

Official 7-12

**High School
STUDENT HANDBOOK**

**HEARTLAND COMMUNITY SCHOOLS
HENDERSON/BRADSHAW**

2011-2012

TABLE OF CONTENTS

Personnel-----	4
Technology Policy-----	7
Course Offerings-----	12
Attendance-----	14
Tardiness-----	14
Make-up Slips-----	17
National Honor Society-----	19
Body Piercing-----	22
Grounds for Suspension, Expulsion-----	27
Bullying Policy-----	28
General Training Rules-----	30
Honor Roll-----	34
Lunch Tickets-----	37
Student Attire-----	42
Tornado Safety Rules-----	47
Writing Responsibly-----	49
Visitors-----	49
Immunizations-----	52
Catastrophic Insurance-----	61
Student Fees-----	67
Level of Consequences-----	69
Schedule-----	70
School Calendar-----	70

GOALS OF HEARTLAND COMMUNITY SCHOOL

The Heartland Community School has as its main purpose providing the maximum educational opportunity for each child within the limits of his/her own capacity. It is felt that each child should be provided with mental and physical skills which will enable his/her own highest educational level and prepare for a productive adult life in an ever-changing world.

Heartland Community School believes that the social, intellectual, emotional and physical requirements of the individual student should be provided for in an instructional program that is an interrelated, continuous process which is flexible in design.

Heartland Community School believes in the importance of creating a learning climate which develops positive self-images and instills a sense of mutual trust and respect among faculty and students while maintaining a facility that is conducive to instruction and learning, as well as being aesthetically pleasing.

Heartland Community School recognizes the need to maintain a support staff which positively aids the instructional staff in establishing the proper learning climate for students.

Heartland Community School promotes the fostering of good citizenship, leadership, and self-discipline through its extra-curricular programs.

The Board of Education and Administration of Heartland Community School conducts the business of the District in an effort to provide quality education within reasonable cost while striving to obtain the best school system.

Heartland Community School is a reflection of the students and staff who occupy the facility. Your pride is reflected in how well you manage the neatness in the hallways, your areas of responsibilities and yourself. Your pride is directly apparent to all visitors once they enter the doors. Lets each do our part to make our school something we can be proud of.

SCHOOL PERSONNEL

7-12 Secondary Staff

Dr. Norman E Yoder	Superintendent	Superintendent's Office
Tim Carr	Secondary Principal	Principal's Office
Cindy Huebert	Elem Principal, Curric Coor	Elem Office
Marietta Adams	Resource	200a
Lindsay Bartling	English, Speech, NHS, Drama	103
Cole Blomendahl	Ag, FFA, Asst FB, Asst JHGBB	Ag Shop
Debb Brisk*	Speech Pathologist	405
Brenda Glunz	Volleyball	
Julie Goertzen	English, Journalism, Yearbook	111
Erik Gray	Resource	200b
Lynn Hall*	Vocal, Music, Asst JH BBB	Music
Linda Koehler	7-12 Guidance, Careers	Guid Off
Joe Lundstrom*	Phys Ed, Social Studies	208
Susan Mazour	Social Studies, JH VB, B Golf	109
Gina Mestl	Media Specialist	Library
Kristy Most*	Computer, Business, FBLA	108
Nora Ohrt	Asst Track	
Jonathan Baehr*	A.D., Title I, BBB, G Golf	315
Carrie Regier	Science, Math	201
Marc Regier	Science, Asst Track	401
Britany Renz*	Art, Photography	210
Elizabeth Rios	Spanish	206
Justin Sand	Ind Tech, JH FB, JH G & B BB	Ag Shop
Jaimee Schmidt	Asst VB	
Royce Schweitzer*	Instrumental Music	Music
Jessica Siebert	Asst Track	
Lee Smith	JH FB	
Corbin Tessman	Asst Track	
Margalee Thomas	Computer, Math, Comp Coor	105
Greg Vanderneck	Math, JH VB	107
Greg Veerhusen	G BB, Asst FB	
Susan Watt	7 th /8 th English, Reading, Title1	206
Erik Wetjen*	Phys Ed, Health, FB, Asst GBB	Gym
Tim Wiemer	Asst B BB	
Linda Zuehlsdorf	Family & Consumer Science	106

*indicates some duty in elementary

Paraprofessionals: Carolyn Peters–Lunchroom; Mary Hiebner–HS Library, Lunchroom

Bookkeeper: Susan Gerken

Secretaries: Susan Gerken, Carolyn Peters, Jessica Tessman

Maintenance: Matthew Quiring, Head Maintenance; Robert Orlando, Asst; Roy Nunnenkamp, Asst.

Cooks: Valorie Quiring, Food Manager, Part-time Lunch Room Assistants: Tammie Sheridan, Laurie Holley, Sandy Brunssen, Shirley Ulrich.

Board of Education: Paul Brune, President; Gary Braun, Vice President; Debra Wilhelm, Secretary; Boyd Stuhr Jr., Treasurer; Kent Allen, and Glenn Larson, members.

HEARTLAND COMMUNITY SCHOOLS

HENDERSON/BRADSHAW

9-12 STUDENTS

The "No Child Left Behind Act of 2001" requires that school districts provide military recruiters and institutions of higher education access to secondary student's names, addresses, and telephone listings. Parents or legal guardians of secondary students (grades 9 – 12) have the right to request that Heartland Community Schools does not provide such information to military recruiters or institutions of higher education, without their prior written parental or legal guardian consent.

If you do not want your child's name released, please fill out the form below and return to the office by August 26, 2011.

REQUEST TO BLOCK

RELEASE OF INFORMATION

Please do not release the records of my son/daughter _____
Name
to military recruiters or college recruiters without written permission from us.

Date

Signature of Parent/Guardian

**JOINT PARENT/GUARDIAN AND STUDENT FORM
INDICATING BOTH PARTIES UNDERSTANDING
THE PARENT/GUARDIAN STUDENT HANDBOOK**

INTENT OF HANDBOOK

This Handbook is intended to be used by students, parents and staff as a guide to the rules, regulations, and general information about Heartland Community School. Each student is responsible for becoming familiar with the Handbook and knowing the information contained in it. Parents are encouraged to use this Handbook as a resource and to assist their child in following the rules contained in this Handbook.

Although the information found in this Handbook is detailed and specific on many topics, the Handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise during any school day, or school year. This Handbook does not create a "contract". The Administration reserves the right to make decisions and make rule revisions at any time to implement the educational program and to assure the well being of all students. The Administration will be responsible for interpreting the rules contained in the Handbook. Should a situation or circumstance arise that is not specifically covered in this Handbook, the Administration will make a decision based upon all applicable school district policies, and state and federal statutes and regulations.

I have read the Heartland High School Student Handbook and agree to support the organizational pattern prescribed therein.

Student's Name

Date

Parent/Guardian Signatures(s)

**PERMISSION TO RELEASE HONOR ROLL INFORMATION
TO THE NEWSPAPER**

Heartland Community School has my/our permission to release (my/our) child(ren's) name(s) to the public (radio/newspaper) should he/she/they make the honor roll this school year. Your permission is required due to the Buckley Amendment (Privacy Act). WE WILL BE UNABLE TO RELEASE YOUR STUDENT(S) NAME(S) WITHOUT YOUR SIGNATURE BELOW.

Student's Name

Date

Parent/Guardian Signature(s)

**HEARTLAND COMMUNITY SCHOOLS WEB SITE
PERMISSION FORM**

I give permission for use of group or individual pictures of my child and his/her artwork and/or projects to be published on our website, www.heartlandschools.org.

Student's Name

Date

Parent/Guardian Signature(s)

PLEASE SIGN A PERMISSION FORM FOR EACH STUDENT.

Heartland Community Schools

Henderson/Bradshaw

Terms and Conditions for Technology Use

General Information

Heartland Community Schools is the provider of computing and communication service. The name of the system will be known as the **Heartland Community Schools Technology System**. The computing network resources may be used by **Member Users** which may include professional staff, students, and other authorized employees of the District.

Appropriate use for these resources includes instruction, authorized research and study, and the official work of the offices, departments, and organizations of the Heartland Community Schools District.

Technology system administrators of the Heartland Community Schools are employees and/or appointees of the Heartland Community Schools and they have the right and responsibility to monitor all activity connected to the system.

Authorized Member Users must adhere to strict guidelines as described within the **Terms and Conditions for Technology Use** and the **General Code of Conduct**. These guidelines are provided here so that Member Users and the parents of students are aware of the responsibilities pertaining to the use of Heartland Community Schools Technology System.

Network System Use

Any member of the Heartland Community Schools Professional Staff and students of Heartland Community Schools in grades K-12 will have access to software applications. This will allow users access to application software designated for their specific needs (ie., word processing, multimedia programs, etc.).

Internet Access

Students may use the Internet communication system for the purpose of completing educational projects assigned by and under the supervision of teachers. Students must complete the **Application and Agreement for Telecomputing**. The application and agreement for telecomputing shall not be effective unless and until it is accepted in writing by an authorized representative of School District, herein referred to as the "system administrator".

Dear Parents,

Please read carefully before signing the Parent/Guardian section of the **Application and Agreement** form.

The benefit of being connected to the Internet is that it expands classroom teaching dramatically by making many fascinating resources, including original source material from all over the world, available to students, teachers, and media specialists. It brings information, data, images, and even computer software into the classroom from places around the globe, and it does this almost instantaneously. Access to these resources can involve students in individual and group projects, cross-cultural collaborations, and idea sharing not found in schools that lack Internet access.

Internet access also makes possible contact with people all over the world, bringing into the classroom experts in every content area and counterparts in other schools. With an Internet connection, our network can become a valuable source of information for others, as well.

Computer networks can be a great motivator for students, and their use encourages the kind of independence and autonomy which many educators agree is important for students to achieve in their learning process. Internet is a valuable means for addressing the needs of all students, regardless of class, race, gender, age, ability, or disability.

While the benefits of the Internet are enormous, parents need to be aware that the Internet is an open system which contains pockets of inappropriate material also. Staff members of Heartland Community Schools will make every effort to prevent your son's/daughter's access to objectionable materials on the Internet. We ask your assistance in developing responsible attitudes, reinforcing appropriate behaviors, and observing security practices on the network.

Using Internet is similar to using a library card at a public library. The library card allows access to the public library for responsible use of educational materials. Access to Internet allows for responsible use of educational materials. A student using Internet agrees to use the system responsibly, respectfully, and in accordance with rules of school behavior. Internet is not to be used for commercial purposes, illegal activities, or transmission of copyrighted materials or software. Students are solely responsible for any and all activity. Any unauthorized use of Internet through Heartland Community Schools is strictly prohibited.

In order to be allowed access to Internet for the purpose of completing educational projects assigned by teachers, students must complete the **Application and Agreement for Telecomputing Account**. The agreement requires parent/guardian signature.

Included is a copy of the Heartland Community Schools **Terms and Conditions for Technology Use** and the **General Code of Conduct Related to Electronic Communications or Computing Facilities Use**. They are the policies and guidelines that our system has developed to govern and guide the use of all technology including the Internet. Please read them thoroughly, and discuss them with your son/daughter.

Any questions you may have may be addressed to us. Return form to office by Friday, August 26, 2011.

Sincerely,

Cindy Huebert
Elementary Principal

Tim Carr
Secondary Principal

Heartland Community Schools

General Code of Conduct Related to Electronic Communications or Computing Facilities Use

The basis of responsible, considerate and ethical behavior expected by the Heartland Community Schools District extends to cover use of the District microcomputers, use of District network resources, and use of networks throughout the world to which the District provides access. The following list does not cover every situation which pertains to proper or improper use of these resources, but it does suggest some of the responsibilities which Member User accepts if user chooses to work within the Heartland Community Schools Technology System.

- * Member User shall act responsibly and respect the rights of others.
- * Member User must not submit, publish, or display on any Heartland Community Schools Technology System facility any defamatory, inaccurate, abusing, obscene, profane, sexually oriented, racially offensive, threatening, or illegal materials.
- * Member User shall not encourage the use of controlled substances on any Heartland Community Schools Technology System. Controlled substance refers to substances deemed illegal by federal or state law.
- * Member User may not download copyrighted material which includes programs, graphics, sounds, text, etc. for their own or other's use.
- * Member User may not create, alter, or delete any electronic information contained, or posted to any District computer or affiliated network. This may include the plagiarizing of data for the purpose of class assignments.
- * Member User must avoid tying up computing resources for game playing or trivial applications; sending frivolous or excessive mail or messages locally or over an affiliated network; printing excessive copies of documents, files, images, or data.
- * Member User must refrain from using unwarranted or excessive amounts of storage.
- * Member User must not create and send or forward electronic chain letters.
- * Member User shall not provide passwords for others to use. (If Member User believes that someone has obtained unauthorized access to an account, they should notify the system administrator of this concern.)
- * Member User shall not attempt to log in to restricted folder
- * Member User shall not vandalize any electronic communications or computing facilities of the Heartland Community Schools Technology System.

HEARTLAND COMMUNITY SCHOOLS
POLICY CONCERNING INTERNET USE BY STUDENTS

It shall be the policy of Heartland Community Schools, to provide educative and curriculum related opportunities to the students of the district by providing telecomputing services by (Internet) the school district to the students of the district. The district by adopting this policy recognizes that access to the Internet, data available through the Internet and the placing of data onto the Internet may be technically difficult to monitor and control. It shall, in recognition of the educative and curricular benefits of Internet be the policy of this district to revoke the privilege of any use who misuses the Internet by engaging in activities not related to the educative purposes or to the curricular offerings of the district.

User access will be prohibited and revoked as to any person who uses the Internet for activities such as, but not limited to, receiving or inputting pornographic materials, promoting violence, engaging in racial, gender or other slurs, receiving or transmitting information pertaining to dangerous instrumentalities such as bombs, automatic weapons, or other illicit firearms, weaponry, or explosive devices, for engaging in uses of a defamatory nature, for personal attacks on or "flaming" of another, for engaging in non-educative or non-curricular related conversations, including chat rooms.

Additionally, to the extent that it can be reasonably determined by the administration what fees if any have been incurred by a person for non-authorized purposes, it shall be the policy of this district to seek reimbursement and full restitution from the student or his or her parent or guardian, for use of the Internet in a manner inconsistent with this policy.

It shall further be the policy of this district to provide a copy of this policy to each student user of the Internet and to his or her parent or guardian.

I agree, in return for the use of a computer at Heartland Community Schools to the following responsibilities:

1. I will treat the equipment with care and respect and may be responsible for any damage I may cause.
2. I will do nothing that will in any way cause damage to the programs or the server.
3. I will not visit sites on the Internet that are inappropriate for a public school situation (as listed above in policy for Responsible Users).
4. No chat-lines unless teacher assigned.
5. Any students on the down list with an F, will be off the Internet.

Consequences:

- 1st offense - Parent notification + 15 (fifteen) school days of no computers.
- 2nd offense - Parent notification + 30 (thirty) school days of no computers.
- 3rd offense - Parent notification + 60 (sixty) school days of no computers.

Days will carry over into the next year!

During a students consequences, papers due to teachers will either have to be done on computers outside of Heartland Community Schools or on a typewriter.

HIGH SCHOOL COURSE OFFERINGS

FRESHMEN

*English 9, English I
*Physical Science or Science 9
*Algebra I, Pre Algebra, Geometry
*Vocational
 FCS I-II
 Intro To Business
 Agri Science
*Computer Application
*World History
Chorus
Band
Art I
Drivers Ed (Summer)
Journalism I
Physical Education

JUNIORS

*American Lit/Comp or English III
*American History
Algebra I, II, Math Standards
Geometry
Pre Calculus
German II
Speech (1 semester)
Advanced Agriculture I, II
Woods/Electricity
Skills Living/Culinary Foods
Chemistry or Biology
Art I, II, or III
Chorus
Accounting I, II
World History
Drafting I, II
Band
Physical Education
Spanish I, II
Journalism I, II, III
Economics
Business Law
Ag Projects

***Required Classes**

SOPHOMORES

Business Law
English 10, English II
*Biology or Phys Science
*Physical Ed/Health
Algebra I
Geometry or Algebra II
Skills Living/Culinary Foods
Welding/Adv. Welding
Art I, II
Band
Chorus
Journalism I, II
Spanish I
Accounting
Woods/Electricity
Drafting

SENIORS

*Lit/Comp, English IV
*American Government
*Physical Education
Math Standards
Geometry
Algebra II
Pre Calculus/Calculus
Probabilities/Stats
Advanced Agriculture I, II
Chemistry
Physics
Psychology/Sociology
TECHS
Skills Living/Culinary Foods
Drafting I, II
Accounting I, II
Art I II III IV
Modern Problems
Speech (1 semester)
Economics
Spanish I, II
Journalism I, II, III, IV
Chorus
Band
Business Law
Science Seminar
Ag Projects
Woods/Electricity

REQUIREMENTS FOR GRADUATION

Graduation from high school will be made on the recommendation of the Principal or Superintendent, provided the student has completed the following requirements:

English	40 hours	Comp. Appl.	5 hours
Math	30 hours	Speech	5 hours
Science	30 hours (beginning with class of 2015)	Health	5 hours
Social Studies	30 hours	P.E.	10 hours
(American History, American Government, World History required)		Fine Arts	5 hours
		(Art, Vocal Music, Band)	

230 credit hours required for graduation.

ANTI-DISCRIMINATION & HARRASSMENT POLICY

Elimination of Discrimination. The Heartland Community Schools hereby gives this statement of compliance and intent to comply with all state and federal laws prohibiting discrimination or harassment and requiring accommodations. This school district intends to take necessary measures to assure compliance with such laws against any prohibited form of discrimination or harassment or which require accommodations.

Preventing Harassment and Discrimination of Students. Purpose: Heartland Community Schools is committed to offering employment and educational opportunity to its employees and students in a climate free of discrimination. Accordingly, unlawful teachers, co-workers, students or other persons is prohibited. In addition, the Heartland Community Schools will try to protect employees and students from reported discrimination or harassment by non-employees or others in the work place and educational environment.

ASBESTOS NOTIFICATION

The Environmental Protection Agency regulation requires that all students, patrons and employees of the Heartland Community Schools be notified as to the location of asbestos containing materials in the school building.

Recent inspections conducted by ATC Environmental, Inc., of Omaha confirmed earlier inspections conducted in 1983 that there is pipe insulation containing asbestos particles in several locations in the school. These are located in the old gym, the stage, the furnace room, room 112, and several maintenance storage areas. Although the pipe insulation does contain asbestos particles, ATC Environmental Inc., found them to be properly encapsulated and therefore poses no threat to the students or employees of Heartland Community School.

Management plans, as required by law, have been filed with the State Health Department and should the materials become damaged in any way, the proper action will be taken by school personnel to insure a safe environment for all students and employees. School Superintendent, Norm Yoder, and maintenance director, Matthew Quiring, have received special training, as required by the EPA, to deal with any asbestos related incidents.

If any employees or students have questions or observe any damage to any asbestos covered materials, they should contact the superintendent's office. A detailed diagram of existing asbestos locations in the school building may be obtained from the superintendent's office.

A plan of action to deal with the asbestos is available for inspection in the superintendent's office.

ATTENDANCE

Success in schoolwork requires regular attendance. The child who is frequently absent misses not only the instruction of the day but loses the continuity of the work presented, and oftentimes their work is affected for some time after their absence. However, parents should guard against sending children to school when attendance might be detrimental to their health or that of their classmates.

Punctuality is an important factor in school attendance. The child's schedule should be planned so that they will have ample time to eat a good breakfast and arrive at school on time without undue hurrying.

The administration is authorized to cooperate with parents in their requests for alternate, equally rewarding educational experiences for their children, such as travel.

Going to school is considered a full time job for all students. It is their duty to be on the job regularly and on time, the same as if working for an employer for pay. Each absence will be entered on your transcript for future employers to see. Parents must call the school office for all of the above absences, preferably by 8:45 AM.

A. More than eight (8) absences from any class or classes per semester, FOR ANY REASON, may constitute loss of credit for the classes involved.

The following are a part of the 8 absences allowed per semester:

1. Medical excuses - with note from doctor or dentist to verify excuse, preferably stating the time they were with the doctor.
2. Funerals of close friends or relatives.
3. Projects shown at state fair.
4. Family emergency.
5. Family outing - if school work is made up and approved prior to outing.
6. College visits (seniors) - if school work is made up and visit is scheduled by school counselor prior to visit.
7. Church observances with prior approval.

B. TARDINESS

Punctuality is an important quality for the student to possess. Just as in the work world, tardiness cannot be tolerated, so also the school must have a sound and firm policy in the matter.

W=warning D=detention (30 min.)

Tardy #	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
Conseq	W	W	W	D	D	D	D	D	D	3 Day ISS	D	D	D	3 Day OSS	D	D	D	5 Day OSS	D	D	D	Sem Susp

Students who are tardy, will receive the following consequence(s):

After 3 tardies: Warning

4-9 Tardies: one detention for each tardy

10th Tardy: three days in-school suspension

11-13 tardies: one detention for each tardy

14th tardy: three days out of school suspension

15-17 tardies: one detention for each tardy

18th tardy: five days out of school suspension

19-21 tardies: one detention for each tardy

22nd tardy: the student will be suspended for the remainder of the semester

No permission will be granted to leave the building during the school day except for emergencies or with special permission. All students will be expected to remain in school for lunch.

Eight unexcused tardies will be equivalent to one days' absence as pertaining to our attendance policy.

The accumulation of three (3) tardies in each class per semester carries a value equal to one (1) absence.

If a student should lose his/her credits for irregular attendance, he/she must retake those required classes for the semester in which the absences occurred. A student need not retake an elective class.

The student must have a parent/guardian call the school with the reason for absence excuse from a parent/guardian upon returning to school after an absence. Absence notice shall be given and work made up in advance when a student knows he/she will be absent. Phone calls will be made to the homes of students on the day of absence when no advance notice was given.

If a student is absent, the Admit to Class form must be obtained from the Principal's office and presented to the appropriate teacher (s) before being readmitted to class. Upon completion of make-up work, the teacher(s) will initial the form. The student must then return the completed form to the Principal's office.

If a student wishes to miss school due to a family outing, the Principal must be notified as soon as possible. All make-up work should be successfully completed and turned in before any scheduled outing (consideration will be given to emergency outings).

C. ADVISORY PROCEDURES

1. Advisory letters will be sent to parents or guardians when their child has accrued three (3) and six (6) absences per class during the semester.
2. After seven (7) absences, the parent/guardian/student will be notified to potential loss of credits by the Principal.

D. STUDENT'S RIGHTS TO DUE PROCESS - The following procedure will be followed to ensure due process:

A. THE PRINCIPAL, PARENT/GUARDIAN, AND STUDENT

1. Parents/Guardians/Students who wish to appeal the potential loss of credit must make this request within seven (7) days of notification. Requests for appeal must be made in writing on forms supplied by the Principal.
2. The Principal shall review all absences/tardies and exceptions to the limitation on absences due to chronic extended illness or other unusual circumstances will be considered.
3. The determination will be undertaken on a case by case basis. Each case will be considered on an individual basis.
4. The Principal will render a decision within three (3) days and notify the student/parent/guardian.
5. The request for a hearing may be filed by the student or the student's parents/guardians and presented within seven (7) days following the notification of pending credit loss.

B. THE SUPERINTENDENT

1. Upon rendering a decision, the Principal will forward the decision to the Superintendent. If the decision is a denial, the Superintendent will either support the denial or grant an

extension of absences. If the Superintendent supports the Principal's decision, he/she will so notify the student/parent/guardian and the party in question may request a hearing before the Board of Education. This request must be made within seven (7) days after receiving notification.

C. THE BOARD OF EDUCATION

1. The Board of Education shall serve as the appeal body and may grant or deny an extension of absences after hearing the case.
2. The Administration and Board of Education reserves the right to ask for the medical opinion for prolonged illness or chronic illness.

E. EXCESSIVE ABSENTEEISM

Students who accumulate eight (8) unexcused absences in a semester shall be deemed to have "excessive absences." Such absences shall be determined on a per day basis for elementary students and on a per class basis for secondary students. When a student has excessive absences, the following procedures shall be implemented:

1. One or more meetings shall be held between a school attendance officer, school social worker, or other person designated by the school administration and the parent/guardian and the student to report and attempt to solve the truancy problem. If the parent/guardian refuses to participate in such meeting, the principal shall place in the student's attendance records documentation of such refusal.
2. Educational counseling to determine whether curriculum changes, including but not limited to, enrolling the child in an alternative education program that meets the specific educational and behavioral needs of the child.
3. Educational evaluation, which may include a psychological evaluation, to assist in determining the specific condition, if any, contributing to the truancy problem, supplemented by specific efforts by the school to help remedy any condition diagnosed.
4. Investigation of the truancy problem by the school social worker, or if such school does not have a school social worker, another person designated by the administration to identify conditions which may be contributing to the truancy problem. If services for the child and his or her family are determined to be needed, the person performing the investigation shall meet with the parent/guardian and the child to discuss any referral to appropriate community agencies for economic services, family or individual counseling, or other services required to remedy the conditions that are contributing to the truancy problem.

F. REPORTING HABITUAL TRUANCY. Students of mandatory attendance age who accumulate twenty (20) unexcused absences per year shall be deemed to be habitually truant. If the student continues to be or becomes habitually truant, the principal shall serve a written notice to the person violating Neb.Rev.Stat. ' 79-201, (i.e., the person who has legal or active charge or control of the student) warning him or her to comply with the provisions of that statute. If within one week after the time such notice is given such person is still violating the school attendance laws or policies, the principal shall file a report with the county attorney of the county in which such person resides.

G. ATTENDANCE HEARINGS

All attendance hearings will be scheduled for the last week of the semester.

H. MAKE-UP SLIPS

It is the responsibility of the student upon returning to school after an absence to report to the office to receive a make-up slip.

Guidelines shall be set up for make-up work for students who are absent from school. The guidelines shall state the criteria to be used in determining whether and to what extent the opportunity to complete class work, including examinations, missed during a period of disciplinary suspension will be granted. These guidelines shall be reviewed for consistency and approved by the superintendent or designee.

The make-up work of students will be counted for course credit when satisfactorily completed according to the guidelines stated below.

To receive credit for work missed due to excused absences (e.g., personal illness, bereavement or emergency in the family, or participation in an approved school activity), the student, upon returning to school, is responsible a) for requesting assignments for make-up work and b) for completing the make-up work on his/her own initiative by the due date. The teacher will provide materials and assistance to a student who is making up work for these reasons.

To receive credit for work missed due to a parent requested pre-arranged absence (e.g., medical or dental appointment, religious observance, spectator at a school activity, short-term work requirement, applying for a job, family trip, college visit), the student is responsible a) for requesting assignments for make-up work prior to his/her absence and b) for completing the make-up work on his/her own initiative by the due date.

To receive credit for work missed due to an unexcused absence or disciplinary suspension, the student, upon returning to school, is responsible a) for requesting assignments for make-up work and b) for completing the make-up work on his/her own initiative, and on his/her own time either before or after school, by the due date. The amount of assistance the teacher is to provide, if any, will be determined by the teacher based on the teacher's work load and on whether the student displays a positive attitude towards the make-up work and a willingness to not engage in future unexcused absences or misconduct. The teacher may assign the student to different work to make up than they actually missed, in the same subject or topic area.

The date when make-up work is due will be determined by the teacher based on the content being studied and the length of student absence. Ordinarily, the student will be expected to complete work issued due to short-term absence (i.e., five days or less) within five days after returning to school. Students who plan to miss school due to a scheduled school activity or a parent requested prearranged absence may request assignments and make arrangements to complete part or all of the work prior to the absence.

I. MANDATORY AGES OF ATTENDANCE: The mandatory ages of attendances for truancy purposes are as follows: Parents or guardians of a child who will reach six years of age prior to January 1 of the current school year, but has not reached seven years of age, if they wish to be exempted from the new requirements regarding compulsory attendance of such children under seven, must sign an affidavit stating that the parent or guardian intends for the child to participate in an Exempt School and intends to file for exempt status with the Commissioner of Education on or before the child's seventh birthday.

Attendance is also not mandatory for a child who: (1) has obtained a high school diploma by meeting statutory graduation requirements; (2) has completed the program of instruction offered by a school which elects pursuant to law not to meet accreditation or approval requirements; (3) has reached the age of 16 years and such child's parent or guardian has signed a notarized release discontinuing the enrollment of the child on a form provided by the school; or (4) has reached the age of 16 as of July 16, 2011.

CLOSED CAMPUS

Students are to stay in school during the school day. If a student needs to leave the building for various reasons, they must have a note or phone conversation from parents and then receive permission from the Administration. After receiving permission, students must sign out and when returning, sign in. If students are late to school, they must sign in at the office.

No permission will be granted to leave the building during the school day except for emergencies or with special permission. All students will be expected to remain in school for lunch

LAW VIOLATIONS AND POLICE CUSTODY

Cases of law violations or suspected law violations by students will be reported to the police or other proper authorities, and to the student's parents or guardian as soon as possible.

When a principal or other school official releases a minor student to a police 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 police office with the address and telephone number of the minor's parents or guardian.

ACTIVITY ORGANIZATIONS:

STUDENT COUNCIL

Student Council is the representative student organization at Heartland Community School. Its purpose is to have open lines of communication between the school administration and the students as well as among the students themselves. The approved constitution is in the back of this Handbook.

President

Vice President

Secretary

Treasurer

Sponsors Mrs. Koehler, Mr. Schweitzer, Ms. Adams

STUDENT COUNCIL RENAISSANCE

Schools are facing many challenges today. Sometimes the true purpose of education gets lost in the struggle to provide the best education possible. Our school has started a Student Council Renaissance Program with some of our goals being:

1. Increased student attendance.
2. Improved overall academic performance, i.e. test scores, G.P.A.
3. Creating a positive and safe school environment.

This is a student based organization. Any student interested in being involved with the Renaissance Program, see Mr. Carr or Mr. Regier.

The Seventh and Eighth Grades students can apply to be on Student Senate. The Homeroom teachers will select one student from each homeroom to serve on Student Senate. The Student Senate will meet with Mrs. Koehler and other homeroom teachers as needed.

F.F.A.

The purposes of the Future Farmers of America organization are:

- to develop Agricultural Leadership, Cooperation and Citizenship
- to strengthen the confidence of students of agriculture education in themselves and their work
- to create more interest in the intelligent choice of agricultural occupations
- to encourage members to improve the farm home and its surroundings
- to develop character, train for useful citizenship, and to develop patriotism
- to encourage and practice thrift
- to encourage improvement in scholarship

- President - Rick Siebert Stu Co -
- Vice-Pres - Brenan Erb Reporter - Miranda Janzen
- Secretary - Brielle van den Berg Sentinel - Michael Brune
- Treasurer - Andrew Spader Parliamentarian - Daniel Quiring
- Junior Officers - Morgan Tracy, Matthew Hiebner, Brent Regier
- Sponsor - Mr. Blomendahl Meeting Room Ag. Ed. Building

F.B.L.A.

- President - Cody Brown News Reporter - Ashley Quiring
- Vice-Pres - Sondra Buller Historian - Rachel King
- Secretary - Lincoln Ruybalid Committee Rep - Allison Braun
- Treasurer - Ashley Bittinger
- Sponsor - Mrs. Most

OTHER ACTIVITIES AND SPONSORS

- Yearbook Mrs. Goertzen
- One Act Plays Miss Bartling
- Musical Miss Bartling

NATIONAL HONOR SOCIETY

Juniors and Seniors may be invited to join the Heartland High School Chapter of the National Honor Society. Selection for membership is based on four areas: scholarship, leadership, character, and service. The purpose of Honor Society is to promote excellence in these areas. The local chapter provides a framework for the individual student to grow by providing opportunities for leadership in the service to the school and community.

Scholarship - 3.4 GPA cumulative average

Leadership, service, and character - as demonstrated by activities and teacher recommendations. Leadership and Character: A cumulative minimum of 77% of all defined criteria met based on evaluations made by classroom teachers and activity sponsors. Service: One significant voluntary contribution to school and/or community.

- President - Andrew Spader
- Vice-President – Brielle van den Berg
- Secretary/Treasurer – Miranda Janzen
- Public Relations – Ashley Quiring & Maelyn Huebert
- Faculty Advisor – Miss Lindsay Bartling
- Faculty Council: Mr. Tim Carr, Mrs. Kristy Most, Mr. Marc Regier, Mrs. Linda Koehler, Mr. Lynn Hall

ACTIVITY FUNDS

The activity account records are kept by Mr. Carr in the office. However, each organization with monetary transactions will be responsible to keep a set of their own records. Treasurers of each organization will be provided the necessary forms.

ACTIVITY TRIPS

In most cases, a school bus will be provided for activity trips. Students are expected to go and return by means provided. Students may not return from an activity by means other than a school vehicle, unless with their parents and the parents have notified the office or the sponsor in writing.

ASSEMBLY PROGRAMS

Several assembly programs may be planned as the school year progresses. These performers are our guests and should be treated as such.

During football and basketball seasons pep rallies will occasionally be held.

Additional convocations are scheduled when necessary.

AWARDS

Letter awards may be earned by participation in athletics, dramatics, journalism, and scholastic.

DRAMATIC LETTERS

The requirements for a letter in Drama are as follows:

5 points to be earned as follows:

3 points for a major part in an all-school play (at the discretion of director)

1 point for a minor part in an all-school play (at the discretion of director)

2 points as head of a crew.

1 point for serving as a member of a crew.

3 points for major part in one-act play winning a I rating at Conference and District Contest.

2 points for minor speaking part in one-act play winning a I rating at Conference and District Contest.

2 points for minor speaking part in one-act play with a II rating at Conference and District Contest

1 point for anyone going to State in one-act.

1 point for everyone participating in Conference Speech Contest

2 points to anyone qualifying for State Contest

3 points for participation in oral interpretation of drama -winning a I rating at District Contest.

2 points for participation in oral interpretation of drama with a II rating at District Contest

3 points for participation in duet acting winning a I rating at District Contest

2 points for participation in duet acting winning a II rating at District Contest

3 points for a I rating in an individual event at District Contest

2 points for II rating in an individual event at District Contest

1 point for Final Round at Conference or at District Contest

2 points for a major part in an operetta (director's discretion)- students can apply these 2 points either to music or drama as he or she chooses 1 point for a minor part in an operetta (director's discretion)- to be applied to music or drama as the student chooses.

Points earned at other schools can be applied to a letter at Heartland Community Schools. All points are cumulative. Once a student has lettered, the point accumulation start over. All students expecting to letter in Dramatics must have the points verified by drama coach before April 30.

JOURNALISM AWARD

OUTSTANDING JOURNALIST AWARD

* Voted by all class members and sponsors.

JOURNALISM LETTER

1. Must be in the class for the whole year.
2. Must have an A-B average.
3. Must have won an award at the Nebraska High School Press Association competition or earned an award at the Journalism Summer Workshop.

REQUIREMENT FOR MUSIC LETTER AND AWARD

1. Two years membership in either band or mixed chorus.
2. Minimum number of 5 accumulated points.
 3. (a) Current membership in 3 official music organizations, one of which must be a small select group or, (b) membership in 2 official music organizations, and the satisfactory performing of a solo at contest of the equivalent; or, membership in two official musical organizations, plus serving as an accompanist for at least one group or soloist at contest or the equivalent; or (d) senior standing and completion of 4 years in band or 3 years in chorus.

REQUIREMENT FOR ART CLUB LETTER

Art Club members are able to letter by earning enough points to be equivalent to at least 50% of all activities held each year. These points are earned by participating in events held as well as other criteria. Each event is worth one point, wearing your art club t-shirt to each event is worth one point, and bringing items when needed is also worth a point.

SCHOLASTIC LETTER

To be eligible for a scholarship letter a student must maintain a 3.4 GPA. Freshmen are not eligible since the 3.4 GPA is based on the two previous semesters work. These two semesters must be the last semester of a school term and the first semester of the succeeding school year. Qualifying students must be registered for a minimum of five academic courses.

BELL SCHEDULE

8:10 Warning Bell	11:39 Per. 5 Begins
8:15 Classes Begin	12:09 Per. 5 Ends
9:03 Per. 1 Ends	12:57 Per. 5 Ends
9:54 Per. 2 Ends	1:48 Per. 6 Ends
10:45 Per. 3 Ends	2:39 Per. 7 Ends
11:36 Per. 4 Ends	3:30 Per. 8 Ends
Early lunch 11:36-12:06	School Dismissed
Late lunch 12:27-12:57	

Students will have three minutes between classes to reach their next class or study hall.

BODY PIERCING

It is inappropriate for students to wear body-piercing jewelry at school, other than jewelry for pierced ears. The school has found the presence of body piercing jewelry to be distracting to students, disruptive to the educational environment and poses a health risk and a continuing danger to students.

Students shall not be permitted to wear visible body piercing jewelry, including tongue adornment, while at school or during a school function on or off school premises. This prohibition applies to all visible parts of the body other than the ear. A student who wears such jewelry at school or a school function shall be required to remove it. Students, who fail to comply with the directive or violate the policy on a repeated basis, shall be subject to such disciplinary action as determined appropriate by the school administration.

This policy does not prohibit the adornment of the ears with jewelry connected to the ear by piercing or claspings. However, if the presence of jewelry on the ear poses a distraction for whatever reason, the student will be required to remove the jewelry while at school.

BUS DISCIPLINE

First report of misbehavior by bus driver results in a warning by the Principal.

Second report of misbehavior by bus driver results in Principal calling parents and reviewing bus discipline steps.

Third report of misbehavior by bus driver results in a one week bus suspension.

Fourth report of misbehavior results in a 9 weeks bus suspension from time of infraction.

RULES FOR BUS RIDERS

I. Previous to loading (on the road and at school)

1. Be on time at the designated school bus stops; keep the bus on schedule.
2. Stay off the road at all times while waiting for the bus. Bus riders must conduct themselves in a safe manner while waiting.
3. Wait until the bus comes to a complete stop before attempting to enter the school bus.
4. Be careful in approaching bus stops.
5. Bus riders should not be permitted to move towards the bus at the school loading zone until the buses have been brought to a stop.

II. WHILE ON THE BUS

1. Keep hands and head inside the bus at all times after entering and until leaving the bus.
2. Assist in keeping the bus safe and sanitary at all times.
3. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident.
4. Treat bus equipment as you would valuable furniture in your own home; damage to seats, etc., must be paid for by the offender.
5. Bus riders should never tamper with the bus or any of its equipment.
6. Leave no books, lunches or other articles on the bus.
7. Keep books, packages, coats and all other objects out of the aisles.
8. Help look after the safety and comfort of smaller children.
9. Do not throw anything out of the bus window.
10. Bus riders are not permitted to leave their seat while the bus is in motion.
11. Horse play is not permitted around or on the school bus.
12. Bus riders are expected to be courteous to fellow pupils and the bus driver.
13. Absolute quiet when approaching a railroad crossing stop.
14. In case of road emergency children are to remain in the bus.

III. AFTER LEAVING THE BUS

1. Cross the road, when necessary after getting off the bus (at least ten feet in front of the bus) but only after looking to be sure that no traffic is approaching from either direction.
2. Help look after the safety and comfort of small children.
3. Be alert to the danger signal from the driver.
4. The driver will not discharge riders at places other than the regular bus stop at the home or at school unless by proper authorization from the parent or school official.

IV. EXTRA-CURRICULAR TRIPS

1. The above rules and regulations would apply to any trip under school sponsorship.
2. Pupils shall respect the wishes of a competent chaperon appointed by the school.

CARE OF THE BUILDING

Except for sack lunches, no food or beverages may be brought to school and stored or eaten anywhere in the building. Our custodial staff does an excellent job in keeping this building clean and attractive. It will certainly help them if we all do our part in keeping lockers, desks, hallways, etc. as clean as possible.

CHURCH NIGHT

Wednesday night is church night. As a result, school activities are normally not scheduled for Wednesday evenings. Students are encouraged to participate in the activities of their church on Wednesday evening.

CLASSROOMS, STUDY HALLS AND LIBRARY

The Media Center will remain open to be used as a library as much as possible. Students who are not assigned to a class will be assigned to study hall. They may check out to use the library if they have permission from the classroom teacher. The magazines and newspapers may be checked out to the study hall. The students of Heartland Community Schools will not be allowed to have a radio or iPod in the classroom including study halls. There will be no card playing during school time. No food will be allowed in study hall, classrooms, or the library at any time. Computer software brought from home must be approved by Ms. Thomas or Mrs. Most. Blank computer discs can be purchased for 25 cents.

Specific rules for each classroom will be as follows:

1. Students are not given locker passes, restroom passes or telephone passes to leave a classroom or study hall unless special circumstances arise.
2. Students in the hallway during class time must have a pass with them.
3. Gum, candy, seeds, etc., are not allowed in the school building or classrooms. The pop machine is closed until after school.
4. Students are expected to bring all books and necessary materials to class. This includes study halls.
5. Assignments for all classes are due as assigned by the teacher.
6. Classes are ended by the teacher. Students are not to begin to pack up or leave the class until the dismissal bell has rung or the teacher has dismissed the class.
7. Students are to be in their seats and ready for class on the tardy bell.
8. Special classes such as Ag Technology, Industrial Technology, Art, P.E., and computers courses will have other safety or clean-up rules that will be explained to you by that teacher which must be followed.
9. Students are not to bring items to school that are not required for education purposes as they may be taken from your locker and will not be allowed in the classroom. These items are classified as "nuisance items" and include, but are not limited to: personal stereos, cell phones, beepers, laser pointers, MP3s, iPods, head sets, digital cameras, caps or hats.
10. Students are to stand back from the entry steps and doors in the mornings before school and at noon before the bell so that others may pass in and out of the entry doors.

CLASS OFFICERS AND SPONSORS
CLASS OF 2015 (FRESHMEN)

President
Vice-President
Secretary
Treasurer
Sponsor Mrs. Most, Ms. Thomas
Meeting Room 112 Stu Co Rep

CLASS OF 2014 (SOPHOMORES)

President
Vice-President
Secretary
Treasurer
Sponsors Mr. Blomendahl, Mr. Vanderneck
Meeting Room 107 Stu Co Rep

CLASS OF 2013 (JUNIORS)

President
Vice-President
Secretary
Treasurer
Sponsors Ms. Renz, Mr. Hall, Mr. Gray
Meeting Room Library Stu Co Rep

CLASS OF 2012 (SENIORS)

President
Vice-President
Secretary
Treasurer
Sponsors Mr. Carr & Mrs. Goertzen
Meeting Room 111 Stu Co Rep

Class meetings will be scheduled during the school day. Each meeting will last approximately 20 minutes. The officers and sponsors of the classes will be responsible for making arrangements if special meetings are necessary. Regular meetings will be scheduled for the first Friday of the nine weeks. No class dues shall be collected by any class or organization.

Dates for school parties should be selected by the executive committee and the sponsors of the class and approved by the Principal. Only students of Heartland Schools may attend school sponsored parties. All parties must be sponsored by faculty members. If transportation is required, school buses will be used.

CLASSWORK AND FUND RAISING PROJECTS

Before any class or organization pursues any type of work or fund raising projects, they must receive the approval of the administration.

DISCIPLINE

The 5th detention in a semester due to disciplinary action needed to be administered because of discipline problems in the halls, lunchroom, parking lot, and school activities, the student will be placed on a 3-day suspension from school. After returning to school, the 7th behavior detention will result in a 5-day suspension.

DOWNSLIPS

Every 2 weeks of the nine-week period, a report on the academic status of failing or near failing pupils is issued by teachers. A copy of this report is sent home to the parent or guardian. The purpose of the report is to assist the student in addressing their strengths and weaknesses and helping them understand their grade prior to issuance of report cards. Any student with an F will be off computers until the grade is raised.

ELIGIBILITY

Students wishing to participate in extra-curricular activities must be passing four-five hour courses each semester. A failure to meet this requirement prohibits participation in any extra-curricular activities: i.e., athletics, music, F.F.A., FBLA, speech, and drama performances. The principal will check student eligibility every two weeks.

FIRE DRILLS

Fire drills will be conducted each month. It is imperative students exit in an orderly, quiet and safe manner. Students will be instructed when it is safe to enter the building.

GENERAL INFORMATION

- * 1. All students, unless previously arranged with the principal and counselor must take at least seven (7) solid classes each semester. All students will be strongly encouraged to only have one (1) study hall and to take seven (7) classes.
2. Students are encouraged to select a program of study that will be a challenge to their intellectual capacities, as well as preparing them for their chosen vocations.
3. Students are required to consult with their parents so a mutual understanding of individual needs will exist and be met.
4. Students are encouraged to make full use of all the school's facilities and to consult with the counselor.
5. All courses are co-educational.
6. It is the policy of Heartland Community Schools to provide equal opportunity for all its students. Therefore, in compliance with Federal and State mandates, student enrollment will not discriminate on the basis of sex, race, or handicap.
7. Students who fail courses will have their educational program reviewed by teachers, counselor, and the principal to determine which courses will be repeated.

GROUND FORS SUSPENSION OR EXPULSION

Any serious breach of regulations, truancy, gross disrespect for teachers, 6 or more after-school detentions for tardies, 5 or more detentions for discipline or continued willful behavior that seriously interferes with class work or the activities of the school by a student may result in his suspension from school for a period of one to three days. The Superintendent and Principal are empowered to impose this suspension. If the case is deemed serious enough, or if other means of correction fail to bring about proper conduct, the Superintendent and School Board, after review of the case, may expel the

student. When a student has been suspended from school, he is placed on probation upon his return to class which permits him to remain in school subject to good behavior.

Before suspensions or expulsions are exercised, a hearing will be held by the school administrator. The student at all times will be told the facts of the infraction and will be given the opportunity to reply to all accusations.

GROUNDS FOR SHORT-TERM SUSPENSION, LONG-TERM SUSPENSION, OR EXPULSION

A. The following types of student conduct shall constitute grounds for short-term suspension, long-term suspension, and expulsion when such activity occurs on school grounds or during an educational function or event off school grounds.

1. Willfully disobeying any reasonable written or oral request of staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes.
3. Sexual assault or attempting to sexually assault any person.
4. 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.
5. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student.
6. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from such student.
7. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon.
8. Engaging in the unlawful selling, using, possessing or dispensing of alcoholic beverages, tobacco, narcotics, drugs, controlled substance, inhalant or being under the influence of any of the above; or possession of drug paraphernalia.
9. Engaging in the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-801, of the Nebraska statutes, or material represented to be alcoholic beverages, narcotics, drugs, controlled substance or inhalant.
10. Truancy or failure to attend assigned classes or assigned activities.
11. Tardiness to school, assigned classes or assigned activities.
12. The use of language, written or oral, or conduct, including gestures, which is 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.
13. Public indecency as defined in Nebraska statutes, except that this subdivision shall apply only to students at least twelve years of age but less than nineteen years of age.
14. Repeated violation of any of the rules adopted by the school district or the school.
15. Engaging in any unlawful activity as determined by the United States or the State of Nebraska.
16. 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 distractive or indecent to the extent that it interferes with the learning and educational process.
17. Willfully violating the behavioral expectations for those students riding Heartland Community School buses.

- B. In addition, a student may be suspended (short-term or long-term), or expelled, 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.
- C. In addition, a student who engages in the following conduct on school grounds or during an educational function or event off school grounds:
- (1) the knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or
 - (2) 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 it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second 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 year. The Superintendent may modify such one-year expulsion requirement on a case-by-case basis.

HARASSMENT AND BULLYING POLICY

It is the policy of Heartland Community Schools that "bullying" type behavior is not to be permitted. These guidelines are established to respond specifically to bullying behavior.

1. Step One: The first time school personnel become aware of a possible harassment or bullying situation, the accused student will be informed that such a complaint has been filed. At that time a warning will be given regarding this kind of behavior. The consequences for this kind of behavior in the future will be clearly outlined for the student. If, in the school's opinion, the first occurrence of harassment behavior is severe, the school may move immediately to any of the four steps in the harassment policy. In other words, the policy may or may not be used sequentially. Moreover, at any stage the student may be disciplined under the student code by actions which may include expulsion, in the event the conduct is also a violation of other provisions of the student code.

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

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

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

HARASSMENT AND BULLYING PROGRAM LEVELS

Purpose: All students have the right to attend Heartland Community Schools free from verbal and physical harassment and bullying. The purpose of the Harassment and Bullying Program is to protect

students and staff from those who fail or refuse to comply with school guidelines regarding the treatment of others.

1. Level I: The guidelines for a Level I placement are listed below:
 - a. The length of the assignment will be for a minimum of two weeks.
 - b. The student will report to the office no later than 8:00 a.m. each morning.
 - c. The student will eat on campus at an assigned table.
 - d. The student will report to an assigned room at the end of the day, and will remain until 3:45 p.m. This will allow all other students to leave the school grounds in safety.
2. Level II: The guidelines for this level are listed below:
 - a. The length of the assignment will be for a minimum of two weeks.
 - b. The student will report to the office no later than 8:00 a.m. the morning.
 - c. The student will eat on campus at an assigned table.
 - d. The student will report to an assigned room at the end of the day, and remain until 3:45.
 - e. The student will remain in class at the end of each period. The student will be under direct teacher supervision during passing time. The teacher will dismiss the student at the end of the passing period. The student will then have three minutes to get to his/her next class.
3. Level III: This is a long-term assignment. The guidelines are listed below. All items listed in Level II will be used, except the length of the assignment will be no less than six weeks, and may remain in effect until the end of the school year and continue into the next, if determined to be appropriate.

GUIDANCE AND COUNSELING SERVICES

Guidance and counseling services to students are available through the counselor's office. Such things as college information, scholarship information, and requests for transcripts can be done through this office. Times for individual and group conferences for high school students will also be scheduled by the counselor.

Test scheduled for this year include the following:

- Grade 10 PLAN Fall
- Grade 11 ASVAB (optional) Fall
- PSAT (optional) Fall
- ACT Spring
- Grade 12 SAT - Scholastic Aptitude Test
- ACT - American College Test
- (College entrance tests taken on given dates)

Most colleges require that incoming freshmen take the ACT or SAT before enrolling. Forms for registering for these examinations are available in the Counselor's Office.

ACT Prep classes will be offered to students at a cost of \$50.00 per student. A student will be given a \$10.00 rebate if he/she attends all ACT Prep classes.

GUIDELINES FOR INTERSCHOLASTIC ACTIVITIES

These policies are in agreement with the Nebraska State Activities Association and the National Federation of State High School Athletic Association. They are also in complete agreement with the philosophy of all people involved in Heartland Community School Activities.

I. PHILOSOPHY

1. Interscholastic activities shall be an integral part of the total secondary school educational program that has as its purpose to provide educational experiences not otherwise provided in the curriculum which will develop learning outcomes in the areas of knowledge, skills, and emotional patterns and will contribute to the development of better citizens. Emphasis shall be upon teaching - through - activities in addition to teaching the - skills - to each student.

II. OBJECTIVES

1. To provide natural outlets for students desiring to participate on teams in competition with other students in school.
2. To assist in the development of high levels of strength, endurance, and vitality.
3. To teach good sportsmanship.
4. To develop ideals of self-sacrifice and denial.
5. To further develop the health of each individual so he/she will be a contributing member of his/her society.
6. To help develop skills that have carry-over value of worthy use of leisure time.
7. To create an atmosphere of unity; to foster a school spirit growing out of the school's activity endeavor, a spirit which will make the educational process more effective.

III. GENERAL TRAINING RULES FOR PARTICIPANTS FOR ALL ACTIVITIES

(Approved 07-22-03)

THE FOLLOWING TRAINING RULES WILL BE IN EFFECT ALL YEAR LONG, INCLUDING SUMMER FOR ALL EXTRA CURRICULAR ACTIVITIES.

1. All training rules will apply to any student participating in any school sponsored activities. All training rules will apply to all students from the time the student enters seventh grade until the end of that student's senior year. Example: 7th grade 1st offense, 9th grade 2nd offense, 12th grade 3rd offense.

If any activity extends beyond graduation, all training rules will be in effect.

2. A training violation will be defined as the following:
 - a. Using any form of tobacco, or the possession thereof.
 - b. Consumption of alcoholic beverages, or the possession thereof.
 - c. Use or possession of illegal drugs or illegal drug paraphernalia.
 - d. Cited, charged or convicted of any misdemeanor or felony.
 - e. This includes their involvement, participation, or given a warning.
 - f. A student will be considered in violation of items b, c, d, or e if he/she is present during such illegal activities.
4. Such violations should be reported to the coach, sponsor, athletic director or school administration, or appear in the court records of a newspaper or by admission of guilt by the student. The report can also be made by any person who has knowledge of any of the above listed violations.
4. After a reported violation, the sponsors of the activities involved, the athletic director, and principal will discuss the violation with the student and notify his/her parent(s). If the student or parent(s) do not agree with the decision or action, he/she or parent(s) has the right to appeal to the superintendent. If the student or parent(s) appeal the decision, the student shall not take part in any activities until a decision is reached.
5. All rules and regulations will be enforced.

6. Any student found in violation of the listed infraction shall be subjected to the following disciplinary actions:

a. First Offense - This will result in a 30 day suspension or a 15 day suspension and SCIP Drug Evaluation with 7 hours counseling from all activities and commences with the next performance, scheduled contest, or program in which the student would be eligible to participate. **The student will be eligible to participate in all practices.**

b. Second Offense - This will result in a 120 day suspension or a 60 day suspension and a SCIP Drug Evaluation and 15 hours of counseling from all activities and also commences with the next performance, scheduled contest, or program in which the student would be eligible to participate. **The student is eligible to participate in any practices with the approval of the head coach, activities and athletic director, and principal.**

c. Third Offense - One year (365 days) suspension commencing with the next performance, scheduled contest, or program in which the student would be eligible. **The student will not be allowed to participate in any practices.**

d. Fourth Offense - Permanent suspension from all school-sponsored activities.

e. All suspensions will carry over to the following school year for any remaining days.

f. Counseling: Although counseling is not required during the suspension, the student is strongly encouraged to seek counseling.

7. Other Stipulations: (On second, third, fourth offense)

a. Any student suspended will forfeit any appointed or elected position for the remainder of the year.

b. Awards: (1) A student will not receive a letter award if the violation occurs during the actual season. (2) A student will not be nominated or eligible for any awards during the season(s) during which the suspension occurs. Awards outside of school control would not be affected.

OTHER PARTICIPATION RULES

1. The student must have an acceptable haircut; any hairstyle that impairs a student's vision will be considered unacceptable.

2. An obvious skip of practice will result in the student not participating in the scheduled contest for that week. A repeat of the violation could result in dismissal from the activity. The merit of the excuse is to be decided by the sponsor of that activity.

3. All students will obey the curfews set by each activity sponsor. Any student violating this curfew will not be allowed to participate in the next contest.

4. Swearing will not be tolerated and those guilty will be given suitable consequence and if continued will be dismissed from the activity. Suitable consequence will be determined by the sponsor of that activity.

5. Any unbecoming conduct by a student which reflects poorly on the Heartland Community Schools or activities sponsor, may result in expulsion from participation in the activity. This action, if necessary, will be taken by the activity sponsor working in connection with the administration.

6. All students at Heartland Community Schools must be passing (70%) in no less than 20 credit hours every two weeks to be eligible to participate in any extracurricular activity. **The Nebraska School Activities Association requires that all students must pass no less than 20 credit hours the previous semester and be enrolled in at least 20 credit hours the previous semester before he/she is eligible for participating in NSAA sponsored activities the following semester.**

7. The common sense policy in regard to school attendance and practice is adhered to at Heartland Community Schools. A team member is not allowed to practice or compete on a day he/she is unable to be in school during the afternoon (by 1:00 p.m.) because of illness or an unexcused absence unless participation is approved by the administration or athletic director.

- 8. There shall be no practice of any activity scheduled on Sunday.
- 9. There will be no mandatory practice sessions held on days when school has been called off because of inclement weather.

IV. GENERAL INFORMATION FOR ACTIVITIES

- 1. Each student who expects to participate in athletics shall once each year present a physician's certification stating he/she is physically fit to participate prior to competing in practice or competition.
- 2. If an athlete is under medical advice not to participate, he/she will not be allowed to do so regardless of the feelings of the athlete, parents, or coaches. Upon returning to practice he/she must have a written doctor's report to that nature.
- 3. Each student must follow the rules of the student handbook regarding activity slips.
- 4. Each athlete must be covered by accident insurance provided by the parent or guardian. In the event the family or guardian does not have insurance coverage, the same shall provide a signed statement declaring the school not liable for any expenses incurred by injury or accident.
- 5. Dress of team members making trips should be clean, neat, and in good taste.
- 6. Student participants will travel to and from out-of-town events as a unit. Any exception to this rule must be approved by the parents in writing and the coach/sponsor.
- 7. Heartland Community Schools has a no-cut policy in all activities. No student will be cut or dropped from a team because of lack of ability. However, any Senior not making the Varsity athletic team will not be able to suit up and play for reserve games.
- 8. Students that are issued equipment are responsible for the equipment, and if it is lost or abused, he/she will pay for replacement on the value left on the equipment. This will be assessed by the activity sponsor in charge and approved by the athletic director or principal.

**HEARTLAND COMMUNITY SCHOOL
TRAINING AND PARTICIPATION RULES AND VIOLATION REPORT**

Student _____ Date of Violation _____

Nature of Violation _____

Discipline Action Taken _____

Violation Reported By _____ Date _____

Are there any previous violations this school year? _____
Yes & Date No

Did student admit to violation? _____

Yes

No

Contact with parent/guardian _____

Yes & Date No Letter-Phone-Visit

Comments: _____

Other student(s) reported involved: _____

The dates of this suspension shall be from _____ to _____
and _____ to _____ if necessary.

Signature of Reporting Administrator Date

HEAD LICE

Head lice are a problem which occur in school on occasion. While their presence is not life threatening, it is a nuisance and considered a health hazard. Monitoring and treatment for head lice is the responsibility of the home. Parents are asked to contact the school when the presence of head lice is noticed at home. School personnel will do head checks when the presence of head lice is reported or otherwise suspected. When head lice are located on a student, the student will be sent home for treatment immediately. Treatment includes following a recognized head lice treatment plan and thorough cleaning and treatment of the student's living space. The student may be re-admitted to school following treatment. Any student who has contracted head lice and been treated should be re-checked at home and will be re-checked periodically at school. Any student with chronic recurring head lice problems may be excluded from school until the problem has been remedied.

HOMEROOMS

Each 7th & 8th student will be assigned a homeroom. Students will be informed of their homeroom teacher the first day of school. Homeroom teachers are Ms. Renz, Mrs. Regier, Mr. Gray, Mrs. Koehler and Mrs. Watt.

HOMEWORK POLICY 7TH-8TH GRADE

Homework is an important part of the learning plan for Heartland students and can be expected on a regular basis. Recent studies have shown that homework, when assigned, completed and corrected properly, is an important part of learning and retention of information by students. Homework may simply be work that has not been completed in class or may be an additional independent practice assignment designed to reinforce a skill. Homework will be assigned on a regular basis, increasing in time and importance as students' progress through the grades. Homework for 7th and 8th grade students may require more than one hour. We ask the cooperation of parents in providing a regular, quiet study time at home to help the child develop good study habits. Sincere parent interest in their student's homework cannot be overemphasized.

Students in grades 7 & 8 who have not completed homework by the time it is due will receive a ten percent reduction in their grade for that assignment and report to the office at the end of the day to complete the homework that day. In the event that the student has completed the work during the school day in a study hall or noon rec. time, they will submit the completed homework at the office

before leaving school. Homework is to be completed before participation in extra-curricular practices can take place.

At the end of each quarter, teachers will conduct a "Taking Care of Business" activity. This activity will usually take place in the gym and will be considered a privilege to attend. Students who are lagging in their homework will be using that time to get their homework completed.

HONOR ROLL

At the end of each nine-week period, the grade point average of all classes for each student will be computed. There will be 3.25 to 4.0 GPA Honor Roll, with all A's listed with an asterisk. When computing the Honor Roll, one C will be allowed.

STUDENT ACCIDENT INSURANCE

All students will have the opportunity to purchase Student Accident Insurance. Should parents desire the Accident Insurance, complete the application, enclose your check written to the company and have your son or daughter return it to the school office.

CATASTROPHIC INSURANCE

The following is a summary of the Catastrophic Insurance:

The Nebraska School Activities Association provides catastrophic insurance for a bodily injury in excess of \$25,000. This covers student going to and from activities as well as their participation in their particular events. Even though we all hope no student ever needs this type of coverage, we would like to inform parents that this coverage only covers transportation when they are riding in school vehicles or vehicles designated for transportation by the school. Therefore, this does not cover students who ride with parents or with someone else.

LEARNING COMPACT

GRADES 7-12

PARENT/CARING ADULT:

I realize that my child's education is very important. I understand that my participation in my child's education will help his/her achievement attitude. I agree to carry out the following responsibilities:

1. Provide a quiet place/time to study.
2. Actively participate with my child to complete his/her school work.
3. Make sure my child gets adequate sleep, leisure activities, and has a healthy diet.
4. Make sure my child is at school on time.
5. Make sure my child reads and writes on a daily basis.
6. Communicate and work with teachers and staff to support and challenge my child

STUDENT:

I know my education is important to me. It will help me become a better person. I agree to do the following:

1. Do homework to the best of my ability, completed and returned on time.
2. Be at school on time unless I am sick.
3. Be responsible for my own behavior.
4. Help to keep my school safe.
5. Respect and cooperate with other students and adults.
6. Recognize when I need help and ask for it.
7. Abide by the rules of the School Handbook.

TEACHERS:

I understand the importance of the school experience to every student and my role as a teacher. I agree to carry out the following responsibilities:

1. Teach necessary concepts to your child.
2. Be aware of the needs of your child.
3. Regularly communicate with you on your child's progress.
4. Provide a safe, positive and healthy learning environment for your child.
 - a. Respect the cultural differences of students and their families.

LIBRARY MEDIA CENTER

BOOKS: Library books will be checked out for four weeks and may be renewed as often as necessary. The book must be brought to the library for renewal and new due date. Normally, no fines will be charged for overdue books. The student with lost books will be charged the replacement cost of a new book. If the lost book is returned after payment is made, the charges will be refunded except for a 40 cent fine.

MAGAZINES: Current magazines may be checked out to the student on a short time basis. Current magazines should be returned within the class period. TO CHECK OUT: The magazine will be checked out electronically to the student upon request. Place the returning magazine on the librarian's desk for checking in. If the magazine is returned damaged, a fine will be assessed up to the cost of the magazine.

MAGAZINES FROM THE STACKS: Back issues of magazines from the stacks will be checked out to students on a 3-4 day time period. Students needing a magazine from the stacks will need to follow these steps:

1. Write the issue and the name of the magazine on a slip of paper (provided at the Reader's Guide Table).
2. Hand the request to the librarian or paraprofessional to pull the magazine from the stacks. **STUDENTS ARE NOT TO PULL THE MAGAZINE FROM THE STACKS.**
3. When returning the magazine, place in the return box.

There will be no charge for overdue magazines. If the student cannot return the magazine because of loss, an "over the counter" price will be charged. If the magazine is returned later, a complete refund will be made to the borrower.

VERTICAL FILE: Students are encouraged to use and check out materials from the vertical file. The borrowed materials will be placed in a manila folder for the borrower's use. All materials need to be returned at the same time in the manila folder.

SIRS: Students will be able to use the SIRS notebooks in the library. If the student needs a printout, the student is encouraged to use the CD-ROM version to get a printout rather than take the notebooks from the library.

REFERENCE BOOKS: The student is encouraged to do all reference work in the library. Reference books may be checked out for use during the class period. Reference books may be checked out overnight, due in the library by 8:30 the next morning.

The library hours are from 8:00 A.M. until 4:00 P.M. every day, with additional hours in the afternoon some days of the week.

COMPUTERS: The computers in the library are available for students to use for research (catalog, CD-ROM) and for doing assignments. The student needs a pass from the classroom teacher before using the computers during study hall.

LETTERING STANDARDS

In all sports, athletes must complete the season in order to receive a letter.

BASKETBALL

Athletic awards in basketball are merited by playing in at least the number of quarters equivalent to the number of varsity games played; i.e. sixteen games scheduled, sixteen quarters played. Also, a requirement in receiving a basketball letter is the recommendation of the coach and athletic director. In addition, athletes may gain in varsity quarters from junior varsity games with 4 quarters equivalent to 1 varsity quarter.

FOOTBALL

In order to letter in football the player must have filled one of the following criteria. Fulfilling these qualifications does not guarantee a letter.

1. Participate in at least 3/4 of the total number of quarters possible with 1/4 of the played quarters in situations other than specialty teams (kick off team, kick-off return, punt team, and punt return).
2. Participate in 1/2 of the total number of quarters possible with none of those played quarters spent on any specialty team.
3. Student manager and trainer may receive a letter.
4. All letters are subject to the opinion and approval of the coaching staff and athletic director.

GOLF

In order for an athlete to letter in golf, they must fulfill one of the following qualification standards.

1. Play on varsity team 60% of the season.
2. Medal at varsity level in meet with at least 5 teams.
3. Senior who has gone out for 4 years in good standing.
4. Golfer who qualifies for conference or district team.
5. Team member of team that places in top 3 in meet of 5 or more teams.

TRACK (Varsity Boys & Girls)

In order for an athlete to letter in track at Heartland Community Schools he must fulfill one of the following qualification standards.

1. The individual must place at least sixth in any meet with five or more teams participating, excluding relay events. To letter as an individual competing on a relay team, the relay team must place first, second, or third in a major meet consisting of seven or more teams. If there are five or six relay teams fielded, the relay team must place first in order for the individual competitors to qualify for letters.

2. An individual may also letter by meeting certain qualification standards during a dual or triangular meet. The athlete shall be awarded his letter provided he has won at least 12 points scored on the basis of 6-4-3-2-1 for 1st, 2nd, 3rd, 4th or 5th place in dual or triangular.

VOLLEYBALL

In order for an athlete to letter in volleyball at Heartland Community Schools, she must participate in at least one third of the varsity games/sets.

All letters are subject to the opinion and approval of the coaching staff and athletic director.

LOCKER ASSIGNMENTS

Each student will be assigned a locker. Students must use their own lockers and are not to share lockers with other students except as assigned by school officials. Students are expected to keep all books, etc., in their assigned locker. Students are also responsible for the cleanliness inside their locker and the door of their locker. Only items related to school organizations are allowed to be posted outside student lockers. Students may be assessed a fine for damage to lockers.

SEARCHES OF LOCKERS AND OTHER TYPES OF SEARCHES:

Student lockers, desks, computer equipment, and other such property are owned by the school. The school exercises exclusive control over school property. Students should not expect privacy regarding usage of or items placed in or on school property, including student vehicles parked on school property, because school property is subject to search at any time by school officials. Periodic, random searches of lockers, desks, computers and other such property may be conducted in the discretion of the administration.

The following rules shall apply to searches of students and of a student's personal property and to the seizure of items in a student's possession or control:

1. School officials may conduct a search if there is a reasonable basis to believe that the search will uncover evidence of a crime or a school rule violation. The search must be conducted in a reasonable manner under the circumstances.
2. Illegal items or other items reasonably determined to be a threat to the safety of others or a threat to educational purposes may be taken and kept by school officials. Any firearm or other weapon shall be confiscated and delivered to law enforcement officials as soon as practicable.
3. Items which have been or are reasonably expected to be used to disrupt or interfere with the educational process (that is, "nuisance items") may be removed from student possession.

LUNCH TICKETS

Lunch payment should be made in the morning before classes begin. All 7-12 students must carry their cards with them. These cards also will be used to check out library books at the secondary level. There will be a \$3.00 charge for lost cards. If a student forgets his/her card, they are simply required to go to the end of the line and the operator will look up their number. This will not keep them from eating. This system will also give parents the opportunity to see, on a printout, how many meals their children have eaten. Each student will have an individual account. A family may still write one check for more than one child, but a portion of that check must be credited to each student. It can be credited equally or however parents want it distributed. Parents are asked to pay \$52.00 (20 meals) for each child in advance. When the account has less than \$10.00, a reminder will be sent home. Second services of milk will be available for an additional cost of \$0.25. All seconds must be paid for in cash. Students have the option to purchase extra servings by purchasing a colored card. Prices for each meal will be \$2.60 for students, \$3.10 for employees, and \$3.70 for children and adult visitors.

Breakfast is served from 7:50-8:15 each day of school, cost is \$1.25. Breakfast will not be served on "Late Start" days.

Students in grades 9-12 may charge a Huskie (extra large) meal on their card for an additional cost of \$2.00 per day. They must fill out an application with their parent's approval. They will be issued a separate colored lunch card. **This institution is an equal opportunity provider.**

NOTICE CONCERNING DISCLOSURE OF STUDENT RECRUITING INFORMATION

The No Child Left Behind Act of 2001 requires Heartland Community Schools to provide military recruiters and institutions of higher education access to secondary school students' names, addresses, and telephone listings. Parents and secondary students have the right to request that Heartland Community Schools not provide this information (i.e., not provide the student's name, address, and telephone listing) to military recruiters or institutions of higher education, without their prior written parental consent. Heartland Community Schools will comply with any such request.

NOTICE CONCERNING STAFF QUALIFICATIONS

The No Child Left Behind Act of 2001 gives parents/guardians the right to get information about the professional qualifications of their child's classroom teachers. Upon request, Heartland Community Schools will give parents/guardians the following information about their child's classroom teacher:

1. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under an emergency or provisional teaching certificate.
3. The baccalaureate degree major of the teacher. You may also get information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree. We will also, upon request, tell parents/guardians whether their child is being provided services by a paraprofessional and, if so, the qualifications of the paraprofessional. The request for information should be made to an administrator in your child's school building. The information will be provided to you in a timely manner. Finally, Heartland Community Schools will give timely notice to you if your child has been assigned, or has been taught for four or more consecutive weeks by a teacher who does not meet the requirements of the Act.

PHYSICAL EXAMINATION

All seventh grade students are required by State statutes to have completed a physical examination by a physician. The school office will maintain these records. Waivers based on stipulated guidelines should be addressed to the school office.

POSTERS AND ANNOUNCEMENTS

Any activity group wishing to place posters or announcements in a prominent place in the school building must first secure the initial of their sponsor or the Principal before doing so.

Announcements must be in good taste and pertain to school activities only.

No surveys or questionnaires will be given in class or during the school day without permission from the Principal.

RENTAL FEES

Band:		
Recorders (Soprano)		\$ 1.00 Per Semester
(Alto)		2.00 Per Semester
(Tenor)		2.50 Per Semester
(Bass)		2.00 Per Semester
C-Piccolo		10.00 Per Year
E Flat Soprano Clarinet		10.00 Per Year
B Flat Contra-Bass Clarinet		12.00 Per Year
Percussion		15.00 Per Year
Double B-Flat Tuba		15.00 Per Year

Baritone Horn	12.00 Per Year
Double B-Flat Sousaphone	15.00 Per Year
Bassoon	15.00 Per Year
B-Flat Bass Clarinet	15.00 Per Year
E-Flat Alto Clarinet	12.00 Per Year
Guitar	2.50 Per Year
	2.50 Damage Deposit
Oboe (Leshner)	12.00 Per Year
Oboe (Caberet)	12.00 Per Year
E-Flat Baritone Sax	12.00 Per Year
French Horn (Reynolds)	15.00 Per Year
French Horn (Allied)	12.00 Per Year
Choir Robe	10.00 Per Year
Band Uniform and Cleaning	15.00 Per Year

SCHEDULE CHANGES

Changes in schedule will be made in Mr. Carr's office. No changes will be made after the first week of either semester. Scheduled changes will be made only upon approval of the teachers involved, the guidance counselor, parents, and principal.

SCHEDULING OF ACTIVITIES

To avoid conflicts in the scheduling of activities, these procedures will be followed.

1. All parties, practice sessions, and work schedules must be approved by Mr. Carr and the sponsor of the activity.
2. The sponsor of an activity will be responsible for contacting the Principal to place any activity on the calendar. The Principal will do all writing on the calendar.
3. No activity will be scheduled for after 7:00 p.m. on Wednesday night.
4. Priorities will be assigned by the Principal for those activities which will be going before the public in one week.

SCHOLARSHIPS

There are numerous scholarships available for high school seniors. Students are encouraged to seek information and apply for scholarships. Scholarship information can be obtained from the school counselor.

SCHOOL CLOSING NOTICES

When it becomes necessary to close school, notices will be given on radio stations KAWL, and television stations KHAS, KLKN, KOLN/KGIN.

The school will attempt to call all parents through the School Reach Calling Program. The first call will be made at 6:15 a.m. or as soon thereafter as a decision is made. The call will be made to the primary phone number the school has on file. In the case of school closing after students are in school, parents will also be called via their cell phone.

More routine closing in regular schedules are mentioned on the school calendar in this manual.

Closings that are planned during the school year will be announced by written notice to parents via elementary students. School closing information is also available on the voice bulletin board at 723-4421, or at the Heartland Website at www.heartlandschools.org.

SPECIAL EDUCATION IDENTIFICATION AND PLACEMENT PROCEDURES

SECTION 504 OF THE REHABILITATION ACT OF 1973:

Section 504 is a Federal Civil Rights Rehabilitation Act, which prohibits discrimination against persons with a disability in any program receiving federal financial assistance. The Act defines a person with a disability as anyone who:

1. Has a mental or physical impairment which substantially limits one or more major life activities (major life activities include activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working);
2. Has a record of such impairment; or
3. Is regarded as having such an impairment.

In order to fulfill obligations under Section 504, the Heartland Community Schools has the responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability should knowingly be permitted in any of the program and practices of the school system.

The school district has responsibilities under Section 504 (Part D), which include the obligation to identify, evaluate, and if the student is determined to be eligible under Section 504, to afford access to appropriate educational services.

If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer.

The Family Education Rights and Privacy Act (FERPA) also specifies rights related to educational records. This Act gives the parent or guardian the right to: (1) inspect and review his/her child's educational records; (2) make copies of these records; (3) receive a list of all individuals having access to those records; (4) ask for an explanation of any item in the records; (5) ask for an amendment to any part of the record on the grounds that it is inaccurate, misleading, or violates the child's rights; and (6) a hearing on the issue if the school refused to make the amendment.

If there are any questions, please feel free to contact Dr. Norman Yoder, Section 504, Part D, Coordinator, at the Heartland Community Schools.

WHAT DOES SPECIAL EDUCATION MEAN:

Special Education means educational experiences, curriculum and services, including transportation, through the use of staff, facilities, equipment and classrooms which have been adapted to provide special instruction for students with disabilities. In addition, special education provides the support services necessary for evaluation, placement and instruction for students with disabilities. These services are free to parents, unless they elect to place their child in a program other than one approved by the school district.

HOW ARE STUDENTS WITH DISABILITIES IDENTIFIED?

The first step is for parents to provide written permission to have their child evaluated. The request for permission will include a description of the action to be taken and a description of each evaluation procedure. Written statements showing the results of the evaluation and the reasons for placement in a special education program must be kept on file. Within 30 days after a student has been verified as having a disability, a conference will be held with parents. Advance notice will be given. At the conference, an Individual Education Program (IEP) will be developed.

STUDENTS WHO MAY BENEFIT:

A student verified as having autism, behavior disorder, hearing impairment, mental handicap, orthopedic impairment, other health impairment, specific learning disability, speech language impairment, traumatic brain injury, or visual handicap may be placed in regular education with support services or may benefit from a special education classroom or service.

INDEPENDENT EVALUATION:

If a parent disagrees with an evaluation completed by the school district, the parent has a right to request an independent educational evaluation at public expense. Parents should direct inquiries to school officials to determine if the school district will arrange for further evaluation at public expense. If school district officials feel the original evaluation was appropriate and the parents disagree, a due process hearing may be initiated. If it is determined that the original evaluation was appropriate, parents still have the right to an independent educational evaluation at their own expense.

REEVALUATION:

Students identified for special education will be reevaluated at least every three years by the IEP team. The IEP team will review existing evaluation data on the student and will identify what additional data, if any, are needed. The school district shall obtain parental consent prior to conducting any reevaluation of a student with a disability.

INDIVIDUAL EDUCATION PROGRAM (IEP):

Each student with a disability must have a written IEP prepared by the staff in cooperation with parents specifying programs and services which will be provided by the schools. If necessary, the district will arrange for interpreters or other assistants to help parents in preparing and understanding the IEP. Once in place, the program is reviewed on a regular basis with the parent. An IEP is developed in a conference setting. Parents will be notified of the persons who will be in attendance. The IEP conference shall include at least the following:

1. A representative of the school district;
2. An individual who can interpret the instructional implications of evaluation results;
3. One or both parents;
4. The child (when appropriate);
5. At least one regular education teacher if the child is, or may be participating in the regular education environment;
6. At least one special education teacher;
7. A representative of the nonpublic school if the child is attending a nonpublic school;
8. A representative of a service agency if the child is receiving services from an approved service agency; and
9. Other individuals, at the discretion of the parent or school district.

It is permissible for parents to bring other persons to the IEP meeting, but it is a good idea to inform the school before the scheduled meeting. The school district will provide parents with a copy of the IEP.

SPECIAL EDUCATION PLACEMENT:

The student's placement in a special education program is dependent on the student's educational needs as outlined in the Individual Education Program (IEP). The school district must assure that students with disabilities are educated with students who do not have disabilities, to the maximum extent possible. Students are entitled to have supplementary aids and services to help them in a regular educational setting. Students with disabilities may be placed in special classes, separate schools or other situations outside the regular educational environment when the nature of the child's needs require specialized educational techniques which are not available in current settings. Determination of a student's educational placement will be made by a team of persons who knows the student and who understands the tests and procedures that assess the student's learning abilities. Team members know the available programs and services which might help the student. Parents are asked for written consent to determine whether or not they approve the educational placement recommended for their child. If the parent does not speak English or is hearing impaired, an interpreter may be requested. Written notice shall be given to parents a reasonable

time before the school district. 1. Proposes to initiate or change the identification evaluation, verification or educational placement of a child or the provision of a free appropriate public education; or 2. Refuses to initiate or change the identification, evaluation, or educational placement of the child or the provision of a free appropriate public education to the child.

ALTERNATIVE PROGRAMS:

Parents have a right to know about available private and public programs, other than those offered by the schools. The school district staff will provide information about those programs on request. If parents place the student in one of those programs, however, the school district is not required to pay for the student's education.

TRANSPORTATION OF STUDENTS RECEIVING SPECIAL EDUCATION:

The district special education staff will make arrangements for transportation for eligible students to the extent such is required by the student's IEP. Students assigned to special education programs requiring attendance at schools outside their regular attendance area will be transported. Special conditions may warrant that special education students receive transportation to their assigned schools. If parents are dissatisfied with a transportation decision, they may contact the Superintendent for a review.

ACCESS TO STUDENT RECORDS:

Parents have the right to inspect and review any education records relating to their child which are collected, maintained or used by the school district in providing educational services.

NONPUBLIC SCHOOL STUDENTS:

Students in state-approved nonpublic schools may participate in special education programs in the same manner as public school students.

PARENTAL REVIEW OF PROGRAMS:

Parents who want to review their child's placement for any reason should request an IEP team meeting. If parents are not satisfied with the results of the conference, they may appeal to the Nebraska Department of Education for a formal hearing to be conducted by a state hearing officer. Parents dissatisfied by the findings and decisions made in a state level hearing have the right to bring civil action.

PLANS AND BUDGET:

With the exception of personally identifiable student records, district special education plans and budgets are available for public inspection.

This is a summary of the Heartland Community Schools district plan for special education students. Anyone interested in obtaining a copy of the complete district policy or a copy of the Nebraska Department of Education Rule 51 (complaint procedures) or Rule 55 (appeal procedures) may contact the Superintendent at the Heartland Community Schools District Offices.

STUDENT ATTIRE AND GROOMING

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

An individual's dress, personal appearance, and cleanliness, as well as behavior, should reflect a sensitivity to and a respect for others. The fact that a school will permit a wide variety in school clothes does not mean that all styles are equally appropriate. The final decision in those situations of

disagreement will be resolved by the school administration after consultation with the student and parents/guardians.

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

1. Two-piece outfits must touch at the waist. Students are not to wear clothing which exposes the midriff. The two-piece outfits must touch at all times (while standing or sitting.) Clothing must also cover the area under arm.
2. Clothing usually worn as undergarments may not be worn as outer garments. Sports bras, spandex tops and shorts, and boxer shorts will not be permitted as outer wear. No thin straps, halter tops or no strapless backs. No pajamas can be worn.
3. Skirts and dresses should be mid-thigh or longer (index finger). Short shorts are not allowed. The length of clothing must extend beyond the tip of the longest finger.
4. Clothing which promotes alcohol, tobacco/tobacco products or drugs, or which contain any inappropriate messages is prohibited.
5. The wearing of pants, jeans, or shorts worn in a sagging fashion below the waistline or oversized clothing is prohibited. Overalls and suspenders are to be worn in the manner intended, over the shoulder and fastened.
6. Belts which are extra long with excess hanging loosely are prohibited. All belts are to be tucked in the belt loops and worn around the waist.
7. Shoes, boots or sandals must be worn at all times.
8. Wallet chains are not permitted.
9. Electronic devices such as beepers, games, CD players, iPods, MP3s, and cellular phones are prohibited.
10. Students are not allowed to wear hats, caps, visors, bandannas or sun glasses in the school building during the school day. Only on special occasions will hats be allowed. These special occasions will be determined by the Principal.
11. Clothing with large holes will be prohibited.
12. Mesh shirts must have a t-shirt worn under them.
13. All sleeveless shirts must have finished seams and edges.

Students not meeting these guidelines will be required to wear shirts or sweats provided by the office.

DANCE RULES

1. All students who come to the dance are to stay inside.
2. If students leave, they will not be readmitted.
3. Dances are intended for Heartland High School students. Outside dates must be signed up in the office and approved by the Administration prior to the dance. No dates 20 years or older will be approved. No middle school students are allowed to attend high school dance.
4. No students will be admitted to a dance after it has been in progress for 30 minutes, unless prior arrangements have been made with the sponsor and administration.
5. Beginning times will be determined by the sponsor and administration. Dances will end no later than 12:00 a.m.
6. All school rules apply to dances.
7. Specific student dress at dances may be determined by the sponsor.

GRADUATION DRESS CODE

Graduation is a school-sponsored activity. All student dress code policies will be enforced. Boys are asked to wear a dress shirt, slacks, and dress shoes, no tennis shoes. Ladies should wear dresses/skirts/dressy slacks and shoes that are comfortable and suitable for walking, no tennis shoes.

The Class of 2012 is a CLASS ACT and we want to make sure we look like a CLASS ACT on graduation day!

7TH/8TH STUDENT COUNCIL

Students can apply to be on Student Senate. The Homeroom teachers will select one student from each homeroom to serve on Student Senate. The Student Senate will meet with Mrs. Koehler and other homeroom teachers as needed.

HIGH SCHOOL STUDENT COUNCIL CONSTITUTION

ARTICLE I, Section I

This organization shall be the Association of Heartland Community School Students.

Section II

The purpose of this organization shall be to promote a better understanding between the student body and the faculty; to maintain democratic rule; to assume greater responsibility of the school principles; to handle minor school activities; and to create better citizenship.

ARTICLE II, Section I

The President of Student Council will be elected by the Student Council. The candidates shall be selected from the Senior class Student Council members.

The Vice President of Student Council will be elected by the Student Council. The candidates shall be selected from the Junior class Student Council members.

The Secretary and Treasurer will be elected by the Student Council. The candidates shall be selected from either the Junior or Senior class Council members.

Section II

The inauguration shall take place two weeks following the election at which time the new president shall begin working with the old president for two weeks. The newly elected president shall assume full responsibility at the end of these two weeks.

Section III

The class presidents of the four classes and the presidents of F.F.A., F.B.L.A. and National Honor Society shall serve as representatives on the Council.

The Senior class will elect one other representative to the Council from its constituency. Class officers shall not be eligible for this office.

The Junior class shall elect one other representative to the Council from its constituency. Class officers shall not be eligible for this office.

The Sophomore class will elect one other representative to the Council from its constituency. Class officers shall not be eligible for this office.

The Freshmen class will elect one other representative to the Council from its constituency. Class officers shall not be eligible for this office.

All the representatives mentioned in this section shall be elected and announced prior to the close of the second week of the school term.

ARTICLE III, Section I

Members of the Association of Heartland Community School students who hold the office of president in the F.F.A., F.B.L.A., Student Council, or any of the four classes shall not be permitted to hold any other major office within any other organization. A student may hold one major office, two minor offices, or one major and one minor office, but in no case shall one person be able to hold more than two offices.

Section II

The student shall choose whether he or she shall accept two minor offices or take the office of president of one organization.

The student shall be allowed to choose between three different offices to which he/she is elected.

ARTICLE IV, Section I

The president shall be chosen by the Association of Heartland Community School students. The vice-president shall be chosen by the Association of Heartland Community School students. The treasurer shall be the Junior Class president, and the secretary shall be the representative of the Junior Class. The secretary shall report to the Association of Heartland Community School students through the school paper and by posting minutes of the meetings on the bulletin boards.

Section II

The president and the elected class representative shall be chosen by majority vote.

Section III

The president shall preside at all meetings of the Association of Heartland Community School students and the Student Council. He/she shall take care of all the business and may call special meetings with the consent of the supervisor. He/she shall also report to the Association of Heartland Community School students things discussed at all Student Council meetings.

The Vice-President shall take over the duties of the president when he/she is absent. He/she shall also assist other executive committee members.

The treasurer shall handle all finances of the Student Council through the Student Activities fund and shall give a financial report to the Association of Heartland Community School students and the Student Council. He/she shall balance his reports with the office books.

The advisor shall attend each meeting and bring faculty problems to the attention of the Council members. He/she shall investigate the president, the problems to be discussed at regular meetings, and shall report the discussion to the faculty.

Section IV

Amendments to the Constitution or revision of the Constitution shall be presented to the Association of Heartland Community School students at the last meeting preceding the election. This shall be two weeks before the election. To pass, the amendment must receive at least a two-thirds majority vote.

ARTICLE V, Section I

The Council of the Association of Heartland Community School students shall meet regularly once a month, the date being set by the administration at the beginning of the school year.

Section II

Both the Student Council and the Association of Heartland Community School students may be called into meetings by either the Council president and council advisor or a faculty member and council advisor.

STUDENT DRIVING

All cars, motorcycles, and bicycles driven to school must be parked upon arrival at school and are to remain parked during the day.

Students are not to sit in cars over the noon hour, and cars, motorcycles, and bicycles are not to be tampered with at any time.

Any vehicle that displays inappropriate language or any message not in good taste will not be allowed on the school grounds or be used for transportation to school.

All state and local traffic regulations shall be observed on school property. (All motorized vehicles are to be driven only on streets and roadways intended for their use.)

Vehicles parked outside the lines during activities and are blocking traffic will be towed.

STUDENT GOALS AND OBJECTIVES

The Heartland Community Schools should encourage each student:

- to achieve a feeling of self worth
- to accept the worth and dignity of all people
- to be creative in his/her selected fields of endeavor
- to develop a positive attitude toward the rights and privileges of participating citizenship and an understanding of the responsibilities involved
- to grow as a responsible member of his/her family and to recognize the family as the basic social unit
- to attain and preserve good physical and mental health
- to plan for and appreciate the wise use of leisure time
- to develop and maintain a positive attitude toward the learning process
- to develop skills and abilities to communicate ideas and feelings
- to acquire habits of analytical thinking and problem solving
- to achieve his/her potential in the basic academic areas
- to develop skills necessary to utilize all available educational resources
- to understand the American economic system and its relationship to a productive life
- to realize the role of vocations in society and to understand the changing opportunities open to him
- to utilize guidance and counseling service to help him/her with vocational planning

STUDENT PLANNERS

Each student in grades 7 – 12 will be provided with a Student Planner at the beginning of the school year. If lost, replacements will be available for \$3.00.

STUDENT HOURS IN THE BUILDING

Morning: Arrival time shall be no earlier than 8:00 A.M. No students are to go to their rooms prior to 8:00 A.M. unless they have an appointment to see teachers.

After School: The student must be under a teacher's supervision if in the building after 4:00 P.M.

STUDENT USE OF TOBACCO, DRUGS, AND ALCOHOL

The possession, use, and/or distribution of tobacco, drugs, and alcohol by students are not allowed on school premises or school sponsored activities. School officials reserve the right to conduct unannounced searches for illegal substances. Searches may include the use of drug dogs.

Heartland Community Schools declares all school buildings and grounds to be smoke-free. When you attend school events, including athletic events, please remember that our grounds are smoke-and tobacco-free and abide by our District's policy.

Disciplinary sanctions (consistent with local, state and federal law), up to and including expulsion and referral for prosecution, will be imposed upon students who violate these standards of conduct.

STUDY HALL REGULATIONS

Our schedule is designed to make students more available to teachers. Therefore, students may have one period a day when they are assigned to a study hall. These study halls are a place of silent study. It is up to the proctor of that study hall to see that such an atmosphere is maintained. Consistency is a must. It only confuses students to have one ridged study hall and enter another where rules are lax.

The computers in the Library are available for students to use for research (catalog, CD-ROM) and for doing assignments. The students need a pass from the classroom teacher before using the computers during study halls.

1. Keep a seating chart and sit in chairs by desks.
2. Maintain a quiet study atmosphere.
3. Allow students on the floor only after permission has been obtained. Teachers will want to limit the number on the floor depending on the size of the study hall.
4. Students must bring reading books or study material.
5. Permission to talk must be obtained from the teacher.
6. One person may check out to library at a time for magazines and newspapers.
7. No passes to teachers, unless student brings a pass from that teacher.
8. A classroom teacher must write a pass and give it to the student to show the study hall teacher before any student may use the internet or use the computer.
9. No more than one person should be allowed to check out to the office, Counselor's Office, locker, restroom, or library to browse.
10. Students needing to do research in the library will need a pass from the teacher assigning the work.
11. Everyone returns before period ends.
12. Leave the room with desks and chairs put back in rows.

TEST, REPORT CARDS, GRADES

Any student has the right to have his grade explained; however, students must use good manners when discussing with a teacher any questionable grade.

All full time subjects successfully completed will be given five (5) credit hours per semester, with the exception of Driver's Education - 3 credit hours, and Teacher Aide's will receive a "P" or "F", not on GPA, 1 credit hour.

Semester tests will be administered at the end of each semester.

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

TEXTBOOKS AND CLASSROOM SUPPLIES

Textbooks and classroom supplies that are issued to students will be returned at the end of the year. Any damage beyond ordinary wear will be assessed to the student.

USE OF TELEPHONE

Points to remember in using the telephone: Please ask for permission to use the phone.

1. Use the telephone for emergencies only.
2. Long distance telephone calls should be charged to your home phone.
3. Students may receive calls only in case of an emergency.
4. Cell phone use is not permitted during school hours. First offense- student may pick up phone in office at the end of the day. Second offense-parent pick up phone in the office.

TORNADO SAFETY RULES

Heartland Community Schools - Henderson/Bradshaw students in case of Tornado Alert during school.

1. Seek shelter indoors.
2. Keep away from glass areas.
3. Stay out of gym.

DESIGNATED AREAS FOR SHELTER

4. Rooms 1-4 go to girls shower room (under bleachers)
Rooms 5,6,7 go to boys shower room
Rooms 8-11 (boys) go to north boys restroom
Rooms 8-11 (girls) go to north girls restroom
Elementary Library go to small rooms in library
5. Room
101 Hallway to cafeteria-S. of orange doors (closed)
103 Hallway to cafeteria-S. of orange doors (closed)
106 Cafeteria girls restroom
107 Sr. High hallway opposite side of lockers
109 Sr. High hallway opposite side of lockers
108-110 Hallway to media-S of orange doors (closed)
111 Hallway to media-S of orange doors (closed)
112 Hallway to media-S of orange doors (closed)
114-LDL Restroom or S of orange doors in hall to media
200a Resource storage room
200b Resource storage room
201 200 hallway girls restroom
203-IT 200 hallway restroom
206 Library media storage room
208 200 hallway boys restroom
Sc.Rm. Cafeteria boys restroom or locker room N of old stage
Library Media storage room
Music Rm. Hallway-northeast exit of old gym
Cafeteria Library media storage room or locker room N of stage or cafeteria restroom
Ag. Ed. Restroom in Ag. Ed. Building
Target Lab Boys shower room N of bleachers
Elem.Res. Rm Boys shower room N of bleachers
Old Gym Shower room North of stage
Office Shower rooms under bleachers
Theater Locker room in new gym or restroom in new hall
New Gym Locker room in gym or restroom in new hall
6. In case you cannot reach a designated area and need to take shelter in a classroom, get under a desk or table, place your hands over the back of head and face downward.
7. Teachers: Stay with students in your charge. Do not permit any student to go home or leave your care during the alert.
8. Signal used for 1 alert will be class bells ringing uninterrupted for a minute or more.
9. Remain in areas until all clear has been announced. Do not release students from school until notified by Office to do so.
10. Don't panic. Use common sense.

VIDEO SURVEILLANCE:

The Board of Education has authorized the use of video cameras on School District property to ensure the health, welfare and safety of all staff, students and visitors to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent.

Notice is hereby given that video surveillance may occur on District property. In the event a video surveillance recording captures a student or other building user violating school policies or rules or local, state or federal laws, the video surveillance recording may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

VISITORS

Students should not bring friends to class, lunch, or school unless they have permission from the Principal. Parents or guardians are welcome to visit any time. All visitors must report to the office to sign in and pick up a visitor's badge.

WRITING RESPONSIBLY

"When you write a report or research paper, you need to support your ideas with information from other sources and give credit to those sources.

(If you) mislead people into thinking that all these ideas are your own.. you may be guilty of **plagiarism** – the act of presenting someone else's ideas as your own.

In *word-for-word plagiarism*, a researcher repeats the exact words of a source without giving the necessary credit. *Paraphrase plagiarism* occurs when a researcher says basically the same thing as an original source with just a few words changed. In *spot plagiarism*, a researcher uses only a few key words or phrases as his or her own without giving credit.

You owe it to your sources, your readers, and yourself to give credit for the ideas you use."
(Writers Inc. Wilmington, MA: D.C. Heath and Co., 1996. 179, 180)

The use of **plagiarism** in assignments may place the grade for that assignment in jeopardy.

LIST OF EXTRA-CURRICULAR ACTIVITIES OFFERED AT HEARTLAND COMMUNITY SCHOOLS

Future Farmers of America	Science Club
Future Business Leaders of America	Student Council/Renaissance Club
Drama	National Honor Society
Instrumental Music	Flag Corp.
Vocal Music	Fellowship of Christian Athletes
Athletics	Art Club

HINTS FOR YOUR PERSONAL SUCCESS

- Develop a PROUD and POSITIVE Huskie attitude.
- Show respect for adults and other students in our school.
- Be a friend.
- Follow the Golden Rule.
- Be involved in school activities.
- Dress for success.
- Be responsible for your own success!

HINTS FOR YOUR ACADEMIC SUCCESS

- Be on time to your classes.
- Be prepared for each class.
- Organize your materials.
- Listen carefully to your teachers.
- Keep a record of all your assignments.
- Do your homework carefully each night.
- Review your class work each night.
- Complete all assignments and projects.
- Study and prepare for each test.
- Share your schoolwork with your parents.
- Dress out and participate in physical education.
- Strive for perfect attendance.
- Ask for help if you need it.
- Read, write, and stretch your imagination.
- Strive for academic excellence!

HEARTLAND WEBSITES

<http://www.heartlandschools.org>.

Library Media Center page on Heartland Schools website:

SIRS – High School Customer #: heartland1, password: huskies

ABC-CL10- History Databases: Username: heartland, password: huskies

Nettrekker – Username: heartland 2, password: huskies

Big Chalk – Username: heartland 1, password: huskies

Readers’ Guide Full-text – Login: heartland, password: huskies

UnitedStreaming – Login: heartland 2, password: huskies

PowerMediaPlus – Login: heartland, password: huskies

NebraskaAccess – see Mrs. Mestl for current password or use your Nebraska driver’s license number

HEARTLAND HUSKIE TIDBITS

Our School.

- Mascot is the Huskie dog
- Colors are crimson, black & white
- Telephone number is (402) 723-4434
- Address is 1501 Front St., Henderson, NE 68371

Nebraska Department of Education Complaint Procedure

Chapter 34 of the Code of Federal Regulations, Section 299.10 requires each State Education Agency (SEA) such as the Nebraska Department of Education to adopt written procedures for receiving and resolving any complaint from an organization or individual that the Department of Education or any school district, agency or consortium of agencies that receives a grant is violating a federal statute or regulation that applies to the federal programs listed below.

Which federal programs?

Improving America's Schools Act (IASA)

Title I:

Part A (Educationally Disadvantaged Children)

Part B (Even Start)

Part C (Migrant)

Part D (Neglected or Delinquent)

Title II (Eisenhower)

Title III - Subpart 2 of Part A (State and local programs for School Technology Resources)

Part A of Title IV (Safe and Drug-free Schools and Communities) Title VI

(Innovative Education Program Strategies)

Part C of Title VII (Emergency Immigrant Education)

McKinney-Vento Homeless Education

What is required?

Requirements of 34 CFR 299.10:

The Department of Education develop a procedure and share that information with every agency and district receiving a federal grant. The complete description of the complaint procedure is available on the Nebraska Department of Education homepage at: <http://www.education.ne.gov>.

An assurance that the recipient of the federal funds will distribute notice about the complaint procedure to parents of students and appropriate private school officials and representatives. Federal programs will include an additional assurance on their grant applications.

This notice that a complaint procedure exists can be provided in any format that reaches parents and all other required persons such as a district-wide student handbook. There should be only one notice from the district or agency -- not a notice from each program.

How to submit a complaint?

A complaint submitted to the Department must include:

- 1) The name of the federal program,
- 2) The recipient of the grant (i.e., Nebraska Department of Education, school district, agency, consortium of agencies)
- 3) A description of the alleged violation of statute or regulation with supporting information - facts and dates, and
- 4) The name and address and signature of the person making the complaint.

Summary of the School Immunization Rules and Regulations 2011-2012

Student Age Group	Required Vaccines
<p>Ages 2 through 5 years enrolled in a school based program not licensed as a child care provider</p>	<p>4 doses of DTaP, DTP, or DT vaccine, 3 doses of Polio vaccine, 3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age, 3 doses of pediatric Hepatitis B vaccine, 1 dose of MMR or MMRV given on or after 12 months of age, 1 dose of varicella (chickenpox) or MMRV given on or after 12 months of age. written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. 4 doses of pneumococcal or 1 dose of pneumococcal given on or after 15 months of age</p>
<p>Students from Kindergarten through 12th Grade, including all transfer students from outside the State of Nebraska and any foreign students</p>	<p>3 doses of DTaP, DTP, DT, or Td vaccine, one given on or after the 4th birthday, 3 doses of Polio vaccine, 3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age. 2 doses of MMR or MMRV vaccine, given on or after 12 months of age and separated by at least one month, 2 doses of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. If the child has had varicella disease, they do not need any varicella shots.</p>
<p>Additionally, for 7th Grade Only</p>	<p>1 dose of Tdap (must contain Pertussis booster) -this dose can be received any time after 10 or 11 years of age depending on which brand of vaccine is received.</p>

Source: Nebraska Immunization Program, Nebraska Department of Health and Human Services, 2010. For additional information, call 402-471-6423.

The School Rules & Regulations are available on the internet: <http://www.hhs.state.ne.us/reg/t173.htm> (Title 173: Control of Communicable Diseases - Chapter 3; revised and implemented 2009)

RELEASE FOR ADMINISTERING MEDICATION IN THE HEARTLAND COMMUNITY SCHOOLS

Student Name _____ Grade _____ Birthdate _____

Date _____ Name of Physician _____

I request that school personnel administer medication to my child, _____, as prescribed by said child's physician. (name of child)

I absolve school personnel and the school district from any liability stemming from adverse reactions and all other effects which may occur because of the administering of such prescribed medication.

Date _____

Parent/Guardian signature

PLEASE PRESENT THE MEDICATION IN AN ORIGINALLY LABELED BOTTLE OR CONTAINER WITH YOUR CHILD'S NAME, PHYSICIAN'S NAME, NAME OF MEDICATION AND DOSAGE.

Name of Medication _____

What time is each dose to be given _____
If given PRN (as needed only) specify the length of time between doses.

How much or how many to be given _____

What days medication should be given _____

Reason for taking medication _____

Comments: _____

AUTHORIZATION FOR USE OF INHALERS AT SCHOOL

Student Name: _____ Birth Date: _____

School: _____ Grade: _____

THIS PORTION TO BE COMPLETED BY PHYSICIAN/DENTIST/PROVIDER

<u>Name of Medication</u>	<u>Dosage</u>	<u>Route</u>	<u>Time of Day</u>
_____	_____	_____	_____

If given pm specify the length of time between doses _____

Inhalers: _____

Indicate if student must carry on his/her person

Student is capable of self-administration of medication _____ Yes _____ No

Possible side effects of medication _____

It is safe for unlicensed staff to provide this student this medication _____ Yes _____ No

Emergency procedure in case of serous side effects _____

I request and authorize that the above-named student be administered/provided the above-identified medication in accordance with the instructions indicated above from _____ to _____ (not to exceed the current school year) as there exists a valid health reason which makes administration of the medication advisable. during school hours.

Date of Signature

Physician/Dentist/Provider Signature

Telephone Number

Name: _____
(Print or Type)

Please Note: If samples of medication are to be given, they must be labeled with the name of the student, dosage, route, and time to be given

THIS PORTION TO BE COMPLETED BY THE PARENT/GUARDIAN

I request/authorize the school to give medication to my student in accordance with the health care provider's instructions written above. I understand that unlicensed staff may be assigned to provide medication to my student, and I accept ultimate res^ponsibility for monitoring the effects of this medication.

Permission to carry inhaler _____ Yes _____ No Permission to self-administer medication _____ Yes _____ No

Date

Parent/Guardian/Caretaker Signature

Phone #

Home

Work

CONTRACT FOR STUDENTS KEEPING INHALERS
WITH THEM WHILE AT SCHOOL

I plan to keep my inhaler with me at school rather than in the school health office.

I agree to use my inhaler in a responsible manner, in accordance with my physician's orders.

I will notify the school health office if I am having any difficulty with my asthma.

I will not allow any other person to use my inhaler.

Student's Signature: _____

Parent's Signature: _____

Principal's Signature: _____

Date _____

SEVERE ALLERGY INFORMATION

Student's Name: _____

Birthdate: _____

School: _____

Grade: _____

Allergies: (food, insects, medication, etc.)	Reaction
1. _____	1. _____
2. _____	2. _____
3. _____	3. _____

Diet Restrictions: For food allergies, parents will monitor school lunch menus or provide food, student will self monitor food choice; teacher will assist child unable to self select food choices.)

Medications used on a daily basis: (both at home and at school, include doses)

1. _____	2. _____
3. _____	4. _____

Reminder: Teachers or other trained personnel must take EpiPen® or any other medication on all field trips. School personnel should make sure phone is close by if needed. Keep EpiPen® at room temperature, DO NOT FREEZE, refrigerate, or keep in extreme heat.

Pertinent Health History (as completed by school nurse) _____

EMERGENCY INFORMATION

Father's/Guardian's name:

Mother's Guardian's name:

Address:

Address:

Home phone:

Work phone:

Home phone:

Work phone:

Alternate contact person if parent cannot be reached:

Name:

Relationship:

Name:

Address:

Address:

Home phone:

Work phone:

Home phone:

Work phone:

Physician who should be called regarding allergic reaction:

Name:

Address:

Phone:

Hospital Preference:

It is understood by parents and physicians this plan may be carried out by school personnel other than the school nurse. A Registered Nurse is to be responsible for delegation of this task to an unlicensed person.

Physician Signature: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____

School Nurse: _____

Date: _____

School Administrator: _____

Date: _____

FOOD ALLERGY ACTION PLAN

ALLERGY TO: _____

Student's Name _____ D.O.B _____ Teacher _____

Asthmatic Yes No *High risk for severe reaction

Systems:

- MOUTH
- THROAT*
- SKIN
- GUT
- LUNG*
- HEART*

Symptoms:

itching & swelling of the lips, tongue, or mouth
itching and/or a sense of tightness in the throat, hoarseness, and hacking cough
hives, itchy rash, and/or swelling about the face or extremities
nausea, abdominal cramps, vomiting, and/or diarrhea
shortness of breath, repetitive coughing, and/or wheezing
“thready” pulse, “passing out”

The severity of symptoms can quickly change. *All above symptoms can potentially progress to a life threatening situation.

ACTION FOR MINOR REACTION

1. If only symptom(s) are: _____; give _____
medication/dose route

Then call:

2. Mother _____, Father _____, or emergency contacts
3. Dr. _____ at _____

If condition does not improve within 10 minutes, follow steps for Major Reaction below.

ACTION FOR MAJOR REACTION

1. If ingestion is suspected and/or symptom(s) are: _____
give _____ IMMEDIATELY!
medication/dose/route

Then call:

2. Rescue Squad (ask for advanced life support)
3. Mother _____, Father _____, or emergency contacts.
4. Dr. _____ at _____

DO NOT HESITATE TO CALL RESCUE SQUAD!

Parent's Signature _____ Date _____

Doctor's Signature _____ Date _____

August 17, 2011

Dear Parents/Guardians:

State regulations require that our school (or early childhood education program) implement an emergency treatment plan, called a protocol, anytime a student or staff member experiences a **life threatening** asthma attack or systemic allergic reaction (anaphylaxis).

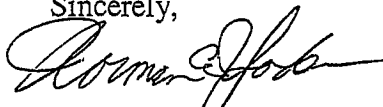
The protocol requires that 911 is called first. After that call is made, an EpiPen injection will be given and then albuterol is provided through a nebulizer. An EpiPen is a small pre-filled, automatic injection device that resembles a highlighter. It is used to deliver epinephrine. Epinephrine is a medication that is used to bring quick relief by improving breathing and lung function. Albuterol is another medication that is used to bring breathing relieve (commonly found in metered-dose inhalers). The nebulizer is a machine that mixes the albuterol with air to provide a fine mist (aerosol) for breathing in through a mask or mouthpiece.

The protocol steps are designed to provide quick, effective care in order to prevent death from occurring due to a severe asthma attack or anaphylaxis. Staff members have been trained to recognize signs and symptoms of a life-threatening "breathing" emergency and to properly administer the medications. The protocol is a standing medical order that has been signed by Dr. Vanderneck, Dr. Ohrt, or Allison Swendener, PA.

If you know that your student has asthma or a known allergy, it is **critically important** that you communicate this information to our school staff. You may contact the school. For each student with a known allergic condition or asthma, you must provide the school with (1) written medical documentation, (2) instructions, and (3) medications as directed by a physician. In the event that your student experiences a life threatening asthma attack or systemic allergic reaction, we will defer to the specific documents and medication that you have provided. If you do not have medical documentation and instructions on file with the school for you student, we will defer to the regulatory protocol described above. If, for whatever reason, you do not want your student to receive the life-saving emergency treatment under the protocol, you must file your written objection with the school.

If you have questions or concerns about the protocol or your student's health issues, please contact me.

Sincerely,



Dr. Norman E. Yoder Superintendent

THIS PAGE WAS INTENTIONALLY LEFT BLANK



CATASTROPHIC ACCIDENT INSURANCE

2011 - 2012 School Year

BENEFIT SUMMARY

- Provides Accident Medical Expense Benefits with a maximum benefit of \$5,000,000 per Insured per Covered Accident. Accident Expense Benefits are payable:
 - after \$25,000 of covered expenses have been incurred within two years after the date of the Covered Accident; and
 - after benefits have been paid under other Health Care Plans; and
 - for Covered Expenses incurred within 10 years from the date of the Covered Accident.
- Provides Accidental Death benefit of \$10,000, and a Dismemberment benefit of up to \$20,000.

CLASS DESCRIPTION & COVERAGE

- CLASS 1: All student athletes, student managers, student trainers, student coaches, cheerleaders and band members who participate in school sponsored and supervised interscholastic athletic activities.
- CLASS 2: All Students from pre-kindergarten through the twelfth grade, while they are attending regularly scheduled classes and taking part in all school-sponsored activities including off-season athletic training and conditioning, except interscholastic athletics. (Includes Class 3 students, if Class 2 students are covered under the policy).
- CLASS 3: All students who participate in all school-sponsored and supervised extracurricular non-athletic activities and clubs.

PREMIUM

CLASS 1:	\$3.25 per student
CLASS 2:	,\$1.20 per student
CLASS 3:	.\$0.40 per student

100% participation is required - Minimum Policy Premium \$500.00

HOW TO ENROLL

Please complete the attached APPLICATION

- Include your check with the APPLICATION made payable to Student Assurance Services, Inc.
- Please send the APPLICATION and check to:

STUDENT ASSURANCE SERVICES, INC.
P.O. BOX 196
STILLWATER, MN 55082-0196

CONTACT INFORMATION

Marketed by: Student Assurance Services, Inc.
 333 North Main Street
 P.O. Box 196
 Stillwater, MN 55082-0196
 Phone (651) 439-7098 - Toll Free 1-800-328-2739

Underwritten by: Zurich American Insurance Company
 Schaumburg, Illinois 60196

This brochure provides a summary of the coverage to be provided and is not intended to substitute for or duplicate policy provisions. It is subject to the provisions of the policy of insurance to be issued by Zurich American Insurance Company. You will need to contact us for exact policy language, as well as for any limitations and restrictions that may be applicable. The policy is the only contract between the Policyholder and us. It contains the actual terms, conditions and limits of the coverage to be provided. If there is any conflict between this quote and the policy, the policy will govern in all cases. Acceptance of this quote is contingent upon and subject to the actual terms and conditions of the policy as issued.

THIS PAGE WAS INTENTIONALLY LEFT BLANK

STUDENT FEES POLICY

The Board of Education of Heartland Community Schools adopts the following student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act.

The District's general policy is to provide for the free instruction in school in accordance with the Nebraska Constitution and state and federal law. This generally means that the District's policy is to provide free instruction for courses which are required by state law or regulation and to provide the staff, facility, equipment, and materials necessary for such instruction, without charge or fee to the students.

The District does provide activities, programs, and services to children which extend beyond the minimum level of constitutionally required free instruction. Students and their parents have historically contributed to the District's efforts to provide such activities, programs, and services. The District's general policy is to continue to encourage and, to the extent permitted by law, to require such student and parent contributions to enhance the educational program provided by the District.

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. The District does so by setting forth the following guidelines and policies. This policy is subject to further interpretation or guidance by administrative or Board regulations which may be adopted from time to time. The Policy includes Appendix "1," which provides further specifics of student fees and materials required of students for the 2011-2012 school year. Parents, guardians, and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

(1) Guidelines for non-specialized attire required for specified courses and activities.

Students have the responsibility to furnish and wear nonspecialized attire meeting general District grooming and attire guidelines, as well as grooming and attire guidelines established for the building or programs attended by the students or in which the students participate. Students also have the responsibility to furnish and wear nonspecialized attire reasonably related to the programs, courses and activities in which the students participate where the required attire is specified in writing by the administrator or teacher responsible for the program, course or activity.

The District will provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial arts, chemical or chemical-physical classes which involve exposure to hot molten metals or other molten materials, milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials, heat treatment, tempering, or kiln firing of any metal or other materials, gas or electric arc welding or other forms of welding processes, repair or servicing of any vehicle, or caustic or explosive materials, or for laboratory classes involving caustic or explosive materials, hot liquids or solids, injurious radiations, or other similar hazards. Building administrators are directed to assure that such equipment is available in the appropriate classes and areas of the school buildings, teachers are directed to instruct students in the usage of such devices and to assure that students use

the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.

(2) Personal or consumable items & miscellaneous

(a) Extracurricular Activities. Students have the responsibility to furnish any personal or consumable items for participation in extracurricular activities.

(b) Courses

(i) General Course Materials. Items necessary for students to benefit from courses will be made available by the District for the use of students during the school day. Students may be encouraged, but not required, to bring items needed to benefit from courses including, but not limited to, pencils, paper, pens, erasers, notebooks, trappers, protractors and math calculators. A specific class supply list will be published annually in a Board-approved student handbook or supplement or other notice. The list may include refundable damage or loss deposits required for usage of certain District property.

(ii) Damaged or Lost Items. Students are responsible for the careful and appropriate use of school property. Students and their parents or guardian will be held responsible for damages to school property where such damage is caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student.

(iii) Materials Required for Course Projects. Students are permitted to and may be encouraged to supply materials for course projects. Some course projects (such as projects in art and shop classes) may be kept by the student upon completion. In the event the completed project has more than minimal value, the student may be required, as a condition of the student keeping the completed project, to reimburse the District for the reasonable value of the materials used in the project. Standard project materials will be made available by the District. If a student wants to create a project other than the standard course project, or to use materials other than standard project materials, the student will be responsible for furnishing or paying the reasonable cost of any such materials for the project.

(iv) Music Course Materials. Students will be required to furnish musical instruments for participation in optional music courses. Use of a musical instrument without charge is available under the District's fee waiver policy. The District is not required to provide for the use of a particular type of musical instrument for any student.

(v) Parking. Students may be required to pay for parking on school grounds or at school-sponsored activities, and may be subject payment of fines or damages for damages caused with or to vehicles or for failure to comply with school parking rules.

(3) Extracurricular Activities—Specialized equipment or attire. Extracurricular activities means student activities or organizations which are supervised or administered by the District, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the District. The District will generally furnish students with specialized equipment and attire for participation in extracurricular activities. The District is not required to provide for the use of any particular type of equipment or attire. Equipment or attire fitted for the student and

which the student generally wears exclusively, such as dance squad, cheerleading, and music/dance activity (e.g. choir or show choir) uniforms and outfits, along with T-shirts for teams or band members, will be required to be provided by the participating student. The cost of maintaining any equipment or attire, including uniforms, which the student purchases or uses exclusively, shall be the responsibility of the participating student. Equipment which is ordinarily exclusively used by an individual student participant throughout the year, such as golf clubs, softball gloves, and the like, are required to be provided by the student participant. Items for the personal medical use or enhancement of the student (braces, mouth pieces, and the like) are the responsibility of the student participant. Students have the responsibility to furnish personal or consumable equipment or attire for participation in extra curricular activities or for paying a reasonable usage cost for such equipment or attire. For musical extracurricular activities, students may be required to provide specialized equipment, such as musical instruments, or specialized attire, or for paying a reasonable usage cost for such equipment or attire.

(4) Extracurricular Activities—Fees for participation. Any fees for participation in extra-curricular activities for the 2011-2012 school year are further specified in Appendix “1.” Admission fees are charged for extracurricular activities and events.

(5) Postsecondary education costs. Students are responsible for postsecondary education costs. The phrase “postsecondary education costs” means tuition and other fees only associated with obtaining credit from a postsecondary educational institution. For a course in which students receive high school credit and for which the student may also receive postsecondary education credit, the course shall be offered without charge for tuition, transportation, books, or other fees, except tuition and other fees associated with obtaining credits from a postsecondary educational institution.

(6) Transportation costs. Students are responsible for fees established for transportation services provided by the District as and to the extent permitted by federal and state laws and regulations.

(7) Copies of student files or records. The Superintendent or the Superintendent's designee shall establish a schedule of fees representing a reasonable cost of reproduction for copies of a student's files or records for the parents or guardians of such student. A parent, guardian or student who requests copies of files or records shall be responsible for the cost of copies reproduced in accordance with such fee schedule. The imposition of a fee shall not be used to prevent parents of students from exercising their right to inspect and review the students' files or records and no fee shall be charged to search for or retrieve any student's files or records. The fee schedule shall permit one copy of the requested records be provided for or on behalf of the student without charge and shall allow duplicate copies to be provided without charge to the extent required by federal or state laws or regulations.

(8) Participation in before-and-after-school or pre-kindergarten services. Students are responsible for fees required for participation in before-and-after-school or pre-kindergarten services offered by the District, except to the extent such services are required to be provided without cost.

(9) Participation in summer school or night school. Students are responsible for fees required for participation in summer school or night school. Students are also responsible for correspondence courses.

(10) Breakfast and lunch programs. Students shall be responsible for items which students purchase from the District's breakfast and lunch programs. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations. Students are also responsible for the cost of food, beverages, and personal or

consumable items which the students purchase from the District or at school, whether from a "school store," a vending machine, a booster club or parent group sale, a book order club, or the like. Students may be required to bring money or food for field trip lunches and similar activities.

(11) Waiver Policy. The District's policy is to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for: (1) participation in extracurricular activities and (2) use of a musical instrument in optional music courses that are not extracurricular activities. Participation in a free-lunch program or reduced-price lunch program is not required to qualify for free or reduced-price lunches for purposes of this section. Students or their parents must request a fee waiver prior to participating in or attending the activity, and prior to purchase of the materials.

(12) Distribution of Policy. The Superintendent or the Superintendent's designee shall publish the District's student fee policy in the Student Handbook or the equivalent (for example, publication may be made in an addendum or a supplement to the student handbook). The Student Handbook or the equivalent shall be provided to every student of the District or to every household in which at least one student resides, at no cost.

(13) Student Fee Fund. The School Board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund not funded by tax revenue, into which all money collected from students and subject to the Student Fee Fund shall be deposited and from which money shall be expended for the purposes for which it was collected from students. Funds subject to the Student Fee Fund consist of money collected from students for: (1) participation in extracurricular activities, (2) postsecondary education costs, and (3) summer school or night school.

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

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

**Appendix“1” to 2011-2012 Student Fees Policy of Heartland Community Schools—
Additional Specification of Required Materials and Fees**

Program	General Description of Fee or Material	\$ Amount of Fee (Anticipated or Maximum) or Specific Material Required
Elementary Program		
Suggested school supplies		\$10-\$25
Junior High Program		
Suggested school supplies		\$10-\$30
8 th Speech	4x6 lined note cards, stop watch, tablet.	
Science	Composition book	
Art	Sketch book	
	Pens (black/red) pencils, Markers, highlighters, folders notebooks, basic calc., Kleenex	
Secondary Program		
	General Description of Fee or Material	\$ Amount of Fee (Anticipated or Maximum) or Specific Material Required
PreCal & Prob/Stats classes	Graphing calculator.	\$100-\$125
Sophomore English	Trapper keeper, folders, 4x6 lined note cards, steno, pens, 2 spiral notebooks, camera.	\$10-\$15
Senior English	Paperback book, notebook, note cards.	\$10-\$15
Speech	Stop watch, 4x6 lined note cards, legal pad, colored pencils/markers optional.	
Science	Scientific calculator, notebook	
	3-ring binder, small notebook.	
Extracurricular and other programs		
	General Description of Fee or Material	\$ Amount of Fee (Anticipated or Maximum) or Specific Material Required
Chorus	Cleaning	\$10
Band	Cleaning	\$15
Instrumental Rental		\$1-\$15
Driver's Education		Fee to be set in February for summer of 2012.

PROM ACTIVITIES

PROM ROYALTY IS SELECTED BY STUDENT BODY AND FACULTY DETERMINED BY THE NUMBER OF ACTIVITIES STUDENTS ARE INVOLVED IN. ACTIVITIES LISTED BELOW.

INDICATE THE ACTIVITIES IN WHICH YOU HAVE PARTICIPATED AND THE YEARS 1 - FRESHMAN 2 - SOPHOMORE 3 - JUNIOR 4 - SENIOR

ATHLETICS

Basketball	LETTER	MANAGER
Football	LETTER	MANAGER
Track	LETTER	MANAGER
Volleyball	LETTER	MANAGER
Golf	LETTER	MANAGER

SCHOLASTIC LETTER

JOURNALISM LETTER

MUSIC

Band	LETTER
Chorus	LETTER
Small Groups (Specify - must participate in district contest)	
Boys Glee	Girls Glee
Brass Choir	Pep Band
Girl's Triple Trio	Chamber Singers
Woodwind Choir	Stage Band
Other (list)	Drum Major
Flag Corp.	Jazz Band
Solos	Dixieland Band

DRAMATIC LETTER

DRAMATICS

Fall - All School Play (Speaking Part) Spring - All School Play Speaking Part) One Act Play
 Other (Specify)
 Operetta - Main Part

ORGANIZATIONS

FFA Member	OFFICER	FBLA Member	OFFICER
FFA State	OFFICER	FBLA State	OFFICER
FFA National	OFFICER	FBLA National	OFFICER
Stu.Co/Renaissance	OFFICER	Drama Club	OFFICER
Science Club	OFFICER	Class Officer	
National Honor Society	OFFICER	Art Club	
Youth Action Council		Youth Leadership York	
Fellowship of Christian Athletes		Student Ambassador	

Heartland Community Schools - Level of Consequence

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
Behaviors	Student/ Teacher Conference	1/2 Hour detention Parent Contacted	1 or more hours detention assigned by off. Par Contacted	In-School Suspension by office Par Contacted	Short Term OSS 1-5 days Parent Contacted	Long Term OSS 6-20 days Parent Contacted	Emergency Exclusion Parent Contacted	Alternative Education Plan Par Contacted	Expulsion Parent Contacted

1st Offense-zero on
assign., 2nd Offense-
zero & move to Step
3

Cheating & Plagiarism

Failure to Follow
Directions

Inappropriate Clothing

Stealing

Lying
Harassment/
Threats

Cumulative
Misconduct

Skipping Assigned
Area/Truancy

Defiance of Authority
Insubordination

Aggressive behavior
Profanity/Obscenity

Assault/Fighting
Drugs/Alcohol
Tobacco

Weapons/Explosives