible to bring their laptop to all classes, unless specifically advised not to do so by their teacher. High school students participating in the HTRS Laptop Initiative are encouraged to take laptops home for educational use.

Laptops Left at Home: High School Only

If a student leaves their laptop at home, academic consequences similar to those applicable to forgotten or incomplete work will be enforced. If there is a laptop available in the library, the student may ask permission from their teacher / librarian to check one out to use for that period. This loaner is not to go out of the building and must be checked back into the library at the end of the period or day according to the librarian check out procedures.

Laptop Undergoing Repair

Loaner laptops may be issued to students when they leave their laptops for repair in the library or the tech office. To get a loaner, the student must have a slip from the tech office or librarian so that they can check out a loaner laptop from the library. This laptop may not be a new machine. The expectations in this handbook are to be followed just as if it were the original laptop. When the original laptop is fixed, the student will be contacted and expected to turn in the loaner before they receive the fixed laptop.

Laptop Battery Issues

Laptops should start each day in a fully charged. Failure to act responsibly with regard to ensuring battery charge will result in academic consequences similar to those applicable to forgotten or incomplete work. In cases where required school use of the laptop has caused batteries to become discharged during the school day, students may be able to connect their computers to a power outlet in class. Laptops should be shut down overnight.

Laptops Left in Unsupervised Areas

Laptops should not be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, computer lab, locker rooms, library, unlocked classrooms, dressing rooms, and hallways. Additionally, laptops left in an unlocked area, hallway, or PE locker will be considered to have been left in an unsupervised area. Any computer left in these areas is in danger of being stolen. Unsupervised laptops will be taken to the Office. Disciplinary action will be taken for leaving your laptop in an unsupervised location.

E. Managing Files, Saving Files, Printing

Students will be logging onto the HTRS network in order to access and save their work. Students will have their own user account and folders on the network with ample space to save any school related work. Student work saved to a different location on the computer is the responsibility of the student to place that work in their folder on the server. Students are responsible for backing up their data.

Students may use network printers installed for student use. HTRS will not modify high school student laptops for home printing. Work completed at home will need to be saved and printed at school.

F. Laptop Software

Applications Software

The software originally installed by HTRS must remain on the laptop in usable condition and be easily accessible at all times. From time to time the school may add software applications for use in a particular course. The licenses for this software require that the software be deleted from laptops at the completion of the course. Students are not allowed to add ANY software to school issued laptops or run applications from ANY foreign device (flash drive, DVD, CD, etc.). This means students are not to install software.

Virus Protection

Antivirus protection software is installed. This software will scan the hard drive and floppy drive for known viruses on boot up. The virus software will be upgraded from the network.

Filtering Software

Software programs have been installed to filter internet content while the student's laptop is used at school, at home, or anywhere off campus. That filtering software will block inappropriate web sites and record web sites that students visit when using school laptops.

Inspection

Computers remain the property of the HTRS District whether at school or home and may be inspected by school staff either directly or remotely at any time. The school has software that allows for remote monitoring of, access to, and control of school laptops

Procedures for Reloading Software: High School Only

If technical difficulties occur or illegal software is discovered, staff will re-format or re-image the laptop. If re-imaging is necessitated due to student misuse, students / parents will be charged the cost of re-imaging at the rate of \$20.00 per hour for the time required to complete the process with the student laptop not returned until the payment is made. The

school does not accept responsibility for the loss of any software or student files deleted due to a reformat and reimage.

Software Upgrades

Upgrade versions of licensed software may be necessary from time to time. Students will be instructed what, if any action, will be required to complete upgrades.

G. Acceptable Use Policy

Educational Purpose

The HTRS Acceptable Use Policy will extend to all students during their enrollment. The HTRS district is providing students in grades 6-12 with laptops in order to improve instruction, motivation, and learning. The acceptable use of student laptops is for educational purposes including research, multimedia production, communication, and homework completion. Students are not to use their personal email or other communication applications or devices without the consent of authorized school personnel. Students are expected to follow appropriate rules for use, as outlined in the HTRS student handbook. All policies established by the HTRS District and those stated in this document will be enforced by teachers and administrators throughout the district.

Privilege Statement

The use of computers loaned or leased to students is a privilege. Students who do not use computers appropriately as outlined in this HTRS laptop handbook, high school handbook, or as directed by district personnel are subject to loss of laptops.

Conditions and Rules for Use

- High school students must have laptops with them, or locked in their school locker. Laptops should never be left unattended.
- While transporting the laptop high school students must use the laptop case provided by the school.
- Students will use the computer for school related educational activities only. Students are not to use their personal email or other personal communication applications or devices without the consent of authorized school personnel. Students shall not access material that is obscene in nature or that promotes illegal activity. If a student accesses an inappropriate site he or she should immediately report the incident to a classroom teacher, administrator, or district technology personnel.
- Students are not to write on, use stickers on, or mark their laptop or bag in any form. The bag and laptop are labeled with checkout information prior to checkout. If any damage does occur immediately report damage to staff.
- Students will be given server space to store academic files. Files saved to the server must be for academic purposes. Files found on the server that are not for educational purposes will be deleted. Senior files are deleted at the end of the year.
- The HTRS District will maintain a filtering program to protect students from accessing inappropriate materials. Any attempt to circumvent the district's filter will result in possible disciplinary action and loss of 1:1 initiative computer privileges.
- Email and all other forms of electronic communication will be used in a responsible manner. Students who engage in harassment, bullying, obscene, derogatory, or vulgar communication will be subject to possible disciplinary action and loss of laptops used in the 1:1 initiative. Students are NOT to use personal email accounts or other personal

communication applications or devices at school without prior approval. Doing so will result in disciplinary action that may result in loss of laptop privileges.

- Students are not to allow others to access their computer system by sharing account log-in and password information or other sharing systems.
- Students will not attempt to gain unauthorized access to the school network system or any other computer system, or go beyond authorized access. This includes hacking, attempting to log in through another account, or searching for ways to circumvent the network from home or school. This is illegal and will be subject to disciplinary action

Internet Safety

- Students shall not post personal contact information on the internet with their school devices. This includes name, age, gender, home address, and telephone number.
- Students shall not share or post personal photos or photos of others.
- Students shall not engage in chatting, instant messaging or use of social network sites such as facebook or twitter at any time during the school day except when such has been approved for classroom use.
- Students should inform district personnel of any threatening, bullying, derogatory, or obscene communication immediately.

Network Safety

- Students shall maintain a confidential password for access to the network.
- Students shall not knowingly or purposely access folders that are not established for access by the student, including any staff files, network files, or operating system files.
- Students shall not take actions to intentionally disrupt the operation of the network in any way.

H. Repair or Replacement of Laptop Computers

Manufacturer's Warranty

This coverage is purchased by the HTRS District for the laptops used in the 1:1 initiative. This warranty covers normal use, mechanical breakdown or faulty construction and will provide replacement parts necessary to repair the laptop. This warranty does not warrant against damage caused by misuse, abuse, or computer viruses. Please report all laptop problems to the librarian or tech office.

Damage Protection

Damaged laptops will be sent into the laptop company (ByteSpeed) which will assess the damage and repair cost. The student/parent will be held responsible for 40% of the damage or repair and the school will pay 60% of this cost. Keyboards missing keys that require a new keyboard will be paid for by the student/parent at the replacement cost. Missing or damaged power adapters will be replaced and paid for by the student/parent at the replacement cost. This will be determined by the technology staff, librarian, and administration.

High School Only:

If the laptop carrying case is damaged, student/parent will so be responsible for replacement cost. **This coverage does not provide for damage caused by fire, theft, loss, misuse, intentional or frequent damage or cosmetic damage.**

Claims for Laptop Protection Fees Coverage: High School Only

Students/parents are responsible for loss of the computer due to theft or fire. If a police or fire report is filed by the student/parent and a copy of the report is submitted to the principal's office the responsibility for the loss or theft will not exceed \$250. Payment will be required before a laptop lost due to theft or fire can be repaired or replaced. Fraudulent reporting of theft or accidental damage by fire will be turned over to law enforcement for prosecution. A student making a false report will also be subject to disciplinary action as outlined in the **Student Handbook and District Policy**.

Intentional Damage or Damage Due to Willful Neglect or Loss

Students/parents are responsible for full payment of intentional damage to laptops or damage due to willful neglect or loss regardless of warranties or laptop protection coverage.

Intentional damage of school property is a criminal act and students will be dealt with accordingly. **Intentional or Willful Neglect are defined as but not limited to; defacing, destruction, misuse, intentional or frequent damage or cosmetic damage.**

Students/parents will be responsible for 100% of this damage. This could be the cost of replacing the laptop used in the 1:1 initiative which maybe \$1000 or more.

I. Financial Responsibility for both 1:1 Programs (Home or CheckOut)

The HTRS laptops will be checked out to the student / parent with the understanding that the property belongs to the school and is loaned out in good working order. Students are expected to care for and be responsible for the laptops just like textbooks, activity equipment, and other class / district property. The care of them is the responsibility of the student regardless if they are taken home or checked out for use during the school day as outlined in this handbook and the high school handbook.

Students / Parents are responsible for:

- Any damage for any reason is the responsibility of the student/parent to contact the school.
- If the equipment is lost or stolen while loaned to the student, the HTRS Tech department will contact the tracking company. If the laptop is not recovered within a 6-month period, the replacement is the responsibility of the student/parent as stated previously in this handbook.
- The student/parent agrees that if there is a violation of copyright law or other illegal activities attributed to the student's use of the property, the district will be compensated, and the student will be subject to penalty under the law.

High School Only:

- A \$35.00 laptop usage fee for the use of the laptop for 1 year and every year the student participates.
- If the equipment is damaged intentionally or due to neglect, the student/parent is responsible for the replacement cost of up to 100% for the laptop, software, carrying bag, and any other fees incurred by the district
- If the laptop is lost due to a fire, it is the responsibility of the student/parent to compensate the district.

J. Consequences for a Laptop Infraction

Please note: Students who receive a suspension from using their laptop will still be allowed to checkout an older laptop from the school to use during classes that require the use of computers. A student's grade will not be directly affected by the suspension of a laptop.

First Offense: A verbal warning will be given to the student and a written warning will be sent home to the parent requiring the parent's signature. The signed warning must be returned to school before the student will be given their computer privileges back. If the signed warning is **not** returned the student will not be allowed use of their computer.

Second Offense: Three-day suspension from using their laptop

Third Offense: Three-week suspension from using their laptop

Fourth Offense: Suspension from using their laptop for the remainder of the semester

Fifth Offense: Suspension from using their laptop for the remainder of the year

***The HTRS administration has the final determination in the issuance of consequences for laptop violations.**

