

Hebron Public School Faculty Handbook

Welcome to Hebron Public School. Education is a joint venture between parents, teachers, and administrators. The key to a successful educational experience is the cooperation and communication between all of these stakeholders. The purpose of this handbook is to communicate important faculty procedures and expectations. We have tried to anticipate what teachers will need to know to make this school year successful. We urge you to read this handbook and keep in mind that it is not an all-inclusive list of rules, but rather an outline of expectations and procedures, which contribute to the operation of our school. For more detailed policies and procedures stop by the school office or visit the School Board Website. If you have any questions, please see your building principal. It is important that everyone involved thoroughly understand the organization, regulations, and activities of the Hebron Public School. **Failure to know the contents will not excuse a staff member from following the adopted faculty policies.**



2019-2020

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GENERAL POLICIES

Absence from School

If it is necessary for a teacher to be absent from school, the respective principals shall be notified not later than 7:30 a.m. on the day the absence occurs. Deductions will be made according to salary schedule.

Academic Freedom

Like freedom in general, academic freedom implies corresponding duties and responsibilities. It does not, for instance, give any teacher the right to ignore the provisions set forth in the course of study adopted by the school as to circumvent school instructions. If changes in the course of study are desirable for the improvement of the teaching service rendered by the school or if the administrative instructions hamper teaching efficiency, in fact and not in fancy, the teacher is free to offer suggestions to the administrator, or in faculty meetings. When a majority of the faculty and the administrator approve of the suggested changes, there may be deviation from established course of study. **Neither does academic freedom give the teacher the right to impose upon students his personal opinion on such controversial subjects as politics and religion or to discredit in the presence of students either directly or indirectly the policies adopted by duly constituted school authority or by the principal for the administration of the school.** Nor does academic freedom give a teacher the right to suggest to students, much less to encourage, activities contrary to basic school policy. The teacher is free, at any mutual convenient time, to discuss such school policies with school authorities.

Before School

Parents of Hebron students will assume responsibility for their children prior to 8:00 a.m. On occasion when a student needs to be in the school prior to 8:00 a.m., special arrangements should be made with the classroom instructor. The school is not responsible for students on the playground prior to the starting time of school. If an elementary student arrives at school before 8:00 a.m., they will attend the Before School Program.

Assemblies^[OBJ]

All instructors, unless excused, are required to attend all students' assemblies or lyceums. All instructors are responsible for the discipline in the assembly area to which their students are assigned and are to distribute themselves and sit among the students.

Care of the Building

Although it is the general responsibility of the custodians to care for the building, each teacher is expected to share in this responsibility by keeping his/her classroom in creditable condition. When the janitorial service for a given room is not satisfactory, the teacher shall inform the principal or superintendent. Janitors in turn are to report to the office any room in which the teacher and students carelessly cause unnecessary work. Care of the room is the responsibility of the custodian and instructor. **Requests for upkeep should be placed in the custodian's mailbox.**

During cold and inclement weather when the heating system of the building is in operation, the teachers should keep the classroom windows closed, especially if the classroom door to the corridor is open. When the instructor leaves his/her classroom for any length of time during the day, they should turn off the lights and lock the door. Upon leaving at the end of the day, the windows must be latched, lights off, and door locked.

Detaining Students

Teachers are requested not to keep students in class after the passing bell has rung. If, at any time this is necessary the teacher shall notify the teacher of the next class. No teacher is to excuse students from class, either for conferences or for any other reason.

Faculty Hours

Faculty is expected to be on the job and available to other staff, students, and parents in a professional capacity 1/2 hour before school starts (7:50) and 1/2 hour after school is dismissed (3:50). Instructors are to be in their classrooms or classroom area by 8:10 a.m. unless they are assigned morning duty. Teachers shall remain in the classroom area until 3:30 p.m. If it is necessary at any time for an instructor to leave the building during your official school day, instructors should make arrangements with the principal or superintendent in the absence of the principal. On Fridays or the day before holidays, the staff may leave after students are dismissed and left the building.

Faculty Meetings

When faculty meetings are scheduled, all teachers are expected to attend at the time scheduled. When possible, an announcement of such meetings will be announced by various means.

Fire Drills^{OBJ}

Each teacher is to familiarize himself/herself with the exit routes for every room that he/she uses and to see that fire drill/tornado exit routings are posted in every room. The instructor should be the last one to leave the room and on departing should check to see that classroom doors closed and have the roll call list. To acquaint the students and instructors with fire exits, a fire drill will be conducted periodically. This is also true of tornado drills. **Everyone is to leave the building when the fire alarm sounds. If tornado alarm sounds, follow the procedures as stated in the tornado policy. All instructors should know where to take their students in the case of severe weather.**

Preparation Period

Preparation periods are to be utilized for class-preparation and conference time. During this time, the instructor may be asked to substitute for another faculty member if emergencies arise. This period is, therefore, as much a part of the teacher's schedule as a class period, and calls for the same responsibility on his/her part as does any other scheduled class.

Keys

According to the policy established by the board of education, each teacher is furnished a key (keys) only to the building area to which he/she is to teach or conduct extra-curricular activities. **Instructors are not to lend to students any key to the building.**

Lesson Plans

All lesson plans for the current week's classes should be turned in via PlanbookEdu, no later than 8:00 am Monday.

Grades

Teachers are responsible for maintaining current and accurate reporting of student progress. Parents utilize PowerSchool to monitor their students' progress, therefore, reporting grades regularly is expected. Regularly is defined as a minimum of three grades per subject/class period per week.

Video/Streaming

Any video longer than 10 minutes must receive pre-approval from administration by completing an Exception for Use Request. Teachers may not show any media prior to receiving approval. Therefore, requests must be made a week in advanced. A Parent Permission Form must also be assigned using the Movie Rating Guidelines. New forms must be completed annually.

Mail Box^{OBJ}, **and E-mail**

Instructors are to check their faculty mailbox prior to the start and end of each school day. Communication between all staff at Hebron Public School is essential. Electronic communication will be the primary mode of written communication for the school and instructors are expected to read all electronic messages. Instructors also need to check their voice mail for messages throughout the day.

Purchase of School Supplies

All purchases of school supplies by teachers in the Hebron School which are to be charged to the district must be requisitioned through the principal of the school. A purchase order must be used for all orders, and be signed by the principal and superintendent PRIOR to any purchases. All money received by teachers from pupils or school activities must be turned over to the school secretary for proper care and will be placed in the activity accounts to be expended as needed.

Progress Reports

Progress reports will be issued at midterm (4 ½ weeks into each nine-week period).

Report Cards

The classroom teacher issues a total of four grade reports, one for every nine weeks, to the students and their parents. All report cards will be mailed/mailed to the parents.

Parent Teacher Conferences

It is the intention of Hebron Public School to keep each parent informed as to the progress of their children. This will be done through scheduled Parent-Teacher Conferences in the mid-term of the first and third nine weeks as well as through report cards. Additional conferences may be arranged by request of the parent, teacher, and/or principal when a student is having difficulty in school or are failing to the work required of them. In the elementary, individual conferences are scheduled with the classroom teachers. All secondary teachers, including shared staff, will be available for conferences in their classrooms.

School Activities

All school activities must be scheduled by the advisor with the superintendent/principal and placed on the master calendar. No beer, liquor, tobacco, or drugs are to be permitted by any pupil or adult attending school functions.

Smoking/Tobacco

Hebron Public School is a nonsmoking-nontobacco public building. No smoking or tobacco use in any part of the school building as or on school grounds at any time.

Cell Phones

Cell phone usage is not allowed during classroom instruction time. Cell phone usage is allowed on prep time(s) only.

Food and Drink

Staff is expected to follow the same policy regarding food and drink as the students. No food or drink during classes except for clear water in a clear container. An exception will be made for coffee or soda for staff only. Soda must be disguised.

Student Handbooks

Teachers need to become familiar with the Students' Handbook, issued to students, parents and faculty members. Use this book as a reference guide whenever possible. A copy of all Hebron Public School handbooks will be offered to each patron before school starts in the fall.

Student Funds

All funds of student activities are to be kept in the local bank in one account and be under the supervision of the superintendent of the school and the Board of Education.

Suspension

Expulsion is a legal prerogative of the Board of Education. Any suspension must follow procedure as defined by law. The suspension must be made through the office of the superintendent or principal, who will record the details and notify the parents and the Board of Education. Continuous misconduct on the part of the student may lead to permanent expulsion by the Board of Education.

Trips^[OBJ]

In order to protect the school district and faculty from responsibility and liability from accidents, it is required that an adult driver or chaperone accompanies each car transporting school pupils on trips and excursions. This includes athletic trips, music trips, career day trips, etc. It is generally assumed that the school district or faculty cannot be liable for accidents unless negligence on their part is shown.

Use and Supervision of the Building

The school plant is available for school activities that have been properly approved. All school activities must be supervised. The use of the school building and grounds or use of school equipment for school activities shall be scheduled through the Superintendent's office for final approval. This includes the use of the building's facilities for special meetings and the use of the gym for activities other than team practices. A supervisor may be any school employee or supervisory person approved by the administrator.

Copyright Law

The Hebron Public School administration and staff will abide by the guidelines of the copyright law of the United States (Title 17 - United States Code), which relates or governs the making of photocopies or other reproductions of copyright materials. This law is the Copyright Revision Act of 1976 (PL 94-553).

Staff Development

All instructors are to take additional college work every five years, and shall not be less than 5 semester hours. All workshop and in-service hours must be documented and copies given to the Superintendent.

School Bus Policy

1. In those cases where a school bus student lives some distance from the pickup point on the highway, drivers will not release the child during the storm weather unless the parent or some adult is there to meet him/her. In those cases where the student is not released, the driver will take the child home with him, if he/she lives at the end of the route. If the bus comes back to town, the driver will deliver the child to their storm home, and that family will assume responsibility of providing food, lodging and notifying parents, etc.
2. In the event of hazardous conditions occurring in the morning before the bus leaves for their pick up run, the buses will not go out on their routes, and announcements to the effect will be made over Global Connect and radio stations KDIX (1230 AM), KLTC (1460 AM) and KCAD (99.1 FM) in Dickinson and KFYZ (550 AM) and KBMR (1130 AM) in Bismarck. Please keep your radios turned to these stations whenever the weather conditions cause any doubt as to whether or not school bus operation might be suspended. We also ask that you keep tuned to radio stations KDIX (1230 AM) and KFYZ (550 AM) whenever stormy weather develops during the day, as all of our school announcements will be made over those two stations.
3. Should hazardous conditions arise during the school day, or exist at the time the school buses normally depart for their return trip in the afternoon 3:17 p.m., buses will be held here in Hebron and the trips canceled. Announcements will be made over Global Connect and radio stations KDIX (1230 AM), KLTC (1460 AM), KCAD (99.1 FM), KFYZ (550 AM), and KBMR (1130 AM), and the school administration with the help of the staff and the people of Hebron will assume the responsibility of caring for all students who live out of town.
4. Bus drivers are responsible to see that students on their bus routes are delivered to their homes and to make sure that students are able to get in their homes.
5. During the winter season, all parents are urged to see that their children are warmly dressed when they board the school bus. There is always the possibility that the bus could be stalled for a period of time, and in this event, warm coats, caps, gloves, and overshoes could avert serious consequences.
6. Each day that the school bus leaves for their return trip under unfavorable conditions, the superintendent keeps tracking each vehicle using the two-way radio system or by calling the different homes along the route to determine whether or not the children have been brought home. By this means, the approximate location of each bus can be quite well established at any given time. Then too, drivers have been directed to call the main office whenever possible to notify the school of any difficulties that would cause a change in the time schedule. Parents could help the school in this matter by calling the Superintendent's office whenever their children have not arrived home within a reasonable period of time beyond the usual time of arrival.

7. On each school day morning, when the weather is threatening, the Superintendent decides whether or not the school buses are to be sent out on their routes. The decision is made only after taking several things into consideration - existing weather conditions, weather forecasts, consultations with bus drivers and local weather reports from parents living in different parts of our school district. The final decision must be made before the buses leave and in the event the bus operations are suspended, the general announcement is then called in to Global Connect and radio stations KDIX (1230 AM), KLTC (1460 AM), KCAD (99.1 FM), KBMR (1130 AM) and KFYR (550 AM). The final decision is made with the knowledge that the weather conditions, even within the boundaries of our own school district, could be more severe in one area than in another. For this reason, parents are urged to use their own discretion and to keep their children home whenever they consider the conditions too hazardous to place their children on the bus.
8. In the event that a loaded school bus is stalled on cold or stormy weather, the school believes that students should be kept on the bus. The school has not made this hard and fast policy, because some discretion must be left to the bus drivers, and the distance from the stalled bus to shelter should also be considered. Under most conditions, however, we feel strongly that passengers should remain in the bus and await rescue.
9. When buses are excused early because of weather conditions, normally regular scheduled classes will be continued.
10. When buses leave early and/or school is dismissed early, all scheduled practices, meetings, etc., scheduled for that evening will not be held because of weather conditions.

Four probable conditions should be recognized. The general plan of action is outlined below:

Condition I

Severe blizzard conditions existing or predicted before school opens in the morning, and before buses leave for their morning run.

All school bus service will be suspended, and all school closed for the day. Announcements to this effect will be made over Global Connect and radio stations KDIX (1230 AM), KLTC (1460 AM), KCAD (99.1 FM), KBMR (1130 AM) and KFYR (550 AM).

Condition II

School is in session, and a severe storm is predicted to strike this area before the end of the school day.

(The following procedures will be followed only if it can be determined with a reasonable degree of certainty that all students can be delivered to their homes before the storm strikes - otherwise, procedures will be followed as described under Condition III below)

1. Bus drivers will be asked to report to the school with their vehicles.
2. Through Global Connect, patrons on each bus route will be notified of the dismissal time.
3. Time of dismissal and bus departure will be broadcast over radio stations KDIX (1230 AM), KLTC (1460 AM), KCAD (99.1 FM), KFYR (550 AM), and KBMR (1130 AM).
4. Bus drivers will not release students unless parents or other adults are there to meet them.
5. Bus drivers will check in with the main office immediately after completing their runs.

Condition III

Severe blizzard conditions develop during a school day when students are in attendance.

1. Each rural student will be assigned a home in Hebron.
2. Children will be delivered to their assigned home by school bus. The bus driver will personally make certain that occupants are home.
3. Parents will be notified by Global Connect that their child(ren) are at their storm home, and announcements will be made over radio stations KDIX (1230 AM), KLTC (1460 AM), KCAD (99.1 FM), KFYR (550 AM), and KBMR (1130 AM).
4. Parents with whom children are staying will assume responsibility for the safety and well being of the children assigned to their home.

Condition IV

No storm exists, or is predicted, but some or all of the school bus roads are impassable.

Note: This condition could probably exist for long periods of time. There is no simple solution, but the following policy was felt to be the most practicable.

1. School will be in session for those who are able to attend.
2. School bus service will be provided to those areas where roads are open and passable.
3. Students will be encouraged to take books home each night. Teachers will leave a list of assignments posted on the website, and students unable to attend school will call/email the school for assignments.
4. Assignments will be submitted to teacher when students return to school.

Bus Trips

All supervisors know well in advance of field trips, ball games, or other activities necessitating travel. Advise your students that boots/overshoes, caps, gloves, etc. are required. If students have been forewarned and cannot comply, the simple alternative is not to take the students along.

Contagious Diseases

A permanent responsibility rests on each teacher to immediately report to the office all cases or suspicion of cases involving contagious diseases among the pupil personnel of the school. Always report suspicious cases to the principal and then the county nurse or a doctor will be contacted.

Corporal Punishment

Corporal punishment is not to be used at Hebron Public School. Use of corporal punishment will result in disciplinary action.

Absence Due to Attendance of Church Functions

Hebron Public School wants to cooperate with the churches of the community whenever possible without hampering unnecessarily the work of the school. We do not want to penalize a pupil because of his/her religious obligations. Wednesday evening will be observed as church night. No school activity of any kind involving students will be permitted after 6:00 p.m. on Wednesday evenings. A pupil in attendance at any church function on a regular school day should therefore be marked as "absent" or "tardy" in the teacher's register but shall be excused for this absence or tardiness by the principal or superintendent.

Weapons Policy

The Hebron Public School Board determines that possession and/or use of a weapon by student is detrimental to the welfare and safety of the students and school personnel within the district.

No student will knowingly possess, handle, carry, or transmit any weapon, look alike weapon, or dangerous instrument in any school building, on school grounds, in any school vehicle, or at any school sponsored activity. Such weapons include but are not limited to any knife, razor, ice pick, explosive smoke bomb, incendiary device, gun (including pellet gun), slingshot, bludgeon, brass knuckles, or artificial knuckles of any kind, or any object that can reasonably be considered a weapon or dangerous instrument. Violation of this policy will result in action according to the Suspension and Detention Policy. All weapons will be confiscated and may be turned over to the student's parents or to law enforcement officials at the discretion of the administration.

Educational classes held in the school facility, before or after normal school hours, are permissible if permission is granted by the superintendent/principal prior to this educational training for youth and adults. All weapons must be removed from the school premises after each educational class. The weapon must be unloaded upon entry into the building and remain unloaded for the duration of the class.

Bringing a firearm to any setting that is under the control and supervision of the school, as defined in 18 U.S.C. 921, will require that proceedings for the expulsion of the student involved for a minimum of one calendar year be initiated immediately by the principal. A firearm is defined as a weapon (including a starter gun) will or is designed to, or may readily be converted to; expel a projectile by the action of an explosive. The superintendent may recommend a modification of the expulsion on a case-by-case basis. This modification shall be based on the circumstances revealed in the investigation into the incident conducted by the superintendent or other person designated by the superintendent to conduct the investigation. Alternate education may be provided for students who are expelled under this section. The principal or superintendent will notify law enforcement.

Other violation of this policy will require that proceedings for the suspension and/or expulsion until the end of the current school term be initiated immediately by the superintendent/principal.

Co-Curricular Activities

It is a teacher's job to help with the various co-curricular activities. These activities help in the development of the child and are of great importance. These co-curricular activities include music, dramatics, speech, art, project work, etc. A conscientious teacher is adequately rewarded by the accomplishments of the pupil and a firmer bond of enthusiasm between the pupil and teacher. Teachers are asked to volunteer projects according to their assignment. All teachers will also be responsible for some activities.

Administering Medicine to Students

A prescription, which is ordered by a physician and a signed permission request by the parent is needed for school personnel to administer prescribed medications. Other medicines/aspirins/Tylenol, etc. will not be administered without permission by the parent/guardian.

Title IX Policy

Prohibiting Sex Discrimination and/or Harassment in Education

YOU ARE HEREBY NOTIFIED Hebron Public School District No. 13 does not discriminate on the basis of sex in the education programs or activities which it operates, and that it is required by Title IX and Part 86 of the Department of Health, Education, and Welfare regulations, race, color, national origin, Title IV or Section 504 handicapped. This requirement not to discriminate extends to educational programs and activities as well as to employment therein. Furthermore: Hebron Public School does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities.

YOU ARE FURTHER NOTIFIED that inquiries concerning the application of Title IX and Title IV these parts may be referred to Kevin Nelson, Superintendent, who has been designated as the person responsible for coordinating the efforts of Hebron Public School District No. 13 to comply with and carry out its responsibilities under Title IX and Title IV, including investigation of complaints alleging non-compliance. The office address and phone number is as follows: Office of Superintendent, Box Q, Hebron Public School; Hebron, ND 58638, phone: 878-4442, is the employee designated for Section 504 Handicapped jurisdiction.

Policy Statement

The Board of Education of Hebron Public School District No. 13 in the County of Morton and State of North Dakota supports the provision of Title IX of the Education Amendments of 1972 which commit all North Dakota schools to the elimination of discrimination on the basis of sex in those programs and activities offered to its students. It is the expressed intent of Hebron Public School District No. 13 to provide equal opportunities for all students, free from limitations based upon sex.

This concept of equal educational opportunity will serve as a guide for the Board of Education, Administration and Staff in making decisions relating to employment of personnel, school facilities, intramural and interscholastic athletics, curriculum, activities and regulations affecting students and employees.

The policy reflects the Final Federal Regulation July 21, 1975.

A substantiated charge against a school district staff member will subject such member to disciplinary action, which may include discharge.

Equal Opportunity Employer

Hebron Public School District #13 is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services.

TECHNOLOGY

Acceptable Use of Technology

There will be no use of technology without staff supervision. Students must get permission from an instructor to work in the computer lab/high tech lab.

All Computer files stored on school computers/server are subject to periodic monitoring. Each student is responsible for the privacy of their password and the contents of their folder. If a student has encountered a problem with their information in their folder and/or password, it is the students' responsibility to contact the administration.

Students may access the system only under their own name and password to use their personal files and approved software. No outside software will be allowed unless approved by an instructor. No personal computers, laptop or any device not owned by the school district may be connected to the school equipment without authorization from school administration. Under no circumstances should a student download any file from any source onto a school machine or onto the school's network without authorization from the technology instructor and the supervising teacher.

Internet connection and use requires that the user take full responsibility for his/her own actions. Hebron Public School, along with other organizations sponsoring the Internet hookup, will NOT be liable for the actions of anyone connecting to the Internet through this hookup. All users shall assume full liability—legal, financial, or otherwise—for their actions.

Students will only be able to access social media websites for educational purposes only with instructor approval and monitoring. This includes chat rooms, email, Facebook, etc....

Due to the ever-changing nature of the technology involved with the Internet, Hebron Public School reserves the right to modify or change this policy to deal with unforeseen circumstances that must be dealt with for the protection of the students and the system.

Unacceptable Use of the Internet

1. Using the network for any illegal activity, including violation of copyright or other contracts.
2. Using of the network for financial or commercial gain.
3. Degrading or disrupting equipment, software, or system performance.
4. Vandalizing the data of another user.
5. Wastefully using resources such as paper and ink.
6. Gaining unauthorized access to resources or entities.
7. Invading the privacy of individuals
8. Using an account/password/login of another user.
9. Posting personal communications without the original author's consent.
10. Posting anonymous messages.
11. Downloading, storing, or printing ANY files or messages that are profane, obscene, or that uses language, which offends or tends to degrade others.
12. Violating any "content guidelines" which will be imposed by the school.

Technology Vandalism/Harassment

Vandalism of any sort will not be tolerated and could lead to permanent suspension of computer privileges. Vandalism will not only include any act of damaging or defacing the actual computer hardware, but also any attempt to harm or destroy any data on the Internet or any internal system. Creating or trying to load a virus would be considered a serious act of vandalism.

Harassment is an attempt to badger or intimidate others, or interfere with another user's communications or works. Repeated harassment will be considered bullying.

Violations of any of the above policies may result in immediate suspension from technology. Length of suspension will be at least one week for the first offense and possible permanent loss of privileges to technology for the remainder of the year, for subsequent offenses. Violation may also lead to detention, suspension and/or expulsion. ****VIOLATIONS OF THE ACCEPTABLE USE POLICY WILL RESULT IN BREACH OF CONTRACT AND WILL LEAD TO IMMEDIATE SUSPENSION FROM THE LAB**** (*Length of suspension will be at least one week for the first offense and possible permanent loss of privileges to the lab for the remainder of the year, for subsequent offenses*)

Agreement Acknowledgement

Any faculty at Hebron Public School will abide by all the requirements of this Acceptable Use Policy. The student needs to understand that violation will lead to loss of computer and Internet privileges. Violation may also lead to detention, suspension and expulsion.

Internet connection and use requires that the user take full responsibility for his/her own actions. Hebron Public School, along with other organizations sponsoring the Internet linkup, will NOT be liable for the actions of anyone connecting to the Internet through this hookup. All users shall assume full liability—legal, financial, or otherwise—for their actions.

Due to the ever-changing nature of the technology involved with the Internet, Hebron Public School reserves the right to modify or change this policy to deal with unforeseen circumstances that must be dealt with for the protection of the students and the system.

ELEMENTARY

Absentees/Tardiness

Attendance will be documented four times per day at 8:20 a.m., 10:30 a.m., 12:00 p.m. and at 1:30 p.m.

This is a guideline to try to utilize so we are all unified in our attendance recording.

A student arriving after:

8:20-8:35	Tardy
8:35-10:30	¼ day
10:30-12:00	½ day
12:00-1:30	¾ day
1:30-3:120	all day

After School

Students remaining after school are under the supervision of the teacher involved in the after-school activity. The school is not responsible for the students using the playground after school dismissal.

Birthday Party Invitations

Students may bring birthday treats if they so desire to share with their classmates. We would ask parents to refrain from sending invitations to school with their child for distribution, unless all the girls or boys in your child's class are receiving invitations. This will alleviate hurt feelings of those children not receiving invitations.

Candy Machine

The candy machine will be used only after lunch and after school. Students will be respectful while waiting in line and dispose of paper and candy properly.

Discipline

The step-ladder program (as illustrated on the following page) for safety and discipline is a program of ascending consequences. It is the discipline program used at Hebron Elementary School. It is published so that parents, students and other interested parties may become familiar with the system.

For a student to learn and for a teacher to instruct, there must be an atmosphere in the school that is conducive to learning. Behavior that interrupts or disturbs this orderly environment cannot be tolerated and must be dealt with promptly, firmly and consistently. This program assists the student in making good choices and helps him/her manage his/her own behavior. This is a lifelong skill that is imperative to success in later life.

The "Step" system approach to school discipline is based on the belief that students must be responsible for ALL OF THEIR ACTIONS while in attendance at school. When students are referred to the administration for a violation of school rules, the administration bases the resulting consequences on HOW MANY TIMES AND FOR WHAT REASONS the student has been sent to the office during the current school year. For example, a student that consistently disrupts the learning environment needs to receive a more severe consequence than the "first time" offender. **The step system provides every student with an opportunity to redeem themselves and move backwards on the disciplinary ladder. A student not referred to the office for ten (10) school days will move one step down the ladder. This allows each student to "wipe their disciplinary slate clean" should they so choose.** Hebron Elementary has incorporated Conscious Discipline and Response to Intervention-behavior (RTI-b) to ensure safety and respect in our school.

Aggressive Physical Contact

Aggressive physical contact/fighting at recess will have additional consequences from the Hebron Elementary Discipline Ladder.

- Aggressive physical contact/fighting- First Offense: K-3- Stand at outside wall for remainder of recess and 45 min. of detention. 4-6- Sent inside to classroom teacher and 1 hour of detention.
- Aggressive physical contact/fighting- Second Offense: K-6- No recess for 2 days. K-3- 1 hour of detention. Grades 4-6- 1 and ½ hours of detention.
- Aggressive physical contact/fighting- Third Offense: K-6- No recess for 1 week. K-6- The third offense in level 2 promotes to a level 3. A meeting with parents, student, teacher, RTI-b team, and principal will occur if a student is involved in aggressive physical contact/fighting for a **third time**. RTI will be conducted to determine specific needs and interventions, including the development or revision of an individual behavior plan.
- Aggressive physical contact/fighting- Fourth Offense: K-6- No recess for 2 weeks. K-6- Meeting with parents will be scheduled
- Aggressive physical contact/fighting- Fifth Offense: K-6- Principal/teacher discretion- No recess for remainder of semester or school year. Meeting with parents will be scheduled.

Detention will be served on the day of the infraction, unless if it on Wednesday and student has church activities.

If a student feels their safety is threatened by another student's words or actions, the perpetrator will be isolated from the victim until a reasonable effort to maintain a safe environment has been created by school personnel. This seclusion may include in-school or out-of school suspension or an alternative learning environment. All actions by the administration will consider maintaining the best educational environment for ALL students.

Expulsion from school for One (1) Calendar year: Possession, Display, and/or handling of deadly weapons.

Hebron Elementary School Discipline Ladder

LEVEL 1		LEVEL 2		LEVEL 3		LEVEL 4		LEVEL 5	
OFFENSE	CONSEQUENCE	OFFENSE	CONSEQUENCE	OFFENSE	CONSEQUENCE	OFFENSE	CONSEQUENCE	OFFENSE	CONSEQUENCE
Inappropriate language	1st offense-15 min detention	Aggressive physical contact/fighting	Grades 4-6 1st offense-1 hour detention	Bullying/Harassment	½ day in-school suspension-discretion of RTI-b team	Bullying/Harassment	2-10 days in-school suspension, may include out-of-school suspension or expulsion	Possession or using weapons	4-10 days out-of-school suspension or expulsion & notify authorities
Teasing	2nd offense-30 to 45 min detention	Credible threats	2nd offense-1½ hours detention	Leaving school property	1-2 days in-school suspension	Being under the influence of alcohol or other mind altering drugs	Notify authorities (if applicable)		
Non-compliance	The 3 rd offense in level 1 promotes to a level 2	Destruction	The 3 rd offense in level 2 promotes to a level 3	Insubordination	The 3 rd offense in level 3 promotes to a level 4	Deliberate action that can endanger the life, health, or safety of other			
Unsafe or rough play/minor aggression	*After third offense of any combination of offenses, student will be referred to the RTI-b team.	Major dishonesty	Grades K-3	Possession of tobacco/alcohol	Notify authorities (if applicable)	Major vandalism			
Minor dishonesty		Stealing	1st Offense-45 min detention	Major threats		3 rd offense of Level 3			
Pattern of not completing homework		3 rd offense of Level 1	2nd Offense-1 hour detention	3 rd offense of Level 2					
Disrespect			The 3 rd offense in level 2 promotes to a level 3. After 3 rd offense in level 2 the RTI-b team will have a meeting with the parents.						

A student with no incidents for 10 school days, will move back a level. Parents will be contacted every time student has detention.

Eligibility

The Hebron Elementary School recognizes and supports participation by all students in the extra-curricular activities made available throughout the school year. Good academic standing and good behavior/attitude status are recognized and supported as well. Students having deficiencies in these areas will not be allowed to participate in such activities for that given day or week. The homeroom teacher will monitor student progress on a weekly basis. The student may not have any "F's" in any subject area. All students must have all their schoolwork completed and up-to-date in order to compete. **Eligibility will be checked every Monday and eligibility period will extend for one week, Monday to Monday.**

Grading

Students are evaluated scholastically by comparing their progress with specific curriculum standards and in terms of their standing with other students of the class. Grading represents the pupil's achievement, responsibility, and effort applied in the various discipline areas. Grading will be represented on the report card and progress reports using letter grades in the core subjects. Satisfactory (S) and unsatisfactory (U) will be given in other areas.

Letter grades will be determined by using the following percentages:

Satisfactory (S) and
Unsatisfactory (U) grades

<u>Percent</u>	<u>Grade</u>	<u>Percent</u>	<u>Grade</u>		
100	A+	85-81	C	100-94	S+
99-95	A	80	C-	93-87	S
94	A-	79	D+	86-80	S-
93	B+	78-76	D	79-0	U
92-88	B	75	D-		
87	B-	74-0	F		
86	C+	Incomplete	I		

Lunchroom

The lunchroom and lunch line will be a safe and clean environment where people interact with courtesy and respect. Coming to lunch, students will keep hands, feet, and objects to themselves and use quiet voices in the lunch line. Outdoor garments may not be worn in the lunchroom. During dismissal, students will clean up their own eating area and exit the lunchroom quietly with their teacher.

Procedure for Determining Promotion and Retention

According to School Board policy GCAA-AR, if a teacher believes retention is a possibility, s/he shall contact the student's parent(s) and inform the building principal as early as possible. The principal shall inform the parents of the remediation options. Advancement to the next grade may be conditional upon successful remediation or demonstrated proficiency within a timeframe established by the principal.

Teachers, in consultation with parents, are responsible for making promotion and retention recommendations based upon promotion and retention criteria contained in policy. Recommendations shall be submitted to the building principal for approval. A parent who is dissatisfied with the principal's decision may appeal to the superintendent. The superintendent's decision shall be final. Appeals must be initiated within 30 days of receiving notice of the principal's promotion or retention decision. Failure to timely present the appeal shall be deemed to be a waiver of the appeal process.

Playground

Our playground is designated for fun outdoor activities with rules being followed and enforced for the safety of all students.

1. Stay within the **boundaries** of the playground and off the streets.
2. There is an outside shed containing school **playground equipment**. The student who takes it out should return equipment to the shed. If students bring their own toys, they are responsible for loss, theft, or damage.
3. **Slides** are meant for sliding down only; no walking up, hanging over the side, or sliding down headfirst is permitted. Rocks should not be put on the slides.
4. Only touch **football** is allowed and is to be played in the open area to the east.
5. **Basketball** is to be played on the asphalt area.
6. Students should keep their whole body on the **merry-go-rounds** with only **3** standing on at a time. Wait until the motion is stopped before getting off.
7. There should be no standing up, parachuting, swing tag (spider), or linking legs while playing on the **swings**. **Four** students are allowed on the tire swing with feet inside the tire.
8. Climbing is allowed on the **"big toy"** only, (not on trees, swing poles, basketball standards, or slide support poles).
9. Students will leave rocks, sticks, snowballs, and other **dangerous objects** alone.
10. **Games not allowed** include: Red Rover, Bricks, King of the Hill, Horse with jump ropes, and firearms toys or any "renamed" versions of these games.
11. **Dress code** for outside: If the playground is wet or snowy, students must wear overshoes or boots. Hats, headbands, gloves, or mittens, are required during cold weather and if its bitterly cold outside, hats that cover the entire head are needed. Keep buttoned up until inside the building.
12. Students are to stop what they are doing and **line up quickly** when the bell rings, with hands and feet to themselves.
13. Students should immediately report **injuries** to the teacher or aide on duty. The homeroom teacher will inform parents, if necessary.
14. Ask teacher or aide on duty for **permission to go inside**.
15. There is **no seniority** on the playground-- first come, first serve.
16. Everyone is expected to go outside unless he/she is **ill**, has **makeup work**, or has been detained by a teacher or the principal for **disciplinary reasons**. Otherwise, students must have a written excuse from parents stating the exact reason why the student must be kept inside. Notes are valid for one day only
17. Students will show **pride** in their school by keeping the building and grounds free of litter.

HIGH SCHOOL

Attendance^{OBJ} and Tardiness

Each instructor is to check attendance in his/her class and do not to assign the task to students. The teacher is responsible for submitting attendance which will be completed on Power School. If the student is not in the classroom by the time the tardy bell has finished ringing, the student will be considered tardy.

Hall Duty/Detention Duty/Noon Supervision

Generally speaking, each teacher is responsible for helping to maintain order throughout the building and on the school grounds. When unnecessary or other form of misconduct occurs, the teacher in the immediate vicinity of the disturbance should investigate and if possible, correct the situation. During the lunch hour, before school, during passing periods, and after school, specific faculty members will be assigned to supervise the building, student activities and/or detention.

Errands

Teachers should show consideration in sending pupils on errands. Moderation and discretion of the teacher utilization of this privilege is urgently requested. Teachers that have students run errands assume all responsibility of those students.

Passes

Students are encouraged to remain in their classes for the entire class period. Students will be encouraged to take care of personal needs in between classes. All students will need to come to class with all items necessary for that class. A pass system will be determined by the teachers and administration at Hebron School.

Leaving the school building during any part of the school day needs to be prior arranged with the principal or superintendent. This prior arrangement will necessitate a phone call or a written excuse from the parent indicating reason for student to leave the building during school hours. If leaving the school during the noon break and not returning for p.m. classes, prior approval must also be granted.

Study Hall

Study hall supervision calls for supervisory responsibilities in the students' class preparation environment. The study hall instructor is responsible for taking roll call, the supervision and assistance of students, checking on student progress during class period, and room appearance to be neat at the end of the class hour.

End of Semester Final Assessments

All students in grades 9-12 will participate in semester assessments in every class they are enrolled in at the end of each semester. Students in grades 11 and 12 may be exempt from participating in their second semester assessments if their semester grade in that class is an average of "B- "or better and the student has missed no more than five (5) school days (not including medical, field trips, funerals, extra-curricular, or weather). Classroom teachers may require students to take a final. Students assigned detention for the second time (including detention for tardiness to class), have been suspended, or have any unexcused absences forfeit their test exemption status and will participate in all of their semester assessments. Students that are exempt may elect to participate in any final assessment. Student grades will not be lowered as a result of their electing to participate in their semester assessment. The semester assessment schedule will be set by the administration and students need to participate in their final assessment at that scheduled time unless an emergency situation arises and is approved by the administration. If a student does not participate in their final assessment at the scheduled time, the assessment score will be a "0" (zero).

Grade Scale

The grading scale used at Hebron High School is as follows:

<u>Percent</u>	<u>Grade</u>	<u>Percent</u>	<u>Grade</u>
99-100	A+	85-86	C+
96-98	A	82-84	C
94-95	A-	80-81	C-
92-93	B+	77-79	D+
89-91	B	73-76	D
87-88	B-	70-72	D-
		69-below	F

Determination of Final Grades

1. A nine-week grade will be determined by averaging the student's daily grades, test grades, and special projects for that period.
2. The final grade will be determined by the nine-week grades and 2 semester test grades. Each semester test will count 12% of the final grade.
3. Credit earned for classes will be awarded each semester.

Final Grades

The final grades will be used in determining whether or not a student passes or fails a subject, determining class average and class rank. A student must make-up all incompletes before receiving credit for a class.

SPECIAL NOTE: All incompletes must be made up by August 1st of the current calendar year or the student will receive a failure in this class. Special emergency situations may be waived as determined by the classroom instructor and principal.

Honor Roll

The Hebron High School has adopted a system of A & B honor rolls. The "A" Honor Roll will be from 3.60 to 4.0 GPA, and the "B" Honor Roll will be from 3.0 to 3.59 GPA. Names of the students on the Honor Rolls will be published in the Hebron Herald every nine weeks. Students with straight A's for 3 nine-week grading periods will receive special recognition at Awards Day. This includes grades 7-12.

Honor Roll points will be determined as follows:

A	-----	4
B	-----	3
C	-----	2
D	-----	1
F	-----	0

Incompletes will constitute ineligibility for Honor Roll status if work is not completed within the established policy in which students are allowed twice the time missed to get work made-up and receive full credit. An exception to this would be when assignments and test information are given in advance. All classes receiving letter grades will be calculated in the honor roll.

Homeroom

Each teacher will be responsible for supervising and mentoring a group of students during a homeroom period each day. Teachers will be responsible for, but not limited to, the following:

1. Informing students of detentions
2. Reviewing grades with individual students and creating a plan, if necessary, to complete outstanding work
3. Following the curriculum provided by the district
4. Attending PLC meetings as arranged by administration, and covering for other teachers who are attending meetings
5. Scheduling meetings with parents, RtI teams, or other concerned parties, involving student concerns
6. Student check out for lunch
7. Be an advocate for the students and teach the proper social skills for self-advocacy

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NOTIFICATION TO STAFF, PARENTS

MANAGEMENT PLAN ACCESS AND YEARLY ASBESTOS PROJECT UPDATE.

Dear Parents/Students: July 2019

As you know, Hebron Public School District is committed to maintaining a safe and healthy learning environment for all children and occupants of our schools. As a result of improved methods in medical research, we have an increasing awareness of the presence of substances in our environment that may be dangerous to our health. Certain materials known generally as "asbestos" have been identified as among those substances. In fact, while materials containing asbestos were used for years as insulation and fire retardants in the construction of schools and other buildings, we now know that exposure to and inhalation of fibers that are released into the air may pose a hazard to the health of school children, teachers, and other employees.

In 1980, the United State Congress passed a law to authorize funds for local educational agencies to conduct programs to detect construction materials that can release asbestos fibers into the air in school buildings to assure the continued safety of school children. Likewise, the Federal Department of Education issued regulations recommending the proper measures to be taken in order to obtain federal funds.

In October of 1987, the Environmental Protection Agency issued regulations that require all local educational entities to look for asbestos in schools and building under their control and to take actions reducing or eliminating potential exposure to asbestos. Hebron School District is committed to taking all appropriate steps necessary to protect the health of its pupils. In keeping with this commitment, HTI Laboratories and Industrial Consultants of Fargo, North Dakota has conducted an independent inspection according to the new USEPA regulations to determine the extent of asbestos-containing material to introduce respirable fibers into the air.

The results of this inspection are available in the form of a Management Plan located in the administration Offices during normal working hours. This plan presents all pertinent information discovered during the inspection including: drawings, analysis tables and material assessment sheets. The Management Plan also deals with efficient and safe ways of handling asbestos materials for the future of the school.

All asbestos as identified in the management plan has been removed.

Finally, the school asks for the cooperation of all parents and teachers in directing school children to assist us in maintaining our school environment safety.

Sincerely Yours,

Mr. Myron Schaff

Superintendent