

INTRODUCTION

The purpose of this handbook is to serve as a guide for all pupils, parents, and teachers in the everyday affairs of the school. The handbook will inform the student and parents of the policies, procedures, rules and regulations that the administration feels necessary to fulfill the educational goals of the Giltner Public School.

The faculty is sincerely interested in making this year one in which you will attain the maximum in educational growth and development. At the same time we hope you will realize to the fullest extent the pleasures that come only during the years spent in school. Your success in school is directly dependent upon the amount of effort and cooperation you give your work and the entire program of the school. Best wishes for a successful year.

It is the policy of the Giltner Public Schools not to discriminate on the basis of sex, race, color, national origin, religion, age, veteran status or handicap in its educational programs, activities or programs as required by Title IX of the 1972 Education Amendments. Inquiries regarding compliance with Title IX may be directed to Mr. John Poppert, P.O. Box 160, Giltner, NE 68841 (402-849-2238) or to the Director of the Office for Civil Rights, Department of Education, Washington, D.C.

LINE OF RESPONSIBILITY

An avenue of access and communication is provided for parents and students who have questions or complaints through the Line of Responsibility. An administrative chart of this follows. Please note that the Board of Education acts as a committee of the whole and therefore no one board member is empowered to enforce the rules of the district. Any student or parents who feel they have a legitimate complaint are directed to follow the line of responsibility. Skipping steps is not allowed for it will only delay the final answer or decision. Follow the three-step sequence.

- Step one: Personal contact with the district employee whose action has raised the question or complaint.
- Step two: If not satisfied in step one, contact the employees' immediate supervisor or the Principal for a conference. If not satisfied you may ask for a complaint form after the conference.
- Step three: If no satisfaction is reached, contact the superintendent of schools. It then becomes his responsibility to get all unresolved complaints to the Board of Education.

Most complaints or questions can be resolved efficiently, quickly and completely by following this line of responsibility.

The Administration reserves the right to amend any policies in this handbook that they feel will provide for the betterment of Education in the Giltner Public Schools.

GUIDELINE OF STUDENT ETHICS

1. Be honest.
2. Be courteous.
3. Be fair.
4. Be considerate of other's feelings.
5. Be sincere.
6. Be respectful.
7. Use good, sound judgment.
8. Be loyal to the ideals of your school.
9. Take Pride in your school and its appearance.
10. Endeavor to do your best in all your schoolwork and activities.
11. Strive for knowledge, wisdom and respect.

GENERAL BEHAVIOR

Students must show respect for faculty members at all times. Students should conduct themselves properly in the halls at all times. (no running, no loitering, no profanity, no screaming)

At all school activities, both home and away, students will be expected to follow the policies outlined in this handbook.

Damaging of school property will not be tolerated. Any such damage will be charged to the student.

SCHOOL DRESS

Student appearance is an important responsibility of the student, parents and the school. It is recognized that fashion trends may cover a wide range of attire and hairstyles. However the school feels it necessary to remind students and parents that all hairstyles, manner of dress and grooming must be consistent with safety, cleanliness, and decency. Appearance that is disruptive of the educational process or endangers the safety and health of the student will not be allowed. In classes where safety can be affected by the type of clothing or hairstyles, the instructor may establish appropriate criteria, which will be followed by the student.

Several recently completed studies show that when students dress up for school, learning improves and discipline problems decrease. Students need to have a good image of themselves.

Certain guidelines are suggested for student grooming and dress.

1. Cleanliness and grooming are mandatory.
2. Appearance and grooming which may be judged by the administration as disruptive is prohibited.
3. All Students will be required to wear their shoes TIED if they have shoe strings.
4. When Jerseys that are sleeveless and tank tops are worn they will be worn with a T-SHIRT UNDERNEATH.

5. Clothing that portrays profanity, advertises any tobacco, alcohol, drugs, or any vulgarity **WILL NOT BE ALLOWED**. Clothes that are worn extremely sloppy or portray or idealize any type of gang activity **WILL NOT BE ALLOWED**.
6. Shorts will not be worn for school dress during the months of November through March.
7. Shorts must come down to the end of the students finger tips.
8. Students will not be allowed to wear jeans with holes in them.
9. **DRESS-UP-CLOTHES** will be worn on all activity trips otherwise you will be left at home.

How you look, dress and act is a reflection upon the school, the town, and your parents. If there are any questions on what can be worn, please contact the sponsor of the activity or administration.

SEXUAL HARASSMENT POLICY

Sexual harassment is any behavior of a sexual nature that offends anyone in the school system and /or at school activities. It shall be the policy of the Giltner Public Schools to provide an environment free of sexual harassment of employees, and students on any work premises where the District has total control of the premises or can otherwise lawfully exert its jurisdiction.

If a complaint is made regarding sexual harassment whether it be a student, employee, or anyone else on the school premises, the person being harassed should immediately inform the principal of the behavior and provide witnesses if possible. Also, the harassee will be expected to put his/her complaint in writing. The Principal or his/her designee will begin an investigation. If the Principal finds that the complaints are true and accurate, then immediate and appropriate actions or consequences will take place. If the harassee or the person making the complaint is not satisfied with the outcome of the investigation, then he/she should refer to the Giltner Public Schools line of responsibility listed within this Handbook.

NON-DISCRIMINATION POLICY

Discriminatory behavior are those actions which negatively affects another individual because of their race, natural origin, creed, age, marital status, sex, or disability. It shall be the policy of the Giltner Public Schools to provide an environment free of discrimination. Any behavior of a discriminatory nature that offends anyone under the auspice of the school district shall be subject to the enforcement of this policy.

If a complaint is made regarding discrimination by a student, an employee, or anyone else on the school premises, the person being discriminated against should immediately inform the principal. The complaint should be placed in writing and be presented to the principal. Witnesses will also be asked to make written statements. The Principal or his/her designee will begin an investigation. If the principal finds that the complaints are true and accurate then immediate and appropriate actions or consequences will take place. If the individual making the complaint isn't satisfied with the outcome of the investigation, then she/he should refer to the Giltner Public Schools line of responsibility listed within this Handbook.

Consequences for sexual harassment and discriminatory behaviors will fall under the Student Control & Discipline Regulation.

Student Discipline

Student Discipline

A. Development of Uniform Discipline System.

It shall be the responsibility of the Superintendent to develop and maintain a system of uniform discipline. The discipline which may be imposed includes actions which are determined to be reasonably necessary to aid the student, to further school purposes, or to prevent interference with the educational process, such as (without limitation) counseling and warning students, parent contacts and parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling upon written consent of the parent or guardian, or in-school suspension. The discipline may also include out-of-school suspension (short-term or long-term) and expulsion. When a student is suspended or expelled, the student shall not be permitted on school grounds without specific administrator approval.

1. Short-Term Suspension

- a. Students may be excluded by the principal or designee from school or any school function for a period of up to five (5) school days (short-term suspension) on the following grounds:
 - (1) Conduct constituting grounds for expulsion as hereinafter set forth; or
 - (2) Other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.
- b. The following process will apply to short-term suspension:
 - (1) The principal or designee shall make a reasonable investigation of the facts and circumstances. Short-term suspension shall be made only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
 - (2) Prior to commencement of the short-term suspension, the student shall be given oral or written notice of the charges against the student. The student shall be advised of what the student is accused of having done, and the basis of the accusation, and an explanation of the evidence the authorities have.

(3) The student shall be afforded an opportunity to explain the student's version of the facts to the administrator or designee making the short-term suspension decision.

(4) Within twenty-four (24) hours or such additional time as is reasonably necessary following the suspension, the principal or administrator shall send a written statement to the student, and the student's parent or guardian, describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken. An opportunity shall be afforded to the student, and the student's parent or guardian, to have a conference with regard to the matter with the principal or designee before or at the time the student returns to school. The principal or administrator shall determine who in addition to the parent or guardian shall attend the conference.

2. Long-Term Suspension

Students may be excluded by the principal or designee from school or any school function for a period of six (6) school days but less than twenty (20) school days (long-term suspension) for conduct constituting grounds for expulsion as hereinafter set forth. The process for long-term suspension is the same process as described below for expulsion, hereinafter set forth.

3. Expulsion

a. Defined. Expulsion shall mean exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten (10) school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten (10) school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in Paragraph 4d, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.

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

final action to expel the student, the student may be readmitted only by action of the board. Otherwise the student may be readmitted by action of the superintendent.

- c. Suspension of Enforcement. Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one (1) full semester in addition to the balance of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program which the school district deems appropriate for rehabilitation of the student. In lieu of other authorized educational programs to which the student may be assigned, such school, class, or program may be offered as a community-centered classroom and may include experiences for the student as an observer or aide in governmental functions, as an on-the-job trainee, and as a participant in specialized tutorial experiences or individually prescribed educational and counseling programs. Such programs shall include an individualized learning program to enable the student to continue academic work for credit toward graduation. At the conclusion of the designated period: (1) if the student has satisfactorily participated in the school, class, or program to which such student has been assigned the student shall be reinstated and permitted to return to the school of former attendance or to attend other programs offered by the district, and action to expunge the record of the expulsion action may be taken at the discretion of the superintendent or designee, or (2) if the student's conduct has been unsatisfactory, the expulsion action shall be enforced. The determination of whether the student's participation and conduct has been satisfactory or not shall be made by the superintendent or designee.
 - d. Students Subject to Juvenile or Court Probation. Prior to the readmission to school of any student who is less than nineteen (19) years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to the order of the District Court, County Court, or Juvenile Court, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the superintendent or designee shall meet with the student's probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the student may be permitted to return to school. The student shall, upon such return, be screened by the school for possible disabilities and, if the screening so indicates, be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.
4. Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment
 - a. The following types of student conduct shall constitute grounds for short-term suspension, long-term suspension, and expulsion or mandatory reassignment, when such activity occurs on school grounds or during an educational function or event off

school grounds, or in a school owned or utilized vehicle being used for school purposes or at a school sponsored activity or athletic event.

- (1) Use of violence, force, coercion, threat intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;
 - (2) willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
 - (3) Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other their person shall not constitute a violation of this subdivision;
 - (4) Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from such student;
 - (5) Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon;
 - (6) Engaging in the selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, inhalant or being under the influence of any of the above; possession of drug paraphernalia; or engaging in the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcoholic beverages, narcotics, drugs, tobacco, controlled substance or inhalant;
 - (7) Public indecency;
 - (8) Sexual assault or attempting to sexually assault any person;
 - (9) Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes;
 - (10) Repeated violation of any rules and standards validly established pursuant to Nebraska law if such violations constitute a substantial interference with school purposes;
 - (11) The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion;
 - (12) Willfully disobeying any reasonable written or oral request of a school staff member, or voicing disrespect to those in authority.
 - (13) Dressing in a manner wherein such dress is dangerous to the student's health and safety or to the health and safety of others or is distracting or indecent to the extent that it interferes with the learning and educational process.
 - (14) Willfully violating the behavioral expectations for those students riding the District's buses or other vehicles.
- b. In addition a student may be suspended (short-term or long-term), expelled, or mandatorily reassigned for sexual assault or attempted sexual assault of any person regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction. For purposes of this provision sexual

assault means sexual assault in the first or second degree or a sexual assault of a child in the first, second or third degree, as such crimes are defined in the statutes referenced in section 79-267(8).

- c. In addition, a student who engages in the knowing and intentional possession, use, or transmission of a firearm or other dangerous weapon, shall be expelled for the remainder of the school year in which the expulsion took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year. Such action may be modified or terminated by the school district at any time during the expulsion period.
- d. In addition, if the student is determined to have brought a firearm to school, the student shall be expelled from school for a period of not less than one (1) calendar year. The Superintendent may modify such one (1) year expulsion requirement on a case-by-case basis.
- e. Bringing a firearm or other dangerous weapon to school for any reason is discouraged; however, a student will not be subject to disciplinary action if the student brings such to school under the following conditions:
 - (1) Prior written permission to bring the firearm or other dangerous weapon to school shall be obtained from the student's teacher, building administrator and parent.
 - (2) The purpose of having the firearm or other dangerous weapon in school shall be for a legitimate educational function.
 - (3) A plan for its transportation into and from the school, its storage while in the school building and how it will be displayed shall have prior written approval by the teacher and building administrator. Such plan shall require that such item will be in the possession of an adult staff member at all times except for such times as is necessary to fulfill the educational function.
 - (4) The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds.
 - (5) A student who brings a firearm or other dangerous weapon to school without having complied with the above conditions shall be subject to disciplinary action.

5. Procedures for Long-Term Suspension, Expulsion or Mandatory Reassignment

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

- a. The principal shall prepare a written summary of the alleged violation and the evidence supporting the alleged violation with the superintendent or his or her designee.
- b. If the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers, and a notice of intent to discipline

- the student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent or designee, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of findings and a recommendation of the action to be taken to the superintendent.
- c. The principal or designee shall serve by registered or certified mail or by personal service the student and the student's parents or guardian with a written notice within two (2) school days of the date of the decision to recommend long-term suspension or expulsion. Said notice shall include the following:
 - (1) The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension or expulsion including a summary of the evidence to be presented against the student as submitted by the principal or designee.
 - (2) The penalties to which the student may be subjected and the penalty which the principal or designee has recommended.
 - (3) A statement explaining the student's right to a hearing.
 - (4) A description of the hearing procedures provided by these policies along with procedures for appealing any decision rendered at the hearing.
 - (5) A statement that the administrative representative, legal counsel for school, the student, the student's parents, or the student's representative or guardian shall have the right to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct, and the right to know the identity of the witnesses to appear at the hearing and the substance of their testimony.
 - (6) A form to request or waive a hearing to be signed by such parties and delivered to the principal or designee in person or by registered or certified mail.
 - d. Nothing in this policy shall preclude the student, student's parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.
 - e. In the event that the principal has not received a request for hearing within five (5) school days following receipt of the written notice, the punishment recommended in the charge by the principal or designee shall automatically go into effect.
 - f. If a hearing is requested more than five (5) school days following the actual receipt of the written notice, but not more than thirty (30) calendar days after actual receipt, the student shall be entitled to a hearing but the punishment imposed may continue in effect pending final determination.
 - g. If a request for hearing is not received within thirty (30) calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.
 - h. In the event that a hearing is required to be provided, the superintendent shall appoint a hearing officer.

Hearing Procedure:

- a. Hearing Officer. The hearing officer shall be any person designated by the superintendent. The hearing officer shall be an individual who has had no involvement in the charge, will not be a witness at the hearing and who has not brought the charges against the student. It shall be the duty of the hearing officer to remain impartial throughout all deliberations. The hearing officer shall be available prior to any hearing held pursuant to this policy to answer any questions the administrative representative, the student, the student's parents, or guardian, may have regarding the nature and conduct of the hearing.
- b. Administrative Representative. The principal may appoint an administrative representative to present the facts and evidence. Such administrative representative may be an attorney or may be represented by an attorney, but any such attorney shall not advise the hearing officer or parties who may review the proceedings as their counsel.
- c. Notice of Hearing. If a hearing is requested within five (5) school days of receipt of the notice, the hearing officer shall, within two (2) school days after being appointed, give written notice to the administrative representative, and the student and the student's parents or guardian of the time and place for the hearing. The hearing shall be scheduled within a period of five (5) school days after it is requested. No hearing shall be held upon less than two (2) school days' actual notice to the administrative representative, and the student, the student's parents, or guardian, except with the consent of all of the parties.
- d. Continuance. Upon written request of the student or the student's parents or guardian, the hearing officer shall have the discretionary authority to continue from time to time the hearing. In addition, the hearing officer may continue the hearing upon any good cause.
- e. Access to Records. The administrative representative, the student, the student's parent or guardian and the legal counsel of the student shall have the right to examine the records and affidavits and the statements of any witnesses in the possession of the schools at any reasonable time prior to the hearing.
- f. Hearing Procedure. The hearing shall be attended by the hearing officer, the student, the student's parents, or guardian, the student's representative if any, and the administrative representative. Witnesses shall be present only when they are giving information at the hearing or with the consent of both parties. The student may be excluded at the discretion of the hearing officer at times when the student's psychological evaluation or emotional problems are being discussed. The student or the student's parents or guardian or both may be represented by legal counsel. The hearing examiner may exclude anyone from the hearing when his/her actions substantially disrupt an orderly hearing. The formal rules of evidence shall not apply at the hearing. The administrative representative shall present to the hearing officer statements, in affidavit or other reliable form, of persons having information about the student's conduct and the student's records. Such statements and records are to be made available to the student, the student's parents, guardian or representative prior to the hearing. The information contained in such records shall be explained and interpreted prior to or at the hearing to the student, parents or guardian, or representative at their request, by appropriate school personnel. The

student, the student's parents, guardian, or representative, the administrative representative or the hearing officer may ask witnesses to testify at the hearing. Such testimony shall be under oath and the hearing officer shall be authorized to administer the oath. The student, parent, guardian, or representative, administrative representative, or the hearing officer shall have the right to question witnesses giving information at the hearing. The student may testify in the student's own defense in which case the student shall be subject to cross-examination. The student may choose not to testify and, in such case, will not be threatened with punishment or later be punished for refusal to testify. Any person giving evidence by written statement or in person at a hearing shall be given the same immunity from liability as a person testifying in a court case.

A single hearing may be conducted for more than one (1) student if in the discretion of the hearing examiner a single hearing is not likely to result in confusion or prejudice to the interest of any of the students involved. If during the conduct of such a hearing, the hearing examiner concludes that any of such student's interests will be substantially prejudiced by a group hearing, or that confusion is resulting, the hearing examiner may order a separate hearing for each or any of said students.

- g. Availability of Witnesses. The hearing officer will have the authority to subpoena any witnesses to the hearing and shall make reasonable efforts to assist in obtaining the attendance of any witnesses requested by the student, student's parents or guardian or their legal representative.
- h. Record. The proceedings of the hearing shall be recorded at the expense of the school district.
- i. Findings. Within a reasonable time after the conclusion of the hearing, the hearing officer shall prepare and submit to the superintendent written findings and recommendation as to disposition. This report shall explain, in terms of the needs of both the student and the school board, the reasons for the particular action recommended. Such recommendation may range from no action, through the entire field of counseling, to long-term suspension, expulsion, or mandatory reassignment.
- j. Review by Superintendent. The superintendent shall review the findings and recommendations of the hearing officer and may also review any of the facts and evidence presented at the hearing and based upon such report and the facts shall determine the sanctions to be imposed. The superintendent may not impose a more severe sanction than that imposed by the hearing officer.
- k. Notice of Determination. Written notice of the findings and recommendations of the hearing officer and the determination of the superintendent shall be made by certified registered mail or by personal delivery to the student, the student's parents or guardian. Upon receipt of such written notice, the determination of the superintendent shall take immediate effect.
- l. Appeal to Board. The student, student's parents or guardian may, within seven (7) school days following the receipt of the superintendent's decision, submit to the superintendent of schools a written request for a hearing before the Board of Education.

- m. Review by Board of Education. Upon receipt of the request for review of the superintendent's determination, the Board of Education or a committee of not less than three (3) members shall, within ten (10) school days, hold a hearing on the matter. Such hearing shall be made on the record except that the board may admit new or additional evidence to avoid substantial threat of unfairness. Such new evidence shall be recorded. The Board of Education or committee thereof may withdraw to deliberate privately upon the record and new evidence. Any such deliberation shall be held in the presence only of board members in attendance at the appeal proceeding, but may be held in the presence of legal counsel who has not previously acted as the administrative representative in presenting the school's case before the hearing officer. If any questions arise during such deliberations which require additional evidence, the Board of Education or committee thereof may require the hearing to receive such evidence, subject to the right of all parties to be present. A record of any such new or additional evidence shall be made and shall be considered as a part of the record and based upon the evidence presented at the hearing before the hearing officer, and such new or additional evidence, the Board of Education or the committee shall make a final disposition of the matter. The Board may alter the superintendent's disposition of the case if it finds the superintendent's decision to be too severe, but it may not impose a more severe sanction. The designated method of giving public notice of the hearing, if required, shall be by posting on the schoolhouse door or on the door to the hearing room.

The final decision of board shall be delivered to the student and parents or legal guardian of the student by personally delivering the same or by mailing the same by certified or registered mail.

B. Special Education - Discipline Actions for Special Education Students

Additional procedures related to discipline of special education students are provided for in the special education policies and in state and federal law.

C. Use of Corporal Punishment

Corporal punishment is not to be used as a form of discipline. Physical force may be used against a student only for the following reasons, and in all events only such force as is reasonably necessary may be used:

1. Protection of the staff member;
2. Protection of other students or property from the student;
3. Removal of the student from a situation that endangers the student, other persons, or property.

D. Law Violations

1. Cases of law violations or suspected law violations by students will be reported to the police and to the student's parents or guardian as soon as possible.
2. When a principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the

purpose of removing the minor from the school premises, the principal or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse, in which case the principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.

3. It is the District's policy to notify the proper legal authorities when a student engages in any of the following behaviors on school grounds or at a school sponsored event:
 - (a) Knowingly possessing illegal drugs or alcohol.
 - (b) Aggravated or felonious assault.
 - (c) Vandalism resulting in significant property damage.
 - (d) Theft of school or personal property of a significant nature.
 - (e) Automobile accident.
 - (f) Any other behavior which significantly threatens the health or safety of students or other persons, and such other offenses which are required to be reported by law.

When appropriate, it shall be the responsibility of the referring administrator to contact the student's parent of the fact that the referral to legal authorities has been or will be made.

STUDENT CLASS LOAD

Students are to be scheduled for **seven classes** per day.

GRADING SYSTEM

The following grading system will be used throughout the Giltner School.
A (100-93) B (92-86) C (85-77) D (76-70) F (below 70)
All permanent grades and report cards will be recorded as percentages.

HONOR ROLL, GPA, & HONOR SOCIETY

Honor roll will be a Grade Point Average of 90% or above in all Classes with No Grade being lower than 86%. All Classes will be counted when figuring a Students Grade Point Average for Class Rank. A Grade Point Average of 92% and above will be used for Giltner Honor Society Requirement.

INCOMPLETES

Incomplete grades must be removed before the end of the next grading period (nine weeks) or such grades will become whatever the average is with all the missing assignments averaged in as "O's." No incompletes can be given at the end of the semester without the permission of the principal. All semester grades are final.

PROGRESS REPORTS TO PARENTS

The reports will be given to the student after the completion of the fourth week of each 9 weeks grading period. Parents may request a copy of this report at anytime to be picked up in the office. Parents may also go online to view the students progress at any time by calling the office for a web site address and the students personal security code.

ELIGIBILITY POLICY

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

1. Student must be an undergraduate.
2. Student must be enrolled in at least twenty hours per week and regular in attendance in accordance with the school's attendance policy at the school he/she wishes to represent in interscholastic competition.
3. Student must be enrolled in some high school on or before the eleventh day of the current year.
4. Student is ineligible if nineteen years of age before August 1 of current school year.
5. After a student's initial enrollment in grade nine, he/she shall be ineligible after eight semesters of school membership.
6. Students must have been enrolled in school the immediate preceding semester.
7. Student must have received twenty semester hours of credit the immediate preceding semester.
8. Once the season of a sport begins, a student shall compete only in athletic contests/meets in that sport, which are scheduled by his/her school. Any other competition will render the student ineligible for a portion of, or all of, the season in that sport. The season of a sport begins with the first date of practice as permitted by NSAA rules. The fall sports season begins August 13, 2007 and ends with the state meets in the fall sports. The winter sports season begins November 12, 2007 and ends with the state meets in the winter

sports. The spring sports season begins February 25, 2008 and ends with the state meets in the spring sports.

9. A student shall not participate in sports camps or clinics during the season of a sport in which he/she is involved, either as an individual or as a member of a team.
10. A student shall not participate on an all-star team while a high school undergraduate.
11. A student shall be ineligible for 90 school days to represent a school in interscholastic competition at the varsity level if the school is located in a school district other than the district in which his/her parents maintain their domicile. (Check with school administrator for an interpretation of rule if the school district where parents reside has no high school or if there are two or more high schools in a district.)
12. A student shall be ineligible for ninety school days if his/her parents have changed their domicile to another school district and the student has remained in former school, which is in a different school district. (EXCEPTION: If parents have moved after school has started, the student will be eligible to compete for the remainder of the school year, or if parents have moved during the summer which immediately precedes the school year and the student is in grade twelve and has attended the high school for two or more years, the student is eligible for that school year in the school district from which the parents moved.)
13. Guardianship does not fulfill the definition of a parent. If a guardian has been appointed for a student, the student is eligible in the school district where his/her natural parent(s) have their domicile. Individual situations involving guardianship may be submitted to the Executive Director for his review and a ruling.
14. A student shall not participate in a contest under an assumed name.
15. A student must maintain his/her amateur status.

ENTERING THE BUILDING

If it is necessary that you be in the building before 8:10 a.m. Obtain written permission from or be with the teacher supervising the activity you are working on.

ATTENDANCE POLICY

It is the philosophy that attendance in each class and all academic activity is most beneficial to each student every day that class is in session. Little is gained unless a student is in attendance and participates in the

discussion of the class. It would appear that one cannot contribute or gain from class unless one is in attendance and credit cannot be earned for discussion or written work for that day if one is absent. All students will have a grade of "0" recorded for any day missed and it will be recorded in the teacher's grade book. This "0" grade obtained from being absent can be removed by the following process:

1. Have earned make-up privileges.
2. Make up the work as authorized by the teacher.
3. Complete the make-up work.

Make-up Privileges (excused absence) may be obtained by the following:

1. Have parent call the school at 849-2238 and request an excused absence prior to the day the student will be absent. It is advisable to have work made up before the absence. A written excuse in advance will be accepted only if parents have no phone listing.
2. In case of student illness, the parents must call the office in the morning between 8:00 and 9:00 a.m. If the student becomes ill during the day and obtains permission to leave from the principal or superintendent make-up privileges are granted.
3. School activity, all school work must be done prior to leaving. Students will fill out an assignment sheet and have each teacher sign off on the assignment before they leave for the activity.
4. Prearranged absences, it is highly recommended that all work is done prior to leaving. Any exception to the rules must be approved by the administration.
5. Obtaining permission to leave after a student has been in school will be considered as an excused absence and the student has make up privileges. Only the Superintendent or principal can dismiss or excuse students.

*Attendance will be taken at the beginning of each period. Students will be allowed nine (9) absences per class per semester. Students must be in four complete periods to participate in any activity that day.

It is recognized that from time to time it will be necessary for students to miss school. Illness, Doctor's appointments, death or a severe illness in the family or religious observances are unavoidable. Students will be allowed nine (9) days of absences per semester. Excess of the nine (9) days may result in a percentage lowering of credits received as follows:

- | | |
|-------|-------------------------------|
| 0-9 | No credit lost unless failing |
| 10-15 | 20% loss of credit |

16-21 25% loss of credit
22-30 30% loss of credit
over 30 days – may lose up to 100% credit

Parents/Guardians are to provide an excuse, preferable by phone no later than 9:00 a.m. on the day of the absence or as far in advance as possible. The reason for the absence must be stated.

Each case of excessive absence must be judged on its own. The names of those students who are in excess of the nine (9) days absence will come before an absentee committee. The students and Parents/Guardians involved will be notified of the decision of this committee. Parents/Guardians disagreeing with the finding of the decisions of the committee may appeal to the Board of Education. Make up work will be at the **initiative of the student**. Students are required to obtain assignments and turn in all work prior to being absent. Unexcused absences will allow no make up privilege, result in a grade “0” for that day and “0” will be averaged into the students daily work for that grading period. Should a parent fail to call the office prior to an absence, they may request a hearing with the Principal to present reasons why the call was not made. If the reasons are valid, make up privileges may be granted.

TARDINESS

There are two minutes between classes. This should be ample time to pass from one class to the next. All students must report to class or study hall on time. Those who do not are to be considered tardy and are not to be admitted to class after the tardy bell has rung without an excused pass from the teacher who detained the student or an admit slip from the principal.

PARKING OF CARS

All students driving cars to school will park them in an orderly fashion just EAST of the High School Building in the parking lot, which has been made available for you. Cars shall not be removed from the parking lot during the school day unless you have permission from the Principal’s office.

STUDENT CONDUCT

Students have a right and responsibility to know and respect the rules and regulations of the school. Any restrictions on student behavior must be concerned with speech or action, which disrupts the work of the school or

interferes with the rights of others, such as bullying, intimidation, or spreading rumors that are either true or false.

School rules shall be posted in each building and copies shall be disseminated to the students.

It shall be the policy of Hamilton County School District No. 2R, in addition to standards of student conduct elsewhere adopted by board policy or administrative regulation to absolutely prohibit the unlawful possession, use, or distribution of illicit drugs or alcohol on school premises or as a part of any of the school's activities. This shall include such unlawful possession, use, or distribution of illicit drugs and alcohol by any student of District during regular school hours or after school hours at school sponsored activities on school premises, at school-sponsored activities off school premises.

Conduct prohibited at places and activities as previously described shall include, but not be limited to, the following:

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

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

CELL PHONES

Students are not allowed to use or possess a cellular phone during school hours. Students who are found using or possessing a cellular phone during school hours will have their phone confiscated until school is dismissed and will be issued a 30 minute detention for the first offense. For the second offense the cellular phone will be confiscated until a parent/guardian claims the cellular phone and a total of 1 hour of detention time will be issued to the student.

LEAVING THE SCHOOL

Any student who finds it necessary to leave school at any time during the day must report to the principal or superintendent to obtain a blue permit to leave. This includes students leaving at noon and not returning. Students who fail to follow this procedure will be considered truant and will be expected to make up the time missed. No excuse will be granted to run errands down town.

NOTICE TO ELEMENTARY PARENTS

For the protection of all our students, the elementary school has adopted a strict policy concerning the releasing of children from school. No one other than the legal guardian of a child may take a child from school UNLESS the guardian has given written permission to the office. Parents/Guardians, please take that note to the office if you wish to have someone, other than yourself, pick up your child during school, or after school.

ANNOUNCEMENTS

Daily Announcements will be read during first period. Special Announcements will be made by the intercom. Staff Members & Students will also receive monthly Calendars of Events from the Principal.

STUDENT LOCKERS

Each student will be assigned a locker, which is the property of the school, and the right to inspect lockers from time to time for neatness and orderliness is reserved to the school. All personal items and books not in use should be kept in your locker. The school assumes no responsibility for articles lost or stolen. Money or valuables should be left with the Principal or in the front office should you need to bring such to school. All personal belongings should be carefully marked so that they can be identified in case of loss. Lockers may be searched without warrant when evidence suggests that the welfare of students or other personnel may be threatened. Such a search will be conducted by the administration with at least one witness.

All Giltner High School Students Grades 7-12 will be assigned Lockers by the Principal.

Students wishing to take books and materials home for study will need to take these materials to their athletic lockers or to their cars when school is dismissed as the custodians lock the doors at 4:00 p.m.

STUDENT COUNCIL

The purpose of this organization is to promote those things that tend to maintain improve and advance the scholarship and the physical and moral welfare of the students of Giltner Junior and Senior High School; to discourage those things that tend to weaken or lower standards of school life; to create and maintain a good school spirit by giving an opportunity through the council for student sentiment to express itself for the best interests of the school.

STUDENT SAFETY DRILLS

Giltner Students Grade K-12 practices the following drills throughout the school year so they will be prepared for an emergency situation.

1. Fire Drills are held monthly.
2. Tornado Drills are practiced in the spring.
3. School Bus Evacuation Procedures are practiced at the beginning of the school year.

The Preceding drills are held according to Nebraska State Law and Nebraska Department of Education Guidelines.

MONEY RAISING ACTIVITES

All money raising activities participated in by the students for school purposes are to be approved by the Administration. The number of such activities will be limited to one major and one minor project per year.

CHEATING

Any student proven to be guilty of cheating in any form will receive a "0" for the assignment. The second offense of cheating in the same class may result in an "F" for the semester.

LIBRARY – RULES AND REGULATIONS

There are some regulations necessary to make the library function properly. It is necessary to obtain a pass from your study hall teacher in order to go to the library.

When checking out a book bring it to the librarian's desk and the librarian will check the book out on the computer. Books are in circulation for two weeks and the librarian will fill in the date when it must be returned. Students are allowed to check out two books at a time. Return books to the librarian's desk. Magazines and newspapers belong in their respective racks when not in use. **They are not to be left on the tables** but returned when finished.

Current Magazines in the rack are for student reading or browsing. If you need a certain issue from the old file, ask the librarian to obtain it for you. Dictionaries and encyclopedias are not to be removed from the library.

Old newspapers over three days old will be placed in a pile from which you may cut articles for class use. **Do not** cut from current newspapers or magazines.

STUDENT ASSIGNMENT BOOKS

In an effort to help our students become more organized and responsible, Giltner Public School has decided that each student in grades 4 – 8 must purchase an assignment book from the school. Each student has received an assignment book and needs to **bring \$3.00 to cover this cost.** This money should be given to their classroom teacher.

Students will use these assignment books on a daily basis to record assignments, upcoming tests and quizzes, and other future school events. We would like to encourage you to take an active role in the use of this educational tool by looking at your child's assignment book daily.

To ensure success with these assignment books, **students will be held responsible for having these books with them daily for each class.** An automatic **same-day 30 minute detention** will be given when an assignment book is not taken to class. If an assignment book is forgotten for two consecutive days or is lost, students will be required to purchase another one for \$3.00 and serve a **same-day 30 minute detention.**

We hope this assignment book will be a positive experience for you and your child at Giltner Public School. If you have any questions regarding these assignment books, please feel free to call your child's classroom teacher or school administrator.

STORMY WEATHER

School will be held and buses will run every day school is in session unless adverse weather prohibits. Please listen for school closing announcements from these radio or T.V. stations- KRGI and KSYZ, Grand Island; KHAS-TV, Hastings; or KOLN-TV, Lincoln. We will have these announcements to the stations by 7:10 a.m. The above-mentioned stations will also be notified if school is to be released early because of bad weather. Please do not call the superintendent or principal for school closing information, as we need to keep our lines open for other communication in such emergencies. In the event that all Giltner Schools are closed because of hazardous weather, there will be NO USE OF SCHOOL FACILITIES for the remainder of that day for any purpose, by any group.

TELEPHONE CALLS AND MESSAGES

Messages or deliveries from home are to be left in the main office. Students will be called from class only in emergency. Please ask for permission and authorization from the principal or superintendent to make calls. Long distance calls are for school business only and remember to keep them brief. Students are not to be given permission to use the phone during class periods, only while in study hall or at noon.

TRANSCRIPTS AND PERMANENT RECORDS

Transcripts are accepted from all authorized schools and we will upon request forward transcripts to other high schools. Any students wishing to inquire about personal records should contact the principal. Students wishing to attend or who are making application for admission to a college, the university, vocational schools, or searching for employment **must** sign a permit slip which will then enable the school to send these records to whomever the student requests.

State laws have been enacted which require schools to treat academic and disciplinary records in a specific manner. It also makes provision for a student and his parents to have access to the student's complete record and it requires the school to protect the student's right to privacy by controlling the release of records to outside agencies. Written authorization from parents if a student is under 18 years of age, or authorization in writing from the student if over 18 years of age is necessary for records to be released to outside agencies such as colleges, vocational schools or employers. Students and parents are allowed examination of personal records upon request and have the right to challenge any item of information placed within the record. Following graduation, the school will destroy any records pertaining to disciplinary

action and retain only the academic record, personal information, attendance data, and the health record. Within one-year from the date any material is inserted in a student's record, that student, if under 18 years of age and his parents shall have an opportunity for a hearing to challenge the content of the student's records.

WITHDRAWAL FROM SCHOOL

Students who feel they must drop out of school for any reason must report to the Office of the Principal. Only after counseling, written notice from a Parent/Guardian, and visitation will the student be given a withdrawal form which must be completed before the process is complete. Should the student leave school without officially dropping, requests for transcripts and other records may be denied until such time as the requirements have been fulfilled. Part of the withdrawal process will be to offer the student an opportunity to sign a permission waiver which allows the school to send a transcript of the student's record to other schools, colleges, or employers without receiving written permission for each request.

TEXTBOOKS

Textbooks are purchased for your use by the Board of Education and you are to use them free of charge. All text books must be covered, it is your responsibility to care for them and keep them clean. Keep only the book that is assigned to you at the beginning of the year as this is the one you must check back in. Should you lose your assigned book, you will be asked to pay for it before you may obtain your final grade for the year. Teachers will use a standardized set of rules for fines on damaged books. With textbooks, as with other materials, a little care goes a long way.

TRAVEL

TRANSPORTATION: The Giltner Public Schools will require that all students participating for Giltner Public Schools in any school sponsored activities will ride to the activity on Giltner Public Schools transportation vehicles. Students may be allowed to ride home with their parents when their parents have requested permission personally ahead of time with the approval of the School Administration.
(NOTE-All requests must be made to the School Administration before the group leaves the school for an activity.)

PARENT INSTRUCTIONS REGARDING DISPENSING MEDICATION IN SCHOOL

To help insure the health and safety of your child, Giltner Public Schools personnel are not permitted to dispense medication to a student without prior authorization from the physician and prior written parent/guardian authorization. Accordingly, if it is necessary for your child to receive medication during the school day, the parent or guardian must comply with the terms and conditions set forth by Giltner Public Schools.

Medications to be dispensed shall be brought to school by the parent/guardian in a prescription container, with child guard cap, properly labeled, including: child's name, physician's name, name of medication, and directions for dispensing the medication. Any modifications to the directions for dispensing medications will require written authorization or a new prescription container with child's name, physician's name, name of medication and new directions for dispensing the medication.

It is suggested that you consult your physician on the timing of the medication. Some prescriptions can be written to eliminate the need for giving medication during school hours.

INJURIES

The Giltner School assumes no liability for the cost of treatment from injuries, athletic or otherwise, that a student may sustain. In the event a student is seriously injured during the day every effort will be made to contact the parents.

SENIOR VISITATIONS TO SCHOOLS OF HIGHER LEARNING

Seniors attending Giltner High School will be allowed 2 days to attend a school of higher learning that they are interested in attending after graduation. The Giltner School counselor will set up appointments and visitations for all interested students and their parents. Giltner Seniors must be accompanied by a parent/guardian if they want excused release time from the Giltner Public Schools to visit a school of higher learning.

EXTRACURRICULAR ACTIVITY EXPENSES

Students and parents should realize that the participation in the Giltner Public Schools Extracurricular Programs will cause the Individual Student to incur certain expenses. (Insurance, Meals, Shoes, Uniforms, Etc.) The Giltner Public Schools will **NOT** pay for students expenses

unless the school receives payments from the Nebraska School Activities Association.

ATHLETIC PARTICIPATION

Students wishing to participate in interscholastic athletics must have written consent from their parents and a physical examination by a doctor. This is a requirement with no exceptions. While it is not mandatory, it is highly advisable to have a medical examination by your doctor and his permission to participate in physical education classes. All students assigned to physical education classes are expected to participate unless directed otherwise by their doctor.

HEALTH

Please make known to the administration any particular health problem that may exist such as allergies, epilepsy or other abnormalities.

SCHEDULING

There will be no organized school events, no activities, or practice sessions scheduled for Sunday. This includes all sports, band, etc. Wednesday night is considered family night and every effort will be made to refrain from scheduling on that night as well.

PARENT TEACHER CONFERENCES

Parents are encouraged to visit with teachers about their child's progress in school. If there are questions that need to be answered or problems that need to be solved, please feel free to air your concerns at parent-teacher conferences. We will host organized parent-teacher conferences during the first quarter of school.

SPECIAL ACTIVITIES

At certain times, various classes or organizations may wish to host a party or dance. Any such activity must be cleared through the Administration. Adult and class sponsors must be in attendance. Any such activity must conclude and the building must be vacated at 12 a.m. The sponsor has the duty to see that the building is secure and that the lights are out. All activities will be limited to students presently enrolled in Giltner Junior and Senior High School.

GILTNER ELEMENTARY NOON & RECESS POLICY FOR GOING OUTDOORS

Elementary teachers will keep their students inside the building when it is raining or snowing outside or the playground is extremely wet and muddy. Elementary teachers should consult the administration when going outside when the temperature or wind chill is below 32 degrees Fahrenheit.

SUMMARY

The administration asks that if parents have any questions regarding the operation of the school, please feel free to ask so there are no misunderstandings. Best wishes and the best of luck to you this year at Giltner Public Schools.

GRADUATION REQUIREMENTS

To be eligible for graduation from Giltner High School, a student must have earned a total of 210 semester hours in grades 9-12 and have participated in the following required program of studies during the required four years of attendance:

English	40 hours	Foreign Lang./Voc. Ed	30 hours
Math	30 hours	Social Studies	35 hours
Music/Fine Arts....	10 hours	Physical Education.....	10 hours
Science.....	30 hours	Electives.....	15 hours
Computer Science..	10 hours		

Exceptions to the provision of this general pattern may be made by the Board of Education upon the recommendation of the Superintendent in case of unusual circumstances. A complete record of this recommendation and of the action taken upon it by the Board of Education shall be included in the minutes. The list of graduates shall be presented to the Board of Education for approval at their regular April meeting.

A student who has not met the above academic requirements for graduation, but who has attended school regularly and who has worked diligently, may with the recommendation of the Superintendent be granted a certificate of attendance. Parents of students who are doubtful of receiving an academic diploma shall be notified in writing prior to April 1.

Students receiving certificates of attendance shall be eligible to participate in all senior class activities.

Further eligibility is that a student must have attended high school eight semesters. The satisfactory clearing of the record as far as such matters as disciplinary actions, payment of fees, payment of school lunches, return of all school equipment, etc., are a part of the graduation requirements.

Each student in grades 7-12 will enroll in a minimum of seven full periods of class, any variation will be at the discretion of the administration.

Students in grades 7 and 8 must earn at least 70% Cumulative Grade Point Average in all courses in which they are enrolled.

Credit hour – The term means credit awarded for the successful completion of the work required in one instructional unit. The number of credit hours given for a course may be less than the number of instructional units and may be increased up to twenty-five percent above. (Example: Credit given for a course of ten instructional units could range from 0 to 12.5 (10 x 1.25) credit hours.)

Adopted: May 13, 2002

POLICY FOR STUDENTS DISCIPLINE DISCIPLINARY PROCEDURES:

It shall further be the policy of the Giltner Public Schools, Hamilton County School District No.2 in order to comply with the Student Discipline Act of 1994. To ensure that students receive fair treatment consistent with their constitutional right to due process and fundamental fairness within the context of an orderly and effective educational process, prior to being subject to emergencies exclusions, short term or long term suspensions, expulsions, or mandatory reassignments. Such disciplinary action, therefore, will be made in accordance with the following procedures:

I. **DEFINITIONS:**

Superintendent means Superintendent or his/her lawful designee.

Principal means Principal or his/her lawful designee.

II. **RIGHT TO NOTICE:**

It shall be the duty of the Superintendent to provide clear notice to each student and his or her parent or guardian of all rules and standards concerning student conduct that have been established or which will be established and promulgated by the Board of Education. Such rules or standards which form the basis for discipline shall be distributed to each student and his or her parent or guardian at the beginning of each school year. The Superintendent shall also be responsible for posting in a

conspicuous place within each school building during the school year such rules or standards. In the event there are changes in the rules and standards, such changes shall not take effect until the Superintendent has made a reasonable effort to distribute the text of such changes to each student and his or her parent or guardian.

III. INFORMAL CONFERENCES:

Before any student is excluded, suspended, expelled reassigned for a violation of the districts code of students conduct, such student will attend an informal conference with the Principal. During this conference, the Principal will inform the student orally or in writing of the charges against him/her, including an explanation of the evidence relating to such charges. If the student denies or disputes the charges he/she will be given the opportunity to give his/her version of the events relating to the charge.

IV. SHORT TERM SUSPENSION:

A. Informal Conference.

Before deciding whether a student should be subjected to a short-term suspension, the Principal shall hold an informal conference with the student, at which the student shall be confronted with the charges, and be provided with an explanation of the charge or charges if requested. The student shall also be provided an opportunity to present his or her version of the facts relating to the charge. The Principal will decide whether the charges against the student are substantially true and whether suspension is necessary; (1) to help any student, (2) to further school purposes, or (3) to prevent an interference with school purposes. If the Principal decides that the student engaged in the conduct as charged, the Principal will impose the appropriate disciplinary action.

B. Development of Guidelines.

It shall be the policy of the District to direct the Superintendent to develop and adopt guidelines to be used in determining whether and to what extent a student who is suspended pursuant to this policy may be given an opportunity to complete any class work, including but no limited to examinations missed during the period of suspension. The Superintendent shall take into consideration such things as, but not limited to, what impact the lack of opportunity to complete class work and examinations would have on the student's ability to timely graduate, obtain full credit in any course, and whether the disciplinary action would unduly diminish or exaggerate the seriousness of the offense or cause any other educational relevant outcome. Such guidelines as the Superintendent may develop shall be provided to the student and parent or guardian at or prior to the time of suspension.

C. Written Notice.

When a student is suspended, the Principal shall send a written statement to the student, and the student's parent or guardian, describing the student's conduct, misconduct or violation of the rule or standard, and the reason for the suspension. The Principal shall provide the student and the student's parent or guardian with the school district's guidelines regarding the student's opportunity to complete any class work missed during the period of suspension. The Principal shall make a reasonable effort to hold a conference with the student's parent or guardian before or at the time the student returns to school.

V. LONG TERM SUSPENSION, EXPULSION, AND MANDATORY REASSIGNMENT:

A. Written Charge and Written Notice.

If after the initial conference between the Principal and the student, the Principal decides that long-term suspension, expulsion or mandatory reassignment is appropriate, on the date of that decision, the Principal shall file a written charge and a summary of the evidence supporting the charge with the Superintendent. Within 2 days of the decision, the School shall send written notice by Registered Mail or Certified Mail to the student and the student's parent or guardian informing them of their rights under the Student Discipline Act. The written notice shall include the rule or standard of conduct with which the student is charged of violating, a summary of the evidence to be presented against the student, and both the penalty which the Principal has recommended in the charge and any other penalty to which the student may be subjected. The written notice shall inform the student and the student's parent or guardian that they are entitled to a hearing, upon request, before long-term suspension, expulsion, or mandatory reassignment for disciplinary purposes can be invoked. Written notice shall also contain a description of the hearing procedures provided by the Student Discipline Act and the procedures for appealing any decision rendered at such a hearing. The written notice shall also inform the student and the student's parent or guardian that the Principal, the Legal Counsel for the school, the student, the student's parent, or the student's representative or guardian shall have the right to examine the student's academic and disciplinary records and any affidavits to be used at the hearing, any written statements pertaining to the matter if the school has such statements, and to know the identity of the witnesses which will appear at the hearing, and the substance of anticipated testimony from such witnesses. Finally, the written notice shall include a form on which the student, or the student's parent or guardian may request a hearing.

B. Hearing Procedures For Hearings Requested Within 5 Days.

(1) Scheduling of Hearing.

If the student or the student's parent or guardian requests a hearing within 5 days after receipt of the written notice, the Superintendent shall appoint a Hearing Examiner who shall, within 2 days after being appointed, give written notice to the Principal, the student, and the student's parent or guardian of the time and place of hearing. The hearing shall be scheduled within 5 days after it is requested, but it may be postponed by the Hearing Examiner for good cause. Unless all the parties consent in writing, no hearing shall be held upon less than 2 days actual notice to the Principal, the student and the student's parent or guardian.

(2) Single Hearing for Multiple Students.

When more than one student is charged with violating the same rule and they are charged with acting in concert and if the facts appear to the hearing officer to be substantially the same, a single hearing will not prejudice any of the students. If during the pendency of the hearing, the examiner finds that a student will be substantially prejudiced by a group hearing, the hearing examiner may order a separate hearing for that student.

(3) Hearing Procedures.

During the hearing, the student and the student's parent or guardian will have the opportunity to present the student's side of the case and to call and question witnesses. No long term suspension, expulsion, or mandatory reassignment hearing will be held unless it is attended by the hearing examiner, the student, the student's parent or guardian, the student's representative, if any, and legal counsel as defined in 79-4, 187 R.R.S. 1943, if the Hearing Examiner or Superintendent deems it advisable. Witnesses shall be present only while they are giving testimony. The Hearing Examiner may exclude the student at times when the student's psychological evaluation or emotional problems are being discussed and may exclude anyone from the hearing when his or her actions substantially disrupt an orderly hearing. The student may speak in his or her own defense and may be questioned on his or her testimony, but he or she may choose not to testify and in such case, shall not be threatened with punishment or be later punished for refusal to testify. During the hearing, the Principal shall present to the hearing examiner the student's records, and statements, in affidavit form, of any person having information about the students conduct. However, such records and statements will not be accepted by the hearing examiner unless, they had been made available to the student, or the student's parent, guardian or representative prior to the hearing. Nothing in this section shall be deemed to supplant any other procedures required by law or board policy. Such explanation and interpretation as desired by the hearing officer pertaining to student records shall be made prior to or at the hearing by appropriate school personnel.

(4) Long Term Suspension, Expulsion, Mandatory Reassignment.

The hearing officer shall make reasonable efforts to compel the attendance of any witness requested by the student his or her parent, guardian or representative. The Hearing Officer may invoke the subpoena procedures of the District and shall in his or her sole discretion issue a subpoena in the name of the Board of Education upon reasonable advance request in writing by the student, parent, guardian or representative seeking the assistance of the hearing officer in obtaining the attendance of a witness or witnesses.

(5) Hearing Examiner's Report and Superintendent's Determination.

After the hearing is concluded, the hearing examiner shall within a reasonable time prepare a report of his or her findings with a recommendation of the action to be taken and the reasons for the recommendation of that particular action. The Hearing Examiner's recommendation may range from no action, through the entire field of counseling, to long term suspension, expulsion, or mandatory reassignment. The Superintendent shall review the examiner's report and may change, revoke, or does not impose the sanction recommended by the hearing examiner as long as the Superintendent does not impose a sanction more severe than that recommended by the Hearing Examiner. Written notice of the field findings and recommendations of the Hearing Examiner and the determination of Superintendent shall be made by Certified or Registered mail or by personal delivery to the student or the student's parent or guardian and upon receipt of such written notice, the determination of the Superintendent shall take effect immediately.

(6) Appeal of the Superintendent's Determination.

The student or the student's parent or guardian may appeal the Superintendent's determination to the School Board or the Board of Education by a written request filed with the Secretary of the Board or with the Superintendent within 7 days of their receipt of the written notice of the Superintendent's determination. If such a hearing is requested, it will be held within a period of 10 school days after such request unless the time for hearing is changed by mutual agreement of the student and Superintendent. The appeal hearing may be held before a committee of the School Board or Board of Education as long as at least three members are present. After examining the record, and if necessary, taking new evidence, the deliberating body may alter the Superintendent's disposition of the case if it finds the decision to be too severe, but may not impose a more severe sanction. If the appeal is heard by a committee of the Board as prescribed by §79-4, 199 R.R.S., such committee shall make a recommendation to the Board of Education which shall at its first regular meeting next following the hearing before the committee consider the committee's recommendation and take such action as the Board may elect, as provided. However, that action may not impose a more severe sanction than that recommended by the Superintendent. Nothing in this policy shall be construed to require a committee of the Board or the Board of Education to receive any new evidence unless the failure to do so would in

the judgement of the Board or the committee as applicable cause substantial unfairness in the proceedings. Final action of the board shall be evidenced by personally delivering or mailing by Certified Mail a copy of the deliberating bodies' decision to the student and the student's parent or guardian.

C. Hearing Procedures For Hearing Requested After 5 Days But Within 30 Days.

If the student or the student's parent or guardian requests a hearing more than 5 school days but not more than 30 calendar days following actual receipt of written notice, the hearing shall be held, but the imposed punishment shall continue in effect pending final determination, subject to the exceptions provided in the immediately following subsection.

VI. IMMEDIATE REMOVAL BY THE PRINCIPAL:

The Principal may suspend a student immediately, regardless of the fact that a hearing was requested within five days of notice of expulsion or long-term suspension by the school, if the Principal determines that such immediate suspension is necessary to prevent or substantially reduce the risk of; (a) interference with an educational function or school purpose, or (b) personal injury to the student, other students, school employees, or school volunteers. Although the preferable practice is that the principal make such determination in writing, nothing in this policy shall so require. If no hearing is requested, the immediate suspension will continue until the date the long-term suspension, expulsion, or mandatory reassignment takes effect. If a hearing is requested, the suspension will continue until the date the hearing examiner files the report of his or her findings with the Superintendent, if the principal has made a determination as above described.

VII. MAXIMUM LENGTH OF EXPULSION:

A. In General.

Except as herein otherwise provided, the expulsion of a student shall be for a period not to exceed the remainder of the semester in which the expulsion took effect. However, if the misconduct occurred within 10 school days prior to the end of the first semester, the expulsion may remain in effect through the second semester. If the misconduct occurred within 10 school days prior to the end of the second semester, the expulsion may remain in effect for summer school and for the first semester of the following year.

B. Expulsion For Causing Personal Injury Or For Possessing A Dangerous Weapon.

If a student is expelled for the use of force, or causing or attempting to cause personal injury to another individual, or for knowingly and intentionally possessing or transmitting a firearm or a dangerous weapon, the expulsion shall be for a period not to exceed the remainder of the school year in which it took effect if the misconduct occurs during the first semester. If the expulsion takes place during the second semester, the

expulsion shall remain in effect for summer school and may remain in effect for the first semester of the following school year.

C. Automatic Review Of Expulsions Which Continue During The First Semester Of The Following Year.

Any expulsion that will remain in effect during the first semester of the following school year shall be automatically scheduled for review and shall be reviewed by the Hearing Examiner before the beginning school year. The review shall take place after the Hearing Examiner has given notice of the review to the student and the student's parent or guardian. The review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. If there is no such evidence the Hearing Examiner need not provide a hearing in order to complete his or her review. The Hearing Examiner may make a recommendation that the student be readmitted for the upcoming school year. The student may be readmitted by action of the Superintendent unless the School Board or Board of Education took the final action to expel the student. Under such circumstances, the student may be readmitted only by action of the board.

VIII. SUSPENSION OF THE ENFORCEMENT OF EXPULSION:

Once a student has been expelled, the school district may suspend the enforcement of such expulsion as long as such suspension does not extend beyond the end of the full semester after the semester in which the expulsion took effect. During the period of time that the expulsion is suspended, the school district may assign the student to a school, class, or program which it deems appropriate for rehabilitation of the student. This district is by this policy herewith authorized to join together with another district or districts as the Superintendent may decide in providing such rehabilitation. This district may, by agreement with another district, send its suspended or expelled students to any school, class, or program operating in the other district. The rehabilitation program if offered may be a community-centered classroom and may include experiences for the student as an observer or aide in government functions, as an on the job trainee, or as a participant in specialized tutorial experiences or individually prescribed educational and counseling programs. Such programs shall include an individualized learning program to enable the student to continue academic work for credit toward graduation. If at the end of the period of suspension of enforcement, the student has satisfactorily participated in the rehabilitation program, the district shall permit the student to return to the school of former attendance or to attend other programs offered by the district. However, if the student's conduct has been unsatisfactory, the district shall enforce the expulsion action. If the student is reinstated, the district by its Superintendent may also take action to expunge the record of the expulsion action.

Nothing in this section shall be construed to require the District or the Administration neither to suspend the enforcement of any expulsion nor to require the District to enter into any contract or other arrangement with another school district or districts to provide any programs as are described in this section of the policy.

IX. REPORTS TO LAW ENFORCEMENT:

In the event the principal knows or suspects that a violation on the Nebraska Criminal Code has been violated on school property or off school property at a school function, and when such act consists of any unlawful acts described in §79-4,180, the principal shall notify the county sheriff or city law enforcement authorities, as appropriate. Before making such a report, the principal shall undertake reasonable efforts to ascertain the truth or falsity of any event upon which the making of a report to law enforcement would be based. Nothing in this section shall be construed to require the reporting of any law violation by the principal except if the criminal act to be reported occurred on the school grounds of the district or during an educational function or event in which the district is involved, but off school grounds.

X. RELEASE TO PEACE OFFICER:

Consistent with any other lawful policy or the district, when a principal, or other school official releases a minor student to sheriff, coroner, jailer, marshal, police officer, state highway patrol officer, member of the national guard on active service by direction of the Governor during periods of emergency, or any other person with similar authority to make arrests, the principal or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to such officer. The principal shall inform the parent, guardian, or responsible relative of the place to which the minor is reportedly being taken unless the minor has been taken into custody as a victim of suspected child abuse in which case, the principal or school official shall provide the authority by whom the minor has been taken into custody with the address and telephone number of the minor's parent or guardian or other responsible relative.

NONDISCRIMINATION STATEMENT

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

COMPLAINTS CONCERNING SCHOOL PERSONNEL
RETURN TO THE PRICIPAL

NAME _____ DATE _____

ADDRESS _____

TELEPHONE _____

COMPLAINT AGAINST _____

NATURE OF COMPLAINT: (Be Specific)

SIGNED _____

COMPLAINTS CONCERNING SCHOOL PERSONNEL

Constructive criticism is welcome when it is motivated by a sincere desire to improve the quality of the educational program and to help the school perform its task more effectively.

The Board of Education places trust in its employees and desires to support their actions in such a manner that they are freed from unnecessary, spiteful or negative criticism and complaints.

The complaint should follow the chain of command. Return this form to the Principal after talking to the teacher. The chain of command will be followed at all times: 1. Teacher, 2. Principal, 3. Superintendent. The Superintendent will offer possible solutions and if not satisfactory, there will be a scheduled hearing with the Giltner School Board. Since the Board acts as the Judge, it is inappropriate to contact Board Members prior to the hearing. This is the reason for the chain of command.

If the individual is not satisfied with the answer received or the solutions suggested by the principal the complaint will be forwarded to the Superintendent for review and possible action. Complaints involving individual personalities will be discussed by the board in executive session.

The credibility of anonymous complaints will not be considered for action. Accused personnel shall have the right to know who made the accusation.

Adopted: December 10, 1990

Amended: 5/14/07

Giltner Public School

Internet Usage Policy

Internet access is available to students and staff members of the Giltner Public School system. The district provides this access because it believes the Internet offers vast, diverse, and unique resources. The goal in providing this service is to promote educational excellence in the Giltner Public School by facilitating resource sharing, innovation, and communication.

Because the Internet provides access to a multitude of sources it is important that there be a filtering service in place. Giltner Public School has been and will continue to use N2H2 BESS filtering service through the Educational Service Unit #9. The importance of filtering is based on the has been and will continue to use N2H2 BESS filtering service through the Educational Service Unit #9. The importance of filtering is based on the Child Internet Protection Act (CIPAA, HR 4577) passed by congress last December. CIPA prevents schools from receiving Year 4 E-rate discounts on Internet service if they do not comply with its rules. This discount has allowed Giltner Public School to receive its Internet service at a more affordable rate and is therefore important to the district.

However, on a global network it is impossible to totally control all materials and it may be possible to discover controversial material and information. The school district believes that the valuable information and interaction available on the Internet far outweighs the possibility that users may encounter or obtain material that is not consistent with the educational goals of the district. Therefore, the smooth operation of the Internet relies upon the proper conduct of the end users (students and staff) who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to assume. In general, this requires efficient, ethical and legal utilization of the network resources. If a user violates these provisions, his/her privileges will be terminated and future access will be denied. The signatures on the signature page of the handbook indicate that the signers have read the terms and conditions carefully and understand their significance.

Internet -- Terms and Conditions

(1) **Acceptable Use:** The underlying purpose of the Internet is to support research and education in and among academic and other institutions by providing access to unique resources and the opportunity for collaborative work. The use of your access must be in support of education and research and consistent with the education objectives of the Giltner Public School. Use of another organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any federal or state law is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade

secret. Use of the district's resources for commercial activities is not acceptable. Use for product advertisement or political lobbying is also prohibited.

(2) Privileges: Use of the Internet is a privilege, not a right, and inappropriate use will result in cancellation of those privileges.

(3) Netiquette: You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

(a) Be polite. Do NOT use abusive or offensive language in your messages to others.

(b) Use appropriate language. Do NOT swear, use vulgarities, or any other inappropriate language.

(c) Illegal activities are strictly prohibited.

(d) Do not use the network in such a way that you could disrupt the use of the network by other users.

(e) All communications and information accessible via the network should be assumed to be private property.

Specifics for Students:

(1) Students shall not access material that is obscene, pornographic, child pornography, "harmful to minors", or otherwise inappropriate for educational uses.

(2) Students shall not use school resources to engage in "hacking" or attempts to otherwise compromise system security.

(3) Students shall not engage in any illegal activities on the Internet.

(4) Students only use electronic mail. Chat rooms, and other forms of direct electronic communications for educationally related purposes and then only with the permission of the teacher.

(5) Students shall not disclose personal information, such as name, school, address, and telephone number outside of the school network.

(6) No warranties of any kind - expressed or implied - are made for the service being provided. The school district, including its officers or employees, will not be responsible for any damages you may suffer. This includes loss of data resulting from delays, or service interruptions caused by its own negligence or your errors or omissions. Use of any information is at your own risk and the school district specifically denies any responsibility for the accuracy or quality of information obtained through its services.

(7) Security: Security on any computer system is a high priority, especially when the system involves many users. Any user identified or believed to be a security risk, or who has a history of problems with other computer systems, may be denied access to the Internet.

(8) Vandalism: Vandalism will result in cancellation of privileges. It may also result, in certain cases, in the need to pay for damages. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any agency or network that is connected to the Internet. This includes, but is not limited to, the uploading or creation of any type of computer virus.

Specifics for Staff:

- (1) Adults shall not access material that is obscene, pornographic, child pornography, “harmful to minors”, or otherwise inappropriate for educational uses.
- (2) Adults shall not use school resources to engage in “hacking” or other attempts to otherwise compromise system security.
- (3) Adults shall not engage in any illegal activities on the Internet.
- (4) School staff will monitor students’ use of the Internet, through either direct supervision, or by monitoring Internet use history, to ensure enforcement of the policy.
- (5) No warranties of any kind - expressed or implied - are made for the service being provided. The school district, including its officers or employees, will not be responsible for any damages you may suffer. This includes loss of data resulting from delays, or service interruptions caused by its own negligence or your errors or omissions. Use of any information is at your own risk and the school district specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- (6) Security: Security on any computer system is a high priority, especially when the system involves many users. Any user identified or believed to be a security risk, or who has a history of problems with other computer systems, may be denied access to the Internet.
- (7) Vandalism: Vandalism will result in cancellation of privileges. It may also result, in certain cases, in the need to pay for damages. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any agency or network that is connected to the Internet. This includes, but is not limited to, the uploading or creation of any type of computer virus.

Specifics About Technology Protection Measures:

- (1) A technology protection measure is in place that should block or filter Internet access to Internet sites that are deemed inappropriate by school policy.
- (2) The technology protection measure that blocks or filters Internet access may be disabling by an authorized staff member for bona fide research purposes by an adult.
- (3) Authorized staff members may override the technology protection measure that blocks or filters Internet access for a student to access a site for bona fide research or other lawful purposes during which time the students will be monitored directly by the authorizing authority.

GILTNER PUBLIC SCHOOL
Information Sheet 2006-2007
Please fill out completely and return to school.

Student's Legal Name:

Last	First	Middle
Date of Birth: _____		Social Security # _____
Address: _____		
Phone	Street	Mailing Address

City	State	Zip

Mother's Name: _____

Address (if different): _____

Phone # (if different): _____ Cell Phone # _____

Place of Work: _____ Work Phone # _____

Father's Name: _____

Address (if different): _____

Phone (if different): _____ Cell Phone # _____

Place of Work: _____ Work Phone # _____

The above information is needed in case of **EMERGENCIES** or your child has become ill and needs to go home during a school day. Are there any other phone numbers where we can reach you or someone else during the day? Please advise the school of any address or phone number changes. Please be specific.

List any Medical Conditions that the school should be aware of:

The Attachment of our signatures below indicates that my parents and I have read and understand the contents of the student handbook and will return this form to the principal.

Student's Signature: _____

Parent's Signature: _____

GILTNER HORNETS

The athletic program of Giltner High School is designed to provide wholesome opportunities for those junior and senior high students who desire competitive activity in athletics. A program of three sports is available for senior high boys and two sports for junior high boys. For girls, there are three sports available on the senior high level and three sports for the junior girls.

It is our desire to instill in each athlete the image of a true Hornet athlete.

He or She will:

1. Consider all athletic opponents as guests at Giltner High and treat them with all the courtesy due friends and guests.
2. Accept the decision of the officials without question.
3. Never use abusive or intimidating remarks from sidelines.
4. Applaud good sportsmanship from opponents and teammates.
5. Strive for victory through fair play according to the rules of the game.
6. Love the game for its own sake-not for what winning may bring them through publicity.
7. Do everything possible to encourage enthusiasm for the game and courtesy and respect for the players, coaches, and fans.
8. Win without boasting and lose without excuses.
9. Do all within their power to make the entire athletic program something we will always be proud of.
10. Follow all the policies, procedures, rules & regulations of the Giltner Public Schools Student Handbook.

Any boy or girl is welcome to try out for any of the interscholastic teams available to them providing they meet the requirements established by the State Activities Association and the school and they agree to follow the guidelines established in this booklet.

The guidelines established herein for the interscholastic programs of Giltner High were developed by the cooperative efforts of the athletes, the coaching staff, the administration, and the board of education. They are indicative of what we hope to accomplish in our athletic program.

The Administration reserves the right to amend any policies in this handbook that they feel will provide for the betterment of Education in the Giltner Public Schools.

PHILOSOPHY

A great athletic tradition is not built overnight – it takes the hard work and dedication of many individuals over many years. As a member of an interscholastic team, the athlete has certain responsibilities to uphold.

Our tradition at Giltner High has been to win so that honor comes to our community, our school, and our athletes. Such a tradition is worthy of the best efforts of all concerned, the followers, the coaching staff, the athletes, and the student body. We will always play every game “to win.” In doing so, we will always maintain respect for our school, our opponents, and most of all for ourselves.

We will also play to win every game at the junior high level. But, we will also remember that it is at this level that athletes of varsity ability are made. Besides placing the emphasis on winning, it is our philosophy to give as many individuals possible the opportunity to play so that they may develop the necessary fundamentals in order to participate at the senior high level. By participating in the interscholastic program, we hope that all athletes are able to derive some of the individual values and benefits of the program.

1. RESPONSIBILITIES TO YOURSELF

We like to think of an athlete as being someone special in that certain responsibilities are imposed on him. An athlete is one who accepts these responsibilities and broadens themselves and develops strength of character. Athletes owe it to themselves to get the greatest possible good from their school experiences; their studies, their participation in other co-curricular activities, as well as from athletics.

You owe it to yourself to always do whatever you do in life to the best and fullest of your ability.

2. RESPONSIBILITIES TO THE SCHOOL

By being an athlete, you have the responsibility to your school to always do your best and always follow the guidelines set forth. By being an athlete you are representing your school and your community.

You automatically assume a leadership role when you are on an athletic squad. The student body and citizens of the Giltner community know you. You are on the stage with the spotlight on you. The student body, the community, and other communities judge our school on your conduct and attitudes, both on and off the field. Because of this leadership role, you can contribute to our school spirit and community image. Make your school proud of you and your community proud of your school, by your performance and your devotion to high ideals. The younger students are watching you. They will imitate you in many ways. Do not let them down-give them high ideals to copy.

3. RESPONSIBILITY OF THE COACHING STAFF

Since there is a great tradition behind athletics at Giltner High, the coaches feel that they have the responsibility to give the community the best possible team with the available talent each year. Coaches of Giltner High are dedicated to this fact, as they are well aware of the tradition which has been built up over the years. Winning will always be utmost in every coach's mind, but they are well aware of what must be done to win and win in the proper manner.

All coaches will follow the Nebraska Coaches Creed which reads:

- I BELIEVE Interschool sports have an important place in the general educational scheme and pledge myself to cooperate with others in the field of education to so administer them that their values shall never be questioned.
- I BELIEVE the other coaches of Interschool sports are earnest in their desire to keep the Interschool program high on the plane of citizenship training and I shall do all that I can to further their efforts.
- I BELIEVE my own actions should be so regulated as to reflect credit to this profession.
- I SHALL abide by the rules of the game in letter and spirit.
- I BELIEVE in the exercise of all the patience, tolerance, and diplomacy at my command in my relations with all players, co-workers, game officials, and spectators.
- I BELIEVE proper administration of all sports offers effective laboratory methods for development of high ideals of sportsmanship, qualities of cooperation, courage, unselfishness and self control, desires for clean, healthful living and respect for wise discipline and authority.
- I BELIEVE these admirable characteristics, properly instilled by me through teaching and demonstration, will have a long carry-over and will aid each one connected with the sport to become a better citizen.
- I BELIEVE in and will support all reasonable moves to improve athletic conditions to provide for adequate equipment, and to promote the welfare of an increased number of participants.

Those of you who want to be part of this great tradition established for you will have to accept the responsibilities which are set up for every member of all teams of interscholastic athletics at Giltner High.

These guidelines are drawn from the philosophies of the present coaching staff and administration, present athletes, existing school policies and from the policies set up by the Nebraska Association of High School Activities.

GENERAL INFORMATION

1. PRACTICE REGULATIONS-Giltner High School

In order that we may always have a well rounded athletic program at Giltner Jr.-Sr. High, and because of limited facilities for some sports, the following guidelines are followed concerning off season unorganized practices.

No athlete will work out under the supervision of a coach or use school facilities during the school year until five weeks before the first organized practice dated scheduled for the next sport season. During the time between the close of the school term and organized fall practices there will be no restrictions on unorganized practices.

- a. No athlete will ever work out using school facilities unless he/she is under the direct sponsorship of a coach.
- b. Nothing will ever be done by any coach or athlete to take away from the sport in season.
- c. Coaches will encourage their athletes to participate in another sport during the off-season.
- d. Off-season practices shall not interfere with practices of the sports in season.
- e. If an individual is dropped from a squad, because of disciplinary reasons, by the coaching staff or if they quit on their own accord, they may not practice for the next sport season using school facilities or under the supervision of a coach until the sport which he quit is completed.
- f. Practice over Holiday Vacation will be considered OPEN GYM. (see Open Gym Policy page 6.)

2. TEAM TRAVEL

- a. **TRANSPORTATION:** The Giltner Public Schools will require that all students participating for the Giltner Public Schools in any school sponsored activities will ride to the activity on the Giltner Public Schools transportation vehicles. Students will be allowed to ride home with their parents when their parents have requested permission personally ahead of time with the approval of the School Administration. (NOTE – All requests must be made to the School Administration before the group leaves the school for an activity.)
- b. **DRESS:** Dress of team members should be clean, neat and in good taste.
- c. **EXTRACURRICULAR ACTIVITY EXPENSES:** Students and parents should realize that the participation in the Giltner Schools Extracurricular Programs will cause the Individual Student to incur certain expenses... (Insurance, Meals, Shoes, Uniforms, etc.) The Giltner Public Schools will NOT pay for students expenses unless the school receives payment from the Nebraska School Activities Association.

3. PARTICIPATION AND ATTENDANCE

A team member is not allowed to practice or participate unless he is in school one-half day on the day of the contest or practice. A school-sponsored activity is an exception. In the case the contest is on Saturday and the individual was absent on Friday, he must gain permission from the Activities Director.

Athletes are expected to be at all practices scheduled by the coach. Should an athlete not be able to attend a practice, they must contact the coach in advance. Exception: When the athlete is absent from school they do not need to notify the coach, however, most coaches appreciate knowing the reason why the athlete is absent from school. A missed practice will have a bearing on the athlete's participation in the next contest.

All athletes are always expected to be on time, in fact, ahead of time, for all practices, contests, and departures for contests.

If an athlete is dropped from a squad for DISCIPLINARY REASONS, or they QUIT on their own accord the athlete and his parents will meet with the Coach and Athletic Director IMMEDIATELY.

4. PRE-PRACTICE REQUIREMENTS

All athletes must meet the following requirements before they start practice:

- a. Return a medical physical card to the respective office. (Before the physical will be given, the athlete must supply the doctor with a medical history report found on the backside of the physical card.)
- b. Return to the respective office, the sheets found attached to those guidelines giving the following:
 1. Parental/Guardian permission to participate in the sport.
 2. Parental/Guardian Agreement to Athletic Guidelines.
 3. Athletes Agreement to Athletic Guidelines.

5. ELIGIBILITY

The school follows the eligibility requirements established by the Nebraska School Activities Association. The part of their established eligibility requirements which athletes should be aware of is:

“A member shall have credit on the school records for 20 semester hours of school work for the preceding semester.” Example: An individual passes only 3 subjects the first semester, they would be ineligible the second semester.

All transfer students new to the school system must have their eligibility approved by the Nebraska School Activities Association prior to any competition. This approval should be initiated through the respective office.

The Activities Director and the coaching staff shall reserve the right to withhold any student from participation should the classroom work indicate at any time they are not working up to their ability.

6. ACTIVITIES ON SUNDAYS

According to the Nebraska School Activities Association, no athletic contests may be scheduled on Sunday. There will be no Sunday practices.

7. STARTING DISMISSAL, & LENGTH OF PRACTICE

All starting times of practices will be designated by the individual coach. All athletes are expected to be on the field or court at the time set by the coach. Under normal conditions, all athletes will be required to report to practice no later than fifteen minutes from the time of school dismissal. An athlete who lingers in the locker room is holding back the entire team.

In order that athletes and their parents may plan according and for the welfare of the athlete, the following is suggested concerning the length of practices:

- a. Senior High Athletes – 2 hours
- b. Junior High Athletes- 2 hours

When school is called off because of bad weather, there will be no athletic practices. There will be No Athletic Practices held on Sundays and Holidays.

ADMINISTRATIVE OPEN GYM POLICY

1. Open to Giltner Students K-12 under the Direct Supervision of a Giltner Coaching Staff Member or School Administrator.
2. No Activities on SUNDAYS.
3. A Coach will be allowed to work with a group of students whenever he wants as long as he follows NSAA Rules and it is on a voluntary basis.
4. ALL OPEN GYM SESSIONS will have had prior ADMINISTRATIVE APPROVAL and will be on the Calendar.
5. ALL OPEN GYM SESSIONS AND STUDENTS WORKING WITH A COACH will be on a voluntary basis.

8. CUTTING THE SQUAD

As a rule we aim to carry as large as possible athletic squads in order to give everyone a chance. The only times a squad might be cut are:

- a. When a junior or senior does not stand a chance of playing, they will be so advised.
- b. As an individual when they do not wish to follow the athletic guidelines.

We aim to do nothing in any of our programs which will cause an individual to become discouraged and drop out on their own accord. We hope to keep athletes involved up until they may find out for themselves at the varsity level.

9. EQUIPMENT

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

All equipment will be checked out to individuals at the beginning of the season by the coach in charge. The athlete will be responsible for this equipment and should be prepared to pay for the cost of replacement if it is not checked in at the end of the season in reasonable condition.

It is the responsibility of the athlete to check in the equipment at the end of the season or immediately, should they quit the sport. If an athlete fails to

check in their equipment at the designated time or immediately, should they quit the sport, they will be expected to pay for the cost of replacement.

All collections for lost equipment will be handled in the respective principal's office.

At no time should an athlete wear equipment checked out to him except for practices and contests. Any athlete found to be wearing school equipment outside of practice and possessing school athletic equipment can expect to be treated as possessing property not belonging to him.

10. LETTERING REQUIREMENTS.

Each time an individual letters in the senior high, they will be awarded a letter certificate by the coach of that sport at the conclusion of the season. The first time, and only the first time, that an individual letters in any sport at the senior high level, he/she will be awarded by the coach the standard chenille letter representative of athletics of the senior high.

FOOTBALL – To be eligible, an athlete must average one quarter of participation for each game played. The above requirements can be waived in the case of an athlete who has contributed a great deal to the team. In all cases the athlete must have the coach's recommendation.

BASKETBALL – To be eligible an athlete must play in at least one-third of all varsity quarters played during the regular season. The above requirement can be waived in the case of an athlete who has contributed a great deal to the team. In all cases the athlete must have the coach's recommendation.

VOLLEYBALL – To be eligible an athlete must play in one-half of all varsity sets. The above requirement can be waived in the case of an athlete who has contributed a great deal to the team. In all cases the athlete must have the coach's recommendation.

TRACK – The athlete may letter by:

- a. Averaging 1.5 points per meet scheduled (district & state meets not included) and participation in over 50 percent of the scheduled meets. (Average is for meets he/she participated in rather than the total scheduled.)
 - b. Placing in an individual event in the conference or district.
 - c. Being a member of a relay team which places 3rd or higher in conference or district.
 - d. Qualifying for the state meet on a relay.
- The above requirements can be waived in the case of an athlete who has contributed a great deal to the team. In all cases the athlete must have the coach's recommendation.

OTHER INFORMATION REGARDING LETTERING.

- A. In the senior high all requirements are based on varsity competition only.
- B. When an athlete accepts their letter they agree:
 - 1) To accept all the responsibilities which go along with the letter.
 - 2) To continue to be active in the athletic program unless because of definite personal problems or injury.
 - 3) In the case of senior high athletes, they agree to belong to the respective Lettermen's Club.

11. DRESSING ROOM POLICIES

All athletes will be under the direct supervision of the coach in charge while dressing. An athlete must not linger in the dressing room, be rowdy, or endanger the safety of others. All cases of misconduct while dressing will be dealt with by the coach in charge.

Athletes are always to respect all equipment and supplies in the training room. Coaches offices and equipment rooms are off-limits to all athletes except student managers. Exception: the athlete is asked to enter for a conference by the coach.

12. CODE OF CONDUCT

The coaching staff and school administration expect our athletes to be something special, so therefore, an athlete is expected to meet demands that the normal student does not. Also, because athletics are very demanding upon an individual, both mentally and physically, this code of conduct should be followed.

a. Appearance

- i. Athletes will always be neat, clean & well groomed.
- ii. All athletes will always take pride in their dress and appearance. No outlandish dress or attire will be permitted.

b. NO SMOKING

There is no place in athletics on the junior or senior level for an athlete who smokes. An individual who smokes and who tries to participate in athletics is not only hurting himself, but he/she is hurting the entire team. All cases of smoking will be handled by the Athletic Director.

c. NO DRINKING OR USE OF DRUGS

There is no way to justify an athlete using any form of alcoholic beverages or any form of drugs. Again, they are hurting themselves as well as the team. All cases of drinking or the use of drugs will be handled by the Athletic Director.

d. REGULAR SLEEP

All athletes will be expected to follow the hours established by their respective coach. As a general rule, an athlete should be home at 10:00

p.m. the night before any school day and by 1:00 a.m. on any weekend night. The athlete should definitely be home the night before a contest. Any sleep lost can never be caught up and an athlete is much better off to establish regular hours of sleep.

e. GOOD EATING HABITS

An athlete should eat plenty of meat, vegetables, bread and fruits. They should drink plenty of milk except prior to a contest. Breakfast should become a very important meal while they are in training. For a pre-game meal, an athlete should use good judgment in always eating foods which are easily digested.

f. CHAMPIONSHIP LIVING

Since athletics are very demanding, an athlete should always use good judgment in such things as his outside interests – dating, parties and automobiles.

An athlete needs to remember that they are not only representing themselves, but also their school and community in all of their actions. We like to think of our athletes as being our best citizens, so therefore, all athletes should remember the following activity policy covering all activities of Giltner High.

Any student of Giltner High who, during the school term (school term to include fall season practices before the school term starts) is:

- a. convicted of any criminal charge involving the use or possession of any illegal drug or of an alcoholic beverage; or
- b. determined to be a delinquent child under the juvenile status as a result of the use or possession of any illegal drug or alcoholic beverage; or
- c. convicted of any criminal charge or determined to be a delinquent child under any other circumstance which is indicative of behavior not representative of a good citizen; may be ruled ineligible to participate in any interscholastic competition of the athletic program of the Giltner Junior-Senior High for a time period not less than three contests.

The student will be withheld competition from the time of known arrest or from the time of known charge under criminal or juvenile act if the activities director and /or coach feel this evidence supports the charge. If convicted as charged or found to be delinquent as above stated the three contests suspension period will start at the time of the arrest or at the time the charge is made. If found not guilty or found not delinquent, the suspension will be lifted immediately.

In addition, a student may be withheld from participation in the co-curriculum by the administration, should they not show good citizenship while in attendance at school.

All cases of misconduct by the athlete concerning the above policy will be reviewed by the activities director, the respective head coach and the principal. Should an athlete and/or parents ever have a question concerning this activity policy or any other parts of these athletic guidelines, they may request a conference with the before mentioned to discuss the matter.

Upon the knowledge of the school of any athlete being in conflict with the before mentioned policy, a conference will be scheduled within three days between the athlete, the principal and the activities director. All penalties administered to the athlete by the school as the result of this conference will be forwarded immediately to the parents by letter for the parents' information. After receipt of the letter by the parents, should there still remain a question, the parents may then request within three calendar days a conference between the before mentioned individuals to discuss the matter further.

NEBRASKA SCHOOL ACTIVITIES ASSOCIATION

Procedure For Due Process

Due process is a procedure which courts of law recognize as a necessary part of any rules and regulations. Due process furthermore, and of primary importance, recognizes the rights of the individual since it outlines his/her recourse in the event he/she feels a wrong decision has been made. The due process steps outlined hereafter is the procedure for an athlete and his/her parents to follow in appealing decisions relating to eligibility to participate in activities sponsored by the Nebraska School Activities Association. It should be understood that athletes and parents will be expected to follow the due process steps in the event legal action should be initiated at some later date.

STEPS ONE THROUGH NINE should be followed in the enforcing of all rules and regulations adopted by the Board of Education concerning the conduct and eligibility of students participating interschool activities.

If the alleged infraction involves the possible violation of the Constitution, Bylaws or Approved Rulings of the Nebraska School Activities Association, STEPS ONE THROUGH ELEVEN should be followed.

1. The school administration and activity sponsors should recommend rules and standards to govern the students of their school who participate in interschool activities. These rules and regulations should be reasonable, should not be discriminatory, and should be related to the purpose of the activity.
2. The rules and standards governing the students participating in interschool activities should be adopted by the school district's Board of Education. The rules and standards should become a part of the Board of Education's written policy.
3. The school administration must inform all participants in interschool activities of the rules and standards regarding conduct and their eligibility to participate as well as the penalty if these rules and standards are violated.
4. All rules and regulations should be enforced without exception.

5. In the event of an alleged infraction, an administrator of the schools in which the alleged infraction occurred shall investigate the alleged infraction.
6. If the investigation discloses the probability of an infraction, a hearing should be held by a school administrator. Notice of the hearing should be given to the student. The notice should contain an outline of the alleged infraction. Witnesses should testify, the student should be given an opportunity to confront such witnesses, the student may be allowed counsel if he/she desires it and the student should be given the opportunity to call witnesses.
7. A statement of findings of facts from the hearing shall be compiled and the student and parents provided a copy.
8. The administrator should make a decision on the case and inform the student of such. A written statement should be given to the student and parents. (A request for information from the Executive Secretary may be made, but he will not give a ruling.)
9. If the athlete and his/her parents are not satisfied with the findings of the hearing, a second hearing may be requested before the next highest administrative level of the school system (principal, superintendent, Board of Education.) The school administrator must receive in writing a request for such a second hearing within fourteen days of the notification of the decision of the first hearing.
 - a. The student will be provided with an opportunity to testify, question, and present other evidence on his/her behalf at the hearing. A counsel may be present.
 - b. Proceedings of the hearing, including the decision, will be put in writing, and a copy of these proceeding will be mailed to the athlete and his/her parents.
10. If the athlete and his/her parents remain dissatisfied with the findings of the second hearing, a review by the Executive Secretary of the Nebraska School Activities Association may be requested through the school. The school administrator, must receive in writing a request for such review by the Executive Secretary of the NSAA, shall also enclose a copy of the (a) original appeal letter from the athlete and parents, (b) school's formal reply outlining violation or infraction leading to the ineligibility status and (c) proceedings of both hearings.
 - a. The Executive Secretary of the NSAA will inform the administrator of the school as to the outcome of his review within seven days after receiving from the school the written appeal of the student and his/her parents.
 - b. The athlete and his/her parents will be mailed a copy of the outcome of the review from the Executive office of the NSAA.
11. If the athlete and his/her parents remain dissatisfied with the findings of the review by the Executive Secretary of the NSAA,

they may appeal in writing through the school for either a review by or a hearing before the Board of Control of the Nebraska School Activities Association through the Executive Office of the NSAA. The school administrator must receive the written request for such a review or hearing within fourteen days of mailing of the review by the Executive Office of NSAA.

- a. The Board of Control will act on request for a hearing not later than its first regularly scheduled meeting after receiving the written appeal through the school.
- b. The student will be provided with an opportunity to testify and present other evidence on his/her behalf at the hearing. Such persons are entitled to be represented by Counsel.
- c. Proceedings of the hearing, including the decision, will be written in writing, and a copy of these proceedings, including the decision, will be provided the student, his/her parents, and the concerned school by certified mail.

NSAA ELIGIBILITY RULES

In order to represent a high school in interscholastic athletic competition, a student must abide by eligibility rules of the Nebraska School Activities Association. A summary of the major rules is given below. Conduct the principal or activities director for an explanation of the complete rule.

1. Student must be an undergraduate.
2. Student must be enrolled in at least twenty hours per week and regular in attendance, in accordance with the school's attendance policy at the school he/she wishes to represent in interscholastic competition.
3. Student must be enrolled in some high school on or before the eleventh school day of the current year.
4. Student is ineligible if 19 years of age before August 1 of current school year.
5. After a student's initial enrollment in grade nine, he/she shall be ineligible after eight semesters of school membership.
6. Student must have been enrolled in school the immediate preceding semester.
7. Student must have received twenty semester hours of credit the immediate preceding semester.
8. Once the season of a sport begins, a student shall compete only in athletic contests/meets in that sport which are scheduled by his/her school. Any other competition will render the student ineligible for a portion of, or all of, the season in that sport.

The season of a sport begins with the first date of practice as permitted by NSAA rules. The fall sports season begins August 14, 2006 and ends with the state meets in the fall sports. The winter sports season begins November 13, 2006 and ends with the state meets in the winter sports. The spring sports season begins February 26, 2007 and ends with the state meets in the spring sports.

9. A student shall not participate in sports camps or clinics during the season of a sport in which he/she is involved, either as an individual or as a member of a team.
10. A student shall not participate on an all-star team while a high school undergraduate.
11. A student shall be ineligible for ninety days to represent a school in interscholastic competition at the varsity level if the school is located in a school district other than the district in which his/her parents maintain their domicile. (Check with school administrator for an interpretation of rule if the school district where parents reside has no high school or if there are two or more high schools within a district.)
12. A student is ineligible for ninety school days if his/her parents have changed their domicile to another school district and the student has remained in former school which is in a different school district. (EXCEPTION: If parents have moved after school has started, the student will be eligible to compete for the remainder of the school year, or if parents have moved during the summer which immediately precedes the school year and the student is in grade twelve and has attended high school for two or more years, the student is eligible for that school year in the school district from which the parents moved.)
13. Guardianship does not fulfill the definition of a parent. If a guardian has been appointed for a student, the student is eligible in the school district where his/her natural parent (s) has their domicile. Individual situations involving guardianship may be submitted to the Executive Director for his review and a ruling.
14. A student shall not participate in a contest under an assumed name.
15. A student must maintain his/her amateur status.

Date _____ School _____

Name of Student _____

Date of Birth _____ Place of Birth _____

This application to compete in interscholastic athletics for the above-named high school is entirely voluntary on my part and is made with the understanding that I have read the eligibility rules and regulations of the State Activities Association and I am not in violation of such rules.

Signature of Student _____

I am the Student's (Parent) (Guardian)

Signature of Parent or Guardian _____

Address _____

City _____ State _____

PARENT'S GUARDIAN'S CONSENT

I hereby give my permission for _____ to practice and compete for Giltner High School in activities approved by Nebraska School Activities Association except those crossed below.

BASKETBALL	PLAY PRODUCTION	SPEECH
MUSIC	FOOTBALL	TRACK
VOLLEYBALL	JOURNALISM	

WARNING

The purpose of this **WARNING** is to bring to your attention the existence of potential dangers associated with athletic participation. Participation in any athletic activity may involve injury of some type. The severity of such injury can range from minor cuts, bruises, sprains, and muscle strains to more serious injuries to the body's bones, joints, ligaments, tendons, or muscles, to catastrophic injuries to the head, neck and spinal cord. On rare occasions, injuries can be so severe as to result in total disability, paralysis, or death.

Even with the best coaching, the use of the best protective equipment and strict observance of rules, injuries are still a possibility.

Parent/Guardian

Student

Date

Student Legal Name: _____

Date of Birth: _____

Address: _____

Phone #: _____

Mother's Name: _____

Address (if different): _____

Phone # (if different): _____

Place of Work: _____ **Work Phone #** _____

Father's Name: _____

Address (if different): _____

Phone # (if different): _____

Place of Work: _____ **Work Phone #** _____

List Any Names & Numbers to Contact in Case of EMERGENCY:

List Any Medical Conditions that the school should be aware of:

The Attachment of our signatures below indicates that my parents and I have read and understand the contents of the student handbook and will return this form to the principal.

Student Signature: _____

Parents Signature: _____

