

ARTHUR COUNTY SCHOOLS

Home of the Wolves!



2019-2020

Student Handbook

Arthur County High School Student Handbook 2019-2020

TABLE OF CONTENTS

TABLE OF CONTENTS.....	2
NOTICE OF NON-DISCRIMINATION	4
MISSION STATEMENT	4
IMPROVEMENT GOALS.....	4
SCHOOL HOURS.....	4
ENROLLMENT OF STUDENTS	4
SCHOOL CENSUS.....	5
ASSIGNMENT OF STUDENTS TO CLASSES AND TEACHERS.....	5
PUPIL CLASS LOAD	8
PUPIL CLASSIFICATION.....	8
PROMOTION, RETENTION, ACCELERATION.....	8
JUNIOR HIGH PROMOTION REQUIREMENTS	9
GRADUATION REQUIREMENTS	9
GRADING SCALE	10
HONOR ROLL.....	10
NATIONAL HONOR SOCIETY	10
STUDENT EVALUATION	11
STANDARDIZED TESTING.....	11
WITHDRAWAL FROM CLASSES	11
STUDENT FILES AND RECORDS.....	11
CONFIDENTIALITY OF STUDENT RECORDS.....	12
STUDENT AND PARENT ACCESS TO STUDENT RECORDS	12
MAINTENANCE AND DESTRUCTION.....	12
AMENDMENT OF STUDENT RECORDS.....	12
SEARCHES	13
STUDENT HEALTH SERVICES AND REQUIREMENTS	14
ADMINISTERING MEDICATION	14
PHYSICAL EXAMINATIONS OF STUDENTS	15
IMMUNIZATION OF STUDENTS.....	15
REQUIRED EVIDENCE OF IMMUNIZATION:	16
COMMUNICABLE DISEASE POLICY FOR STUDENT PERSONNEL.....	16
CHILD ABUSE.....	16
MISSING CHILDREN IDENTIFICATION ACT	17
PASSES TO SCHOOL EVENTS	17
MEDICAL INSURANCE.....	18
OFFICIAL SCHOOL AND ACTIVITY CALENDAR.....	18
DANCES, PARTIES, AND FIELD TRIPS	18
ANNOUNCEMENTS	18
STUDENT TRANSPORTATION	18
LEAVING THE SCHOOL GROUNDS.....	18
USE OF BUILDING AND EQUIPMENT AFTER SCHOOL HOURS	19
CARE OF SCHOOL PROPERTY	19
EXTRA-CURRICULAR ACTIVITIES & ELIGIBILITY.....	19
STUDENT FEES POLICY.....	21
SCHOOL CLOSING.....	25
BORROWED ARTICLES.....	25
LIBRARY RULES AND REGULATIONS.....	25
ADMISSION CHARGE TO SCHOOL EVENTS	25
LOCAL POLICY FOR HANDICAPPED CHILDREN	26
USE OF TELEPHONES.....	26

Arthur County High School Student Handbook 2019-2020

ELECTRONIC DEVICES	26
CHURCH NIGHT	28
STUDENTS RIGHTS AND RESPONSIBILITIES	28
DISCIPLINE-SUSPENSION & EXPULSION	29
Short-Term Suspension.....	29
Emergency Exclusion	30
Weapons and/or Firearms	30
Long-Term Suspension	30
Expulsion.....	30
CORPORAL PUNISHMENT	34
STUDENT APPEARANCE	34
ACADEMIC INTEGRITY	36
PUBLIC DISPLAYS OF AFFECTION	38
STUDENTS DRIVING TO SCHOOL AND SCHOOL PARKING	38
SPECIFIC RULE ITEMS	38
LAW VIOLATIONS	39
ANTI-BULLYING POLICY	39
GUIDANCE SERVICES	41
USE OF THE OFFICE.....	41
ARTHUR COUNTY HIGH SCHOOL CORE CURRICULUM	42
SEX DISCRIMINATION AND SEXUAL HARASSMENT POLICY	43
ADMINISTRATIVE QUALIFICATIONS FOR LETTERING	44
STUDENT PUBLICATIONS.....	45
STUDENT ORGANIZATIONS	45
STUDENT GOVERNMENT	46
POLICIES WRITTEN BY ACHS STUDENT COUNCIL.....	46
MARRIED AND PREGNANT STUDENTS.....	47
INFORMATION FOR STUDENTS	48
NOTICE FROM DOCTOR TO PARENT OR GUARDIAN	48
WAIVER OF NOTICE	48
JUDICIAL WAIVER OF NOTIFICATION	48
PRIVACY AND CONFIDENTIALITY.....	49
NOTICE TO PATRONS OF ARTHUR COUNTY HIGH SCHOOL.....	49
GREIVANCES AND COMPLAINTS FROM THE PUBLIC	50
DUAL CREDIT AND COLLEGE LEVEL ONLY CLASSES OFFERED ONLINE AND ON SITE:	52
DISTANCE LEARNING AND ONLINE CLASSES.....	53
SIGNATURE SHEET	54

Arthur County High School Student Handbook 2019-2020

NOTICE OF NON-DISCRIMINATION

In compliance with Title IX of the Educational Amendments of 1972; Title VI of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Section 504 of the Rehabilitation Act of 1978: Arthur County High School shall not discriminate on the basis of sex, age, race, color, national origin, religion, or disability in the educational programs or activities which it operates.

It is the intent of Arthur County High School to comply with both the letter and spirit of the law in making certain discrimination does not exist in its policies, regulations, and operations. Grievance procedures for Title IX and Section 504 have been established for students, their parents, and the employees who feel discrimination has been shown by Arthur County High School.

Specific complaints of alleged discrimination should be referred to: For Title IX (gender):

High School Guidance Counselor, Title IX Coordinator, PO Box 145, Arthur, NE 69121.

Phone: (308) 764-2253.

For Section 504 (disability):

High School Guidance Counselor, Section 504 Coordinator, PO Box 145, Arthur, NE 69121.

Phone (308) 764-2253.

MISSION STATEMENT

It is the mission of Arthur County Schools to provide quality educational experiences for all students helping them achieve their potential in a changing world.

IMPROVEMENT GOALS

Students will improve math skills. Both staff and students will be trained on the opportunities to implement and practice math across the curriculum.

The staff of the elementary schools, junior high, and high school will align their math curriculums so they do not overlap unnecessarily. A high school and junior high curriculum will also be revised in an effort to increase math standard assessment scores.

SCHOOL HOURS

Classes will begin at 7:40 AM with school dismissing at 3:46 AM on Monday-Thursday. It is recommended that students not enter the building before 7:20 AM, but may make arrangements to enter the building earlier if they have work to do.

ENROLLMENT OF STUDENTS

Students shall be admitted to the school district who are:

- Legal residents of the school district or otherwise entitled by Nebraska law to attend the schools of the district tuition-free;
- Approved for option enrollment pursuant to policy;
- Approved as a foreign exchange students pursuant to policy; or
- Legal residents of a district that has contracted with this district for their educational services.
- Statutorily entitled to attend the schools of the district on a part-time basis pursuant to policy 5002.1.
- Out-of-state students who have been enrolled pursuant to policy 5002.2.

Students who have been placed in a foster home within the school district are not residents of the district and will not be permitted to enroll unless the district has received a written determination from

Arthur County High School Student Handbook 2019-2020

the Nebraska Department of Health and Human Services that it is in the best interest of the student not to attend his or her district of residence.

Students who seek to enroll in the district must comply with each board policy, state statute and regulation that applies to their situation. Grade level placement will be determined in accordance with district policy.

SCHOOL CENSUS

The Board of Education shall establish a permanent and continuing census or enumeration of school children. The names of all children residing in the school district, from birth to twenty-one years, shall be maintained.

ASSIGNMENT OF STUDENTS TO CLASSES AND TEACHERS

It is the responsibility of the Superintendent and or designee to see that all teachers and students are assigned to classes.

ATTENDANCE

Required Attendance

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

Mandatory Attendance Age

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

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

Discontinuing Enrollment – 5 Year Old Students

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

Discontinuing Enrollment – 16 and 17 Year Old Students

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

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

Arthur County High School Student Handbook 2019-2020

Attendance Officer

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

EXPECTATIONS OF REGULAR ATTENDANCE

1. **Students are expected to attend every class, every day.**
2. The only "excused" absences shall be:
 - a.) absences for extended illness, with written confirmation from a licensed health care provider, that states his/her professional medical opinion and within his/her scope of practice, the student is so physically or mentally ill that attendance would be impracticable or impossible;
 - c.) student attendance and participation at a school-sponsored activity;
 - d.) student has been suspended or expelled from school by the school district;
 - e.) death or serious illness of the student's family member
 - f.) attending a funeral, wedding or graduation
 - g.) appearance at court or for other legal matters
 - h.) absences required by law enforcement, child protective services or a court of competent jurisdiction, confirmed in writing to the school district.
 - i.) attendance at a college visit day, provided it has been cleared with the Counselor or Principal before attending. This only applies to a junior or a senior; a senior is allowed no more than three college visit days and a junior is allowed no more than two college visit days.
 - j.) recovery from a concussion or serious illness such as cancer which requires the student remain in a less stimulating atmosphere to help with his or her recovery.
3. All other absences, including absences for minor illnesses, family events, routine medical appointments, rodeos or other events are simply "absences."
4. Upon return from every absence or partial-day absence a student will have two school days to complete the assignment, students must meet with his or her teachers after school or before school the next day to discuss missed assignments or seek help to complete an assignment.
 - a. If a student does not hand in a missed assignment within two school days he/she will spend thirty minutes before school or after school to complete the assignment.
 - i. This study time will remain in effect until the assignment is completed and turned in to the teacher. The assignment may still be subject to a late grade. Activities practices will not supersede the study time requirement.
 - b. The location of the study time and supervision of the student will be determined by the building principal in consultation with the student's classroom teacher(s).
5. Students must not be absent from any course more than seven days in any given quarter or more than 10 days in any given semester in order to earn academic credit for that course for that quarter or semester. Students who lose credit in any given course due to absences may appeal that loss of credit to his/her building principal.

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

First Stage Response to Absences

1. A member of district staff will contact parent via telephone to verify the absence with the

Arthur County High School Student Handbook 2019-2020

parent, if the parent has not contacted the school in advance.

2. After a student's fifth absence in any given quarter, the school's attendance officer will schedule a meeting with the student's parents or guardians. That meeting will be documented on the attached form.
 - a. This meeting must be attended by attendance officer, parents, social worker or principal, and the student (if appropriate).
 - b. The meeting shall be documented.
 - c. The meeting shall develop a collaborative plan to assist the student in improving his/her attendance.

Second Stage Response to Absences

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

Planned absences

Parents who know in advance that a student will be absent must call the school or send a written note at the earliest possible date. Students who will be absent for reasons that can be anticipated, such as routine medical appointments and school activities, must complete any work required by the teacher before the absence. Parents should make every attempt to schedule medical and other appointments after school hours when possible.

Parent Responsibilities:

- 1) Call the appropriate building office to inform the school of the reason for each absence.
- 2) Submit a doctor's statement, if requested, for each period of absence due to illness that exceeds five days.

Students are obligated to:

- 1) Complete all class work in advance for any absence that can be anticipated.
- 2) Attend school ½ day of school before attending practice or participating in a scheduled student activity except in cases of family emergencies or prearranged absences that have been cleared by the principal or superintendent.
- 3) Check out of school at the office if leaving school during the school day.
- 4) Make up any and all work that is assigned by teachers as make-up work for the instructional time that has been missed.

Students Leaving the Classroom or Building: No student is to leave the classroom while the class is in session without the permission of the teacher. Also, no student will leave the building at noon or before the end of the school day unless the school has a note from the parent or the parent calls the school with this request. Students that leave the building must sign out in the office with the time and reason for departing.

Absences and participation in activities: Illness severe enough to miss school or classes should also preclude participation in activities after school. You cannot be at your best when you are ill, and trying to come in too soon may prolong the illness. You will be allowed participate in an extracurricular activity after school provided that you are present for ½ of a school day, the day of the activity; including contests, performances, and practices. Students who are absent for more than ½ a day will not be allowed to participate in an afterschool activity. Absences for appointments the day of an activity should be cleared with the Principal/AD or Superintendent before the appointment and and participation in any activities.

Arthur County High School Student Handbook 2019-2020

Tardiness: Students are considered to be tardy when they are not in their assigned room after its scheduled beginning time. Students who are detained between classes by a previous teacher should have a pass to explain why the student was late.

Unexcused tardies in excess of (2) per quarter per class will be handled in the following manner: On the third tardy in a quarter per class the student will be required to attend 8th period with the class teacher to make up 15 minutes for time missed.

On the fourth tardy in a quarter per class the student will attend 8th period with the teacher of the class to make up 30 minutes for time missed.

Tardies will count as a grade reduction when:

- a. The student fails to attend 8th period for the designated period.
- b. A student exceeds (4) unexcused tardies in a class per quarter.

Each teacher will be responsible to keep track of tardies in their classroom each period on a daily basis inform students when they are required to attend 8th period to make up time. They will adjust the quarter grade accordingly. A one percent reduction will take place for every tardy that exceeds (4) and for tardies when the student fails to attend 8th period.

Any exception to this policy must be approved by the administration of Arthur County High School.

PREGNANT AND PARENTING STUDENTS

Students who are pregnant or parenting are encouraged to continue participating in the district's educational and extracurricular programs. Students who anticipate deviations from their regular school experience or accrue absences due to pregnancy or parenting should notify their building principal as early as possible to discuss their educational programming. The building principal will work with the student to develop a plan to assist the student in participating in district curriculum and extra-curricular activities.

PUPIL CLASS LOAD

Students of Arthur County High School will be required to carry at least seven classes regardless of the number of semester hours they already may have accumulated except under extenuating circumstances.

PUPIL CLASSIFICATION

Classification will be based on the number of years of attendance and hours of work completed. Minimum hours earned to be a sophomore will be 55; to be a junior, 110; and to be a senior, 165.

PROMOTION, RETENTION, ACCELERATION

Because the public schools of the district are dedicated to the best total and continuous development of each student enrolled, the professional staff is expected to place students at the grade level best suited to them academically, socially and emotionally.

Students will normally progress annually from grade to grade. Exceptions may be made when such exceptions are in the best educational interest of the students involved. These exceptions will only be made after prior notification, explanation and discussion with the students and their parent/guardians in accordance with the procedures established.

The Superintendent and elementary teacher, upon consulting with the parent/guardian, shall make the

Arthur County High School Student Handbook 2019-2020

final determination of the student's grade placement. The report card, at the close of the school year, shall indicate the grade placement of each elementary student for the coming school year.

A high school student must have 50 hours of credit to be classified as a sophomore, 100 hours of credit to be classified as a junior and 150 hours of credit to be classified as a senior.

JUNIOR HIGH PROMOTION REQUIREMENTS

To be promoted from the 7th to the 8th grade, a student must earn a minimum of 45 credits. These credits will be earned from academic and non-academic courses including math, science, social studies, English and electives. To be promoted from the 8th grade, a student must earn 45 credits in addition to those earned as a 7th grader.

GRADUATION REQUIREMENTS

The total number of credit hours required for graduation will be 250 semester hours. Successful completion of one course for one semester is worth five semester hours. The minimum number of semesters to graduate will be eight.

LANGUAGE ARTS = 40 CREDITS

SPEECH = 5 CREDITS

MATHEMATICS = 30 CREDITS.

SCIENCE = 30 CREDITS. Must include BIO I, BIO II, & PHYSICAL SCIENCE

SOCIAL STUDIES = 30 CREDITS. Must include 10 credits AMERICAN HISTORY & GOVERNMENT

DRIVER'S EDUCATION = 5 CREDITS. 9th Grade (May be waived at the discretion of the Superintendent for transfer students)

PHYSICAL EDUCATION = 10 CREDITS. HEALTH/PE during 10th grade recommended.

FINE ARTS = 15 CREDITS. Must include 10 credits in Spanish I (Grade 9). Other courses may include Art, Music, or Drama.

VOCATIONAL EDUCATION = 20 CREDITS. Must include 5 credits of Informational Technology in Grade 9 (10), and 10 credits of Personal Finance/Careers in Grade 12. Other courses to be taken from Business, Industrial Technology, or Vocational Agriculture.

REMAINDER = 65 CREDITS. May include any courses offered and/or approved by the School District Administration including those contained in the required areas above.

Transfer students: Generally transfer students are required to meet the same requirements as all other students.

Special needs: Students in this program will have options including college preparatory, vocational/technical, general course of studies, and worksite or job shadow programs.

Modifications to the stated graduation requirements may be altered according to the student's individual educational plan.

Arthur County High School Student Handbook 2019-2020

GRADING SCALE

Grade Earned	Non-Weighted Scale	4.25 Weighted Scale	4.5 Weighted College Scale	Percentage Ranges
A+	4.0	4.25	4.5	98-100
A	4.0	4.25	4.5	95-97
A-	3.667	3.917	4.167	93-94
B+	3.333	3.583	3.833	91-92
B	3.0	3.25	3.5	88-90
B-	2.667	2.917	3.167	86-87
C+	2.333	2.583	2.833	84-85
C	2.0	2.25	2.5	77-85
D	1.0	1.25	1.5	70-76
F	0	0	0	0-69

4.25 Weighted Scale Courses: Including but not limited to Chemistry, Physics, Calculus, Spanish II/III

4.5 Weighted College Scale Courses: Includes any courses taken for Dual Credit including but not limited to Spanish II, Spanish III, College Algebra, English 1010, English 1020

HONORS

All graduates achieving a cumulative GPA of 3.667 and above will be honored as Graduates with Distinction or Honor Graduates.

HONOR ROLL

Honor roll will be divided into the following three categories with qualifications as listed:

Honor Roll with Distinction – Students who received all A's and a cumulative GPA of at least 3.67.

Honor Roll – Student will have earned no grade less than a B and a GPA of at least 3.67.

Honorable Mention Honor Roll – Students will have earned a GPA of at least 3.0 and no grade less than a C

NATIONAL HONOR SOCIETY

The National Honor Society may be made up of sophomores, juniors, and seniors who exemplify high

Arthur County High School Student Handbook 2019-2020

standards of scholarship, leadership, service, and character. To be considered for membership, a student must have a 93% grade average (3.67 GPA) for a length of three semesters. Having met this qualification, he or she is then evaluated by the faculty in the areas of leadership, service and character. Induction for those selected is held in the spring.

STUDENT EVALUATION

Teachers are responsible for keeping students' records and evaluation of students. Student progress will be reported to parents every nine weeks by use of report cards. When teachers feel that progress of a student is unsatisfactory, they should arrange for a parental conference or send the parents a letter of unsatisfactory performance to allow parents the opportunity to be aware of their student's difficulties and to assist the teacher in solving the problem.

STANDARDIZED TESTING

Standardized tests will be administered periodically to measure the degree to which ACHS students have developed their abilities to interpret, evaluate, and understand the subjects taught in our school and to compare them to national norms. The Nebraska State Accountability (NeSA) or the NWEA Map or an equivalent competency measure which establishes a minimum acceptable performance in Reading, Writing, and Arithmetic skills, and which was initiated in elementary school shall be administered at least once each year.

WITHDRAWAL FROM CLASSES

Students will be allowed one week at the beginning of each semester to enter or withdraw from a registered non-required class or activity. Permission slips must be signed by the instructors, the superintendent, the parents, and the counselor when an entry or withdrawal is made.

STUDENT FILES AND RECORDS

The school district shall maintain student records and reports as are necessary for effective administration and in compliance with law. In general "student records" shall not include transitory communications such as e-mail, text messages, handwritten communication between school and home and the like, and these items will not generally be maintained by the district.

Each building principal will assign responsibilities for the preparation and maintenance of pupil records and will establish rules and regulations regarding their storage and use in the building.

Students or their parents, guardians, teachers, counselors, or school administrators shall have access to the school's files or records maintained concerning themselves or their students. For purposes of this policy, "teachers" include Para educators and volunteers who are providing educational services to a student on behalf of the School District. "School administrators" include attorneys, members of law enforcement acting on behalf of the school district as well as third-party website operators who have contracted with the school district or its agent to offer online programs for the benefit of students and the district. No other person shall have access thereto nor shall the contents thereof be divulged in any manner to any unauthorized person. All disciplinary material shall be removed and destroyed upon the pupil's graduation or after the pupil's continuous absence from the school for a period of three years, and after authorization is given by the State Records Board pursuant to state law. Upon request, the school district will disclose education records without consent to officials of another school district in which a student seeks or intends to enroll.

Outside agencies such as physicians, probation officers, psychologists, child guidance clinics, and other agencies concerned with child welfare who are working directly with a child may have access to

Arthur County High School Student Handbook 2019-2020

information pertaining to that child with written parental consent.

The school district shall share student data, records, and information with school districts, educational service units, learning communities, and the State Department of Education to the fullest extent practicable unless otherwise prohibited by law.

CONFIDENTIALITY OF STUDENT RECORDS

Student files and other education records shall not be released or divulged except in compliance with state and federal law.

School officials may have access to only those education records in which they have a legitimate educational interest, unless the parent has given written and dated consent for the access. A school official who violates this restriction shall be subject to disciplinary action up to and including termination.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility and effectively provide the function or service for which they are responsible.

A school official for purposes of access to education records is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks.

To the extent permitted by law, contractors, consultants and volunteers may be permitted to have access to education records where they are performing a function or service that would otherwise be done by a school employee. Their access is limited to education records in which they have a legitimate educational interest; which means records needed to effectively provide the function or service for which they are responsible.

STUDENT AND PARENT ACCESS TO STUDENT RECORDS

A parent or guardian of a student or former student, and a student or former student who is eighteen (18) years of age or older, shall be given the opportunity upon request to inspect and review the education records of the student or former student. Non-custodial parents will be provided full and equal access to the education records of his or her child unless there is a court order to the contrary.

MAINTENANCE AND DESTRUCTION

Student files or records shall be so maintained so as to separate academic and disciplinary matters. All disciplinary material in a student's file shall be removed and destroyed after the student's continuous absence from the school for a period of three (3) years.

AMENDMENT OF STUDENT RECORDS

Parents and eligible students (a student who has reached 18 years of age or is attending an institution of postsecondary education) have the right to challenge any information contained in the records that they believe is inaccurate, misleading or violates the privacy rights of the student. Such a challenge may be

made by making a written request to the Principal to amend the records. If a decision is made not to amend the education records in accordance with the request, the Principal shall so inform the parents of

Arthur County High School Student Handbook 2019-2020

the student and the Superintendent. The parent shall be advised of the right to a hearing.

If a hearing is requested, the Superintendent shall conduct a hearing (or delegate the role to another school official who does not have a direct interest in the outcome of the hearing) and provide the parent or eligible student a full and fair opportunity to present evidence relevant to the issues raised in conformance with applicable law.

SEARCHES

School officials have the legal authority to conduct searches of students and their property when they reasonably suspect that such a search will reveal evidence of a violation of the law or school rules. School officials may, but are not required to, include police, fire and health officials in searches.

Lockers, desks and storage areas are the property of the school district and may be searched by school officials at any time without particularized suspicion or reasonable cause.

Students driving a vehicle to school, that is parked on property under school jurisdiction, consent to having that vehicle searched by school officials if they have reasonable suspicion that such a search will reveal a violation of the law or school rules. Students bringing a cell phone, i-pod or other electronic communication device to school, consent to having that device searched by school officials if they have reasonable suspicion that such a search will reveal a violation of the law or school rules.

Investigations and Arrests by Police and Other Law Enforcement Officers

Police or other law enforcement officers may be called to the school at the request of school administration, or may initiate contact with the school in connection with a criminal investigation. The school district shall not allow law enforcement officers access to students to conduct an investigation during school hours unless the officers are investigating charges that the student has been the victim of abuse or neglect. Contact between the school and law enforcement authorities on matters involving students shall be made through the office of the superintendent or principal and the law enforcement officer.

Law enforcement officers may talk to a student away from the school before or after school hours, and they should be encouraged to do so. Law enforcement officers shall be allowed to conduct an interview at the school only when the interview is conducted at the request of the school or when they can show that special circumstances exist. This determination should be made by the appropriate building principal or superintendent. Law enforcement officers should be permitted to interview students on school grounds only after providing the superintendent or appropriate building principal with a statement in writing that the law enforcement officer has reason to believe and does believe that the student is the victim of child abuse or neglect perpetrated by the child's parent(s) or some other member of the child's immediate family or household, and that the law enforcement official wishes to interview the student regarding such abuse or neglect.

Throughout this process, all attempts should be made to avoid embarrassing the student before his or her teachers and peers, and to avoid disrupting the student's and school's education program.

Law enforcement officers should be permitted to take custody of a student if they possess an arrest warrant or if they otherwise assert a lawful basis for doing so. Whenever possible, the arrest or release of the student should be conducted in the building principal's office and out of the view of other students. When a principal or other school official releases a minor student to a law enforcement officer for the purpose of removing the minor from the school premises, he or she shall take immediate steps to notify the parent, guardian, or other responsible adult regarding the release of the minor to the officer and the place to which the minor is reportedly being taken, except when a minor has been taken

Arthur County High School Student Handbook 2019-2020

into custody as a victim of suspected child abuse.

If the law enforcement officer indicates that the child is being taken into custody because the child is the victim of suspected child abuse, the principal or other school official shall, as a condition of releasing the student to the law enforcement officer, require the officer to sign the statement appended hereto certifying that the child is being removed from school premises because he or she is believed to be the victim of child abuse and that the officer understands and will comply with the legal requirements of Neb. Rev. Stat. § 79-294.

1. Law enforcement personnel shall not be allowed to roam about the school until the student is found, and shall remain in the administration office while school personnel seek the student.
2. If possible, the education program of the student should not be disrupted to allow for police questioning of the student during class time.
3. Any questioning by law enforcement officers that is permitted should be conducted in a private room or area where confidentiality can be maintained. This should be an area removed from observation by or contact with other pupils and school personnel.
4. If law enforcement officers are to be allowed to question a student under the age of 18, the principal or school official shall make a reasonable attempt to notify the child's parents before questioning begins, except in cases of suspected child abuse or child neglect involving the parent or other family member. The parents should be given the opportunity to come to the school prior to the questioning.

If the parents are notified and are able to attend, they should be allowed to be present at the interview. The principal or designee should be present at the interview, but should not take part in any questioning. The principal or designee should remain a neutral observer at all times

STUDENT HEALTH SERVICES AND REQUIREMENTS

The purpose of the health service in the school is to help each student attend school in optimum health and to benefit from the school experience. With this purpose in mind, school personnel assisted by health care professionals; shall work to promote in every student the desire to safeguard his or her own health. However, the student health services are not to take over the responsibility that belongs to the parent/guardians.

ADMINISTERING MEDICATION

Whenever possible, parents should arrange medication schedules to eliminate the need for giving medication during school hours. When it is necessary for school personnel to administer medication to students, the school district will comply with the Nebraska Medication Aide Act, the requirements of Title 92, Nebraska Administrative Code, Chapter 59, (promulgated by the Nebraska Department of Education and entitled *Methods of Competency Assessment of School Staff Who Administer Medication*), and all state and federal regulations. Parents and guardians who wish to have their child receive medication from school personnel must comply with the following procedures:

1. Prescription medication

a. Parents/guardians must provide a physician's written authorization for the administration of the medication.

b. Parents/guardians must provide their own written permission for the administration of the medication.

c. The medication must be brought to school in the prescription container and must be properly labeled

Arthur County High School Student Handbook 2019-2020

with the student's name, the physician's name, and directions for administering the medication.

2. Non-prescription medication

- a. Parents/guardians must provide written permission for the administration of the medication
- b. The medication must be brought to the school in the manufacturer's container.
- c. The container must be labeled with the child's name and with directions for provision or administration of the medication

The district reserves the right to review and decline requests to administer or provide medications that are not consistent with standard pharmacological references, are prescribed in doses that exceed those recommended in standard pharmacological references, or that could be taken in a manner that would eliminate the need for giving them during school hours. The district may request parental authorization to consult with the student's physician regarding any medication prescribed by such physician.

PHYSICAL EXAMINATIONS OF STUDENTS

The school district requires evidence of a physical examination by a qualified physician for every Kindergarten student, before attendance at elementary school, and for every Seventh Grader, before attendance at secondary school. Students transferring to the school district from out of state must also provide proof of physical examination. Such proof of physical examination must be provided to the school principal or counselor prior to admission to the school. Such physical examinations must have taken place within six months prior to the entrance of the student into the school system.

Any parent/guardian who objects to such a physical examination because of religious or personal beliefs shall present these objections in writing to the proper school officials in lieu of the proof of physical examination.

All participants in interschool athletic activities shall comply with the established regulations of the Nebraska School Activities Association in regard to physical examinations.

IMMUNIZATION OF STUDENTS

General Rule

- a. Each student wishing to enroll in the school district is required to be immunized against measles, mumps, rubella, poliomyelitis, diphtheria, pertussis, tetanus, hepatitis and varicella (chicken pox) prior to enrollment.
- b. The district is not responsible for the cost of such immunizations.
- c. Any student who does not comply with this policy shall not be permitted to continue attending school.

Exceptions

- a. Provisional Enrollment.
Students who meet the statutory requirements for provisional enrollment shall be allowed to attend school for sixty days without the necessary immunizations.
- b. Immunization shall not be required if the student's parent or guardian submits one of the following to the superintendent of schools:
 - i. A statement signed by a medical professional stating that the required immunization

Arthur County High School Student Handbook 2019-2020

would be injurious to the health and well-being of the student or any member of the student's household.

- ii. An affidavit signed by the student or a legally authorized representative of the student, stating that the immunization conflicts with the student's sincerely held religious beliefs.
- c. Students who have been granted an exception from the immunization requirement may be excluded from school in the event of an outbreak of any contagious disease in the school population.

REQUIRED EVIDENCE OF IMMUNIZATION:

- a. For the purpose of compliance with this immunization requirement, the Board of Education requires the presentation of an immunization history containing the name of the vaccine, month and year of administration, name of health practitioner, agency where immunization was obtained, and signature of physician, parent/guardian or other such person maintaining the immunization history of the child, verifying that the child has received these vaccines.
- b. Medically approved laboratory evidence of immunity against diseases defined in statute including name of laboratory, date of test, name of test, test result, signature of laboratory technician performing the test or the laboratory director, and date of signature.
- c. Epidemiological confirmation of a diagnosis means that the clinical history of diseases defined in statute is corroborated with laboratory proven case(s) and that such epidemiological case(s) have been reported to and counted by the State Health Department.

COMMUNICABLE DISEASE POLICY FOR STUDENT PERSONNEL

It is important to provide a safe environment for everyone at school while safeguarding the rights of all students, including those with high risk communicable diseases. Students are entitled to an appropriate, free public education; and students, staff and visitors are entitled to a safe, healthy environment. The first consideration in making any decision regarding a student or staff member with a high risk communicable disease must be the well-being of others in the school.

- a. The district will monitor the information available through the Federal Centers for Disease Control and the Nebraska State Department of Health. These regulations and the procedures to implement them will be modified, if appropriate, based upon the best new medical information provided by the above sources.
- b. A student who has been diagnosed as having a high-risk communicable disease shall be provided a program of services in accordance with state law and board policy. The decision regarding the student's education program and placement shall be made on an individual basis in light of current medical and educational information and recommendations, and the superintendent's judgment.
- c. Individuals with high-risk communicable disease shall be restricted only to the extent necessary to prevent the transmission of the disease, and to protect their health and rights of privacy.

CHILD ABUSE

Because of their sustained contact with school-age children, school employees are in an excellent position to identify abused or neglected children and to refer them for treatment and protection.

Arthur County High School Student Handbook 2019-2020

It is the policy of the school district that any teacher or other school employee who suspects that a child's physical or mental health or welfare may be adversely affected by abuse or neglect shall report to the appropriate law enforcement agency and give the following information: Name, address and age of student; name and address of parent/guardian; nature and extent of injuries or description of neglect; any other information that might help establish the cause of the injuries or condition. School employees shall not contact the child's family or any other persons to determine the cause of the suspected abuse or neglect. It is not the responsibility of the school employee to prove that the child has been abused or neglected, or to determine whether the child is in need of protection. Any personal interview or physical inspection of the child shall be conducted in a professional manner.

“‘Abuse’ or ‘Neglect’ shall mean knowingly, intentionally, or negligently causing or permitting a minor child to be: (1) Placed in a situation that may endanger his life or physical or mental health; (2) tortured, cruelly, confined, or cruelly punished; (3) deprived of necessary food, clothing, shelter, or care; (4) left unattended in a motor vehicle, if such minor child is six years of age or younger, or (5) sexually abused.”

Any person participating in an investigation or the making of a report or participating in a judicial proceeding resulting therefore shall be immune from any liability, civil or criminal, that might otherwise be incurred or imposed, except for maliciously false statements. Failure to report may result in disciplinary action against the employee or a misdemeanor charge or both. All records concerning reports of suspected abuse or neglect are confidential. Anyone who permits, assists or encourages the release of information from records to a person or agency not legally permitted to have access may be guilty of a misdemeanor.

MISSING CHILDREN IDENTIFICATION ACT

Upon notification by the Law enforcement of a missing person, any school in which the missing person is currently or was previously enrolled shall follow administrative procedures.

Administrative Procedures

1. Shall flag the school records of such person in the school's possession.
2. Shall report immediately any request concerning a flagged record or any knowledge of the whereabouts of the missing person.
3. Upon enrolling in school for the first time, the parent/guardians must present within 30 days:
 - a. Certificated copy of the student's birth certificate.
 - b. or other reliable proof of the student's identity and
 - c. age accompanied by an affidavit explaining the inability
 - d. to produce a copy of the birth certificate.
4. Do not transfer a flagged record, but report to the local law enforcement officials, that a request has been received for a missing child record.
5. The flag will be removed from the record of a child who has been removed from the missing child's list.

PASSES TO SCHOOL EVENTS

School staff members, board members, their spouses, and children will be admitted free to home activities unless the activity is a special activity in which all persons must pay, a banquet or program sponsored by a club, Mid Nebraska Activities Conference events, or District or State competitions. Students in high school who are non-participating athletes may attend athletic events free of charge, but they should expect to help with various tasks if they are called upon to do so. (This applies only to home

Arthur County High School Student Handbook 2019-2020

events). Transportation will be allowed for grades 7-12 depending upon availability of seats. In the event ACHS is selected as either a District or Conference site, the students not participating in the activity are expected to pay the admission price determined by either district or conference officials.

MEDICAL INSURANCE

Arthur County High School will pay for football insurance, as well as carry the School Time insurance policy for the student body. Students desiring more coverage may purchase additional coverage by paying the amount of premium over the school time plan. (Or from a separate carrier) If no insurance is desired, students/parents must sign a waiver form before participation can take place.

OFFICIAL SCHOOL AND ACTIVITY CALENDAR

The official school calendar shall be located in the superintendent's office and posted on the school website. The superintendent will be responsible for placing all holidays and school activities on this calendar. All events must have the approval of the superintendent and they should be scheduled at least 24 hours in advance.

DANCES, PARTIES, AND FIELD TRIPS

All school dances, parties, and field trips must be cleared through the administration. Field trips should have an educational purpose, and sponsors must have parental approval slips. Teachers and the office should be notified when students will be absent from their classes, and make-up slips should be cleared. The same class of students will not be allowed more than one field trip in any given week.

ANNOUNCEMENTS

You can stay aware of the happenings in the school through announcements which will be posted on the school website. Announcements will be updated periodically by teachers and school staff, please make sure to check back often to be kept up to date on any changes.

STUDENT TRANSPORTATION

Students who drive vehicles to school should park them in front of the school building, (leaving the fire zone, loading/unloading zone clear) and they will not be driven during the school day without special permission from the office.

In conjunction with federal law, vehicles containing firearms are not permitted on school property.

LEAVING THE SCHOOL GROUNDS

The school campus is a closed campus. All students shall remain on the school campus during the hours that school is in session unless released by the building principal or building principal's designee. The building principal or designee will release a student only upon confirming that the student has permission from a parent or an authorized adult. Nothing in this policy shall prevent the school from sending a student home when the student is ill.

No staff member shall excuse any student from school prior to the end of the school day, or into any person's custody, without the direct prior approval and knowledge of the building administrator. Additional precautions may be taken by the school administration appropriate to the age of students as needs arise.

School personnel, knowingly, shall not permit a stranger to take a student from school property during school hours.

Arthur County High School Student Handbook 2019-2020

USE OF BUILDING AND EQUIPMENT AFTER SCHOOL HOURS

Students will not be allowed to use the school facilities unless they are under the supervision of a staff member. Students should stay out of the school building (even if the building is unlocked) after school has been dismissed. Alumni will not be allowed to practice sports with students.

Staff members may sponsor students, but are not obligated to alumni. Community members wishing to use school facilities should fill out a request in the office.

District equipment such as typewriters, computers, and adding machines will not be allowed to be checked out. When equipment is phased out, the students will have first priority to purchase surplus equipment. (8-88)

CARE OF SCHOOL PROPERTY

Damage to school property must be assessed to the student if they willfully did the damage. Students are expected to take proper care of school books and equipment. Fines will be made if there is damage beyond the usual wear and tear.

EXTRA-CURRICULAR ACTIVITIES & ELIGIBILITY

Extra-curricular activities many times serve as the best means in a school to build character and personality. These activities complement the academic program to make for a better all-around person. We, therefore, urge all students to participate in as many activities as they can handle without undue pressure. Our school offers activities in band, chorus, football, volleyball, basketball, track, dramatics, speech, yearbook, student council, FFA, Quiz Bowl, and National Honor Society.

Once a student is participating in an activity, attendance is mandatory for all practices and events connected with that activity unless he/she has been excused by the sponsor/coach. All students must comply with the Nebraska State Activities Association requirements as to eligibility for participation in athletic and other activities under NSAA control

TRANSPORTATION TO AND FROM ACTIVITIES

Students are required to ride school sponsored transportation to and from events. Students riding to and from school sponsored activities are under the direct supervision of the sponsor/coach. Any student riding to a school sponsored activity is to return with the sponsor/coach unless a personal request (written) is made by the student's parent/guardian. All staff members have direct responsibility for the behavior and safety of any or all students at any school function regardless of location.

ACADEMIC ELIGIBILITY FOR ACTIVITIES

Extra-curricular activities are a privilege; eligibility to participate will be dependent upon the ability of a participant to meet educational expectations. In order to remain eligible for extra-curricular activities, students must maintain a 2.0 GPA and no more than 2 grades below a 70% for each quarter and semester. Eligibility checks will be conducted each Monday morning. Students having a 69% or lower in two or more classes will be ineligible and will remain ineligible until the following Monday's grade check (given the requirements are then met). Upon becoming ineligible, students will be considered on academic probation. Extra-curricular activities shall include all sporting contests, music contests, field trips, speech and drama contests, Quiz Bowl contests, FFA events, and any school sponsored dances and/or parties or any activities that would require the student to be absent from the regular classroom. Students are expected to continue to participate in all practices and/or meetings during this ineligible period but will not be allowed to participate in the games, concerts, contests, field trips or dances. Students will not leave school early for their activities if two or more periods will be missed. Those ineligible students will remain in school until dismissal time.

Arthur County High School Student Handbook 2019-2020

Academic Probation – Students who are on academic probation will be required to attend 8th period with the teacher of the class they have a grade below 70% to pull the grade up to 70% or higher before attending practice. They will attend 8th hour the duration of their ineligibility.

Students with IEP plans will be given accommodations necessary to help them maintain their eligibility.

8th Hour Policy

Eighth (8th) hour takes place on regular school days, Monday through Thursday, from 3:50 PM to 4:20PM. This period is recovery time for students to make-up work, work ahead, or finish any work that must be done. All teachers (excluding those with extra-curriculars) will be present in their rooms during this time to provide any help needed. This period may be used by all students, but is **required** for all 7-12 students who are ineligible and/or having a zero in the gradebook. Students must report to the teacher for whom they have a failing grade or are missing work.

For students required to attend 8th hour, absences must be approved by the administration or the following consequences will be imposed:

First offense - Parents/guardians contacted. Official warning given.

Second offense - Parents/guardians contacted. Time missed will be made up during lunch suspension.

Third offense - Parents/guardians contacted. 1 week on ineligible list.

No “0” (Zero) Policy

The No “0” Procedure requires students to turn in all of their assignments by the due date imposed by each teacher. If an assignment is due to be turned in, the student is responsible for completing the work. If the student does not turn in the required assignment, the teacher will be required to mark the assignment with a zero and inform the student of the consequence to attend 8th hour. Students will be required to attend 8th hour until their work has been completed and handed in. Teachers also reserve the right to dock points for late work as outlined in their class syllabi. If a student does not turn in the required assignment by 3:50 PM on the required day, the student will not be allowed to practice in any extra-curricular activity until the eighth hour is completed and that assignment has been turned in to the assigning teacher. The teacher will then post the appropriate grade in place of the zero in a timely manner.

Arthur County High School Student Handbook 2019-2020

STUDENT FEES POLICY

The school district shall provide free instruction in accordance with the Nebraska State Constitution and the Nebraska statutes. The district also provides activities, programs, and services that extend beyond the minimum level of constitutionally required free instruction. Under the Public Elementary and Secondary Student Fee Authorization Act, the district is permitted to charge students fees for these activities or to require students to provide specialized equipment and attire for certain purposes. This policy is subject to further interpretation or guidance by administrative or board regulations. Parents, Guardians, and Students are encouraged to contact their building administration, their teachers or their coaches, and sponsors for further specifics.

A. Definitions.

1. "Students" means students, their parents, guardians or other legal representatives.
2. "Extracurricular activities" means student activities or organizations that (1) are supervised or administered by the district; (2) do not count toward graduation or advancement between grades; and (3) are not otherwise required by the district.
3. "Post-secondary education costs" means tuition and other fees associated with obtaining credit from a post-secondary educational institution.

B. Listing of Fees Charged by this District.

1. Guidelines for Clothing Required for Specified Courses and Activities.

Students are responsible for complying with the district's grooming and attire guidelines and for furnishing all clothing required for any special programs, courses or activities in which they participate. The teacher, coach, or sponsor of the activity will provide students with written guidelines that detail any special clothing requirements and explain why the special clothing is required for the specific program, course or activity.

2. Safety Equipment and Attire.

The district will provide students with all safety equipment and attire that is required by law. These may include appropriate eye and ear protective devices for courses of instruction in vocational, technical, industrial arts, agricultural or chemical or chemical-physical science 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 will assure that (a) such equipment is available in the appropriate classes and areas of the school buildings, (b) teachers are directed to instruct students in the use of such devices, and (c) students use the devices as required. Students are responsible for using the devices safely and as instructed.

Laptop Computers/Chromebooks: The district will provide a laptop computer/Chromebook for students in grades 7-12, during the school year for a \$50.00 repair fee. This fee will be applied to any repairs required while the computer is in the care of the student. The repair fee will be reimbursed, provided the laptop does not have any needed repairs, to the student at the end of the school year or applied to the student's year end school bill if preferred. If the repairs required are greater than \$50.00, the student will be billed for the remainder of the cost of repairs, minus shipping or delivery charges. Students will not be denied access to their Chromebook if it is needed to access the basic curriculum. Those who qualify for the waiver, will have this repair fee waived.

Arthur County High School Student Handbook 2019-2020

3. Personal or Consumable Items.

The district does not provide students with personal or consumable items for participation in courses and activities.

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

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.

4. Materials Required for Course Projects.

The district will provide students with the materials necessary to complete all basic curricular projects. In courses where students choose to produce a project that requires materials beyond the basic materials provided by the district, the students will furnish the materials, purchase the materials from the school, or purchase the materials from an outside vendor with an order form provided by the school.

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.

5. Extracurricular Activities.

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 may charge students a fee to participate in extracurricular activities to cover the district's reasonable costs in offering such activities. The district may require students to furnish specialized equipment and clothing that is required for participation in extracurricular activities, or may charge a reasonable fee for the use of district-owned equipment or attire. The coach or sponsor will provide students with additional written guidelines detailing the fees charged, the equipment and/or clothing required, or the usage fee charged. The guidelines will explain the reasons that fees, equipment and/or clothing are required for the activity.

Specialized Equipment or attire

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-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.

Arthur County High School Student Handbook 2019-2020

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 extracurricular 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 or attire.

Any fees for participation in extra-curricular activities for the current school year are listed below. Admission fees may be charged for some extracurricular activities and events.

- Football: students must provide their own football shoes, undergarments, and mouth guards
- Golf students must provide their own golf shoes, undergarments, and clubs
- Softball and Baseball students must provide their own shoes, gloves, and undergarments
- Basketball, Volleyball, Track and Wrestling: students must provide their own shoes and undergarments
- Rifle and Trap Teams students must provide their own weapons and ammunition
- Future Farmers of America (FFA) students must purchase their own jackets at the purchase price and pay dues of \$20.00. Students who qualify for the waiver may have these fees waived. See also Item F. in this policy regarding fundraising that may be used to pay these fees.

6. Post-Secondary and Dual Credit Education Costs.

Dual Credit and College level credit classes are available to the students of the Arthur Co. High School. As a general rule, students must pay all costs associated with such post-secondary courses.

Students have an opportunity to receive reimbursement for half their tuition if they receive a grade of "C" or higher, and supply an official grade report or transcript to document the proper grade level; but are limited to a total six (6) hours of reimbursement during the time they are in high school. The reimbursement rate will be at the rate of the area community college.

Students who chose to apply for "Dual Credit" classes taught at Arthur County High School; which offer post-secondary education credit and high school credit must pay tuition and all other fees associated with obtaining credits from a post-secondary educational institution.

Students who choose to take Dual Credit Classes taught at Arthur County High School can receive reimbursement for half their tuition as long as they achieve a grade of "C" or higher; these classes would not count toward the six (6) hour reimbursement limit.

7. Transportation Costs.

The district will charge students reasonable fees for transportation services provided by the district to the extent permitted by federal and state statutes and regulations.

Arthur County High School Student Handbook 2019-2020

8. Copies of Student Files or Records.

The district may charge a fee for making copies of a student's files or records for the parents or guardians of such student. The Superintendent or the Superintendent's designee shall establish a schedule of student record fees. 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. Parents of students have the right to inspect and review the students' files or records without the payment of a fee, and the district shall not charge a fee to search for or retrieve any student's files or records.

9. Participation in Before-and-After-School or Pre-Kindergarten Services.

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

10. Participation in Summer School or Night School.

Students are responsible for fees required for participation summer school or night school. Students are also responsible for correspondence courses.

11. Charges for Food Consumed by Students

The district does not offer a school lunch program. However, Students are 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 for food for field trip lunches and similar activities.

12. Charges for Musical Extracurricular Activities.

Students who qualify for fee waivers under this policy will be provided, at no charge, the use of a musical instrument in optional music courses that are not extracurricular activities. The district is not required to provide for the use of a particular type of musical instrument for any student. For musical extracurricular activities, the school district will require students to provide the following equipment and/or attire:

- Band Students must provide their own instruments, reeds, valve oil, etc., in the event the student cannot provide their instrument they may rent an instrument from the school. Rent will be charged at the rate of \$75.00 per year, it can be paid by the quarter \$18.75, by the semester \$37.50 or at the end of the year \$75.00. Students are responsible for the proper care and storage of the equipment rented from the school district. Should a student renting an instrument decide to try a different activity before the end of the quarter, the minimum rent owed will be one quarter or nine week period; if they decide before the end of a semester to change activities the minimum rent will be one semester.

C. Waiver Policy.

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, (2) materials for course projects, and (3) the use of a musical instrument in optional music courses that are not extracurricular activities. Actual participation in the free or reduced-price lunch program is not required to qualify for

Arthur County High School Student Handbook 2019-2020

the waivers provided in this section. The district is not obligated to provide any particular type or quality of equipment or other material to eligible students. **Students who wish to be considered for waiver of a particular fee must submit a completed free or reduced-price lunches application prior to their participation in or attending the activity, to the Superintendent's office.**

D. Distribution of Policy.

This policy will be published in the Student Handbook or its equivalent that will be provided to students at no cost.

E. Voluntary Contributions to Defray Costs.

The district will, when appropriate, request donations of money, materials, equipment or attire from parents, guardians and other members of the community to defray the costs of providing certain services and activities to students. These requests are not requirements and staff members of the district are directed to clearly communicate that fact to students, parents and patrons.

F. Fund-Raising Activities

Students may be permitted or required to engage in fund-raising activities to support various curricular and extracurricular activities in which they participate. Students who decline to participate in fund-raising activities are not eligible under this policy for waiver of the costs or fees which the fund-raising activity was meant to defray.

G. Student Fee Fund.

The school board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund that will not be funded by tax revenue, and that will serve a depository for all monies collected from students for (1) participation in extracurricular activities, (2) post-secondary education costs, and (3) summer school or night school courses. Monies in the Student Fee Fund shall be expended only for the purposes for which they were collected from students.

SCHOOL CLOSING

During emergencies, the superintendent is authorized to dismiss school. Information of school closing will be sent to parents via radio (KMCX/KOGA Ogallala, KVRN Lexington, and KX 104 North Platte) and TV Channel 2. Parents not served by one of those stations should contact the office for alternate arrangements. ACS will be using a notification system that automates the calling process. All parents are encouraged to make sure they have their contact information on file with the school to alert them using this system.

BORROWED ARTICLES

On occasion, the school finds it necessary to borrow properties from individuals and business establishments for various school functions. If these articles are not returned promptly, the owner may refuse to lend them again. Appreciation for the use of borrowed property should be displayed by the courtesy of returning borrowed articles promptly and in the same condition in which they were loaned. Sponsors are responsible for the care and return of borrowed properties and proper storage during times when the articles are not in use for the specific practice.

LIBRARY RULES AND REGULATIONS

These will be drawn up by the librarian. Please read and observe them.

ADMISSION CHARGE TO SCHOOL EVENTS

Admission charges for various school events will be set by the activity sponsor and the school

Arthur County High School Student Handbook 2019-2020

superintendent, with the exception of athletic events, in which case the school board will set the charge. Charges for athletic events will usually conform with conference recommendations.

LOCAL POLICY FOR HANDICAPPED CHILDREN

The Arthur County High School Board of Education wishes to reaffirm its position that all children in the school district, regardless of their handicapping condition are entitled to an equal opportunity for education according to the individual's needs. The board assumes the responsibility of providing for or contracting for program services for all resident handicapped children who will benefit from such programs. These programs shall include but not be restricted to the development of self-realization, social awareness, economic usefulness, and civic responsibility as required by law. To avoid expensive duplication, every effort will be made to utilize established programs in cooperation with all contracting agencies approved by the Department of Education. Handicapped children will not be segregated, but will be educated with non-handicapped children in regular classrooms to the maximum extent possible.

The right to an appeal of an educational placement of a handicapped child shall be available to the parents and/or guardians of all children who have handicapping conditions. Such an appeal may include the child for whom Arthur County High School District personnel have recommended placement; the child who has been declared ineligible for placement; the child whose needs have been identified outside the Arthur County High School District; the child whose parents believe the child requires placement; and/or the child who is assigned for service when he/she is not handicapped.

USE OF TELEPHONES

Teachers and students will not be called to the telephone during class periods except in case of emergencies. If it becomes necessary to inform teachers or students of phone calls when class is in session, notices will be delivered to the teachers with the least possible disturbance. Students are to use only the phone in the concession area, and will not be permitted to make unnecessary or unwarranted phone calls. The school phone must be kept open for school business and emergencies.

ELECTRONIC DEVICES

The District recognizes the use of electronic devices in the 21st century. Through efforts to teach proper use of such devices and to promote respect and courtesy regarding the use of electronic devices in a proper setting; and in order to maintain a secure and orderly learning environment, The District hereby establishes the following rules and regulations governing student use of electronic devices, and procedures to address student misuse of electronic devices.

Unless directed by an administrator, a teacher or staff member students will not be allowed to use electronic devices at school. The use of electronic devices may be disruptive to the educational process and are items that are frequently lost or stolen. The school district will not be held liable for the loss of a personal electronic device.

Definitions: For the purposes of this policy "Electronic devices," include, but are not limited to:

1. Cell phones
2. Mp3 players, or iPods
3. personal digital assistants (PDAs),
4. compact disc players,
5. portable game consoles, cameras,
6. Battery powered instruments which transmit voice, text, or data from one person to another.

Arthur County High School Student Handbook 2019-2020

Possession and Use of Electronic Devices:

Students are not permitted to use any electronic devices during class time or during passing time except as otherwise provided by this policy. Electronic device use will be restricted in the school building during school hours from 7:40 am to dismissal. Electronic devices are not to be used or accessed for use in the Locker room or rest room at any time.

Electronic devices may be used during class time when specifically approved by the teacher or a school administrator in conjunction with appropriate and authorized class or school activity or event (i.e., student use of a camera during a photography class; student use of a school issued lap top computer.)

Students may have access and use of electronic devices before, school, during lunch time and after school hours. They may also have access and use of the device if needed to call home or a parent when given notice from the office or administrator of the need to call home or a parent.

Administrators have the discretion to prohibit student possession or use of electronic devices on school grounds during these times in the event the administration determines such further restrictions are appropriate; an announcement will be given in the event of such a change in permitted use.

Students may use electronic devices during class time when authorized pursuant to an Individual Education Plan (IEP), a Section 504 Accommodation Plan, or a Health Care Plan, or pursuant to a plan developed with the student's parent when the student has a compelling need to have the device (e.g., a student whose parent is in the hospital could be allowed limited use of the cell phone for family contacts, so the family can give the student updates on the parent's condition.)

Violations

1. Students shall not use electronic devices at any time or place for:
 - a. Activities which disrupt the educational environment;
 - b. Illegal activities in violation of state or federal laws or regulations;
 - c. Unethical activities, such as cheating on assignments or tests;
 - d. Immoral or pornographic activities;
 - e. Activities in violation of Board or school policies and procedures relating to student conduct and harassment;
 - f. Activities which invade the privacy of others. Such student misuses will be dealt with as serious school violations, and immediate and appropriate disciplinary action will be imposed, including, but not limited to, suspension and expulsion from school.
2. Electronic devices used in violation of this policy may be confiscated by school personnel and returned to the student or parent/guardian at an appropriate time. If an electronic device is confiscated, the electronic device shall be taken to the school's main office to be identified, placed in a secure area, and returned to the student and/or the student's parent/guardian in a consistent and orderly way.

First Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include

- a. A relinquishment of the electronic device to the school administration and a conference between the student and school principal or assistant principal.
- b. The electronic device shall remain in the possession of the school administration until such time as the student personally comes to the school's main office and retrieves the electronic

Arthur County High School Student Handbook 2019-2020

device.

Second Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include:

- a. A relinquishment of the electronic device to the school administration and a conference between the student and his/her parent/guardian and the school principal or assistant principal.
- b. The electronic device shall remain in the possession of the school administration until such time as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device.

Third Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include:

- a. A relinquishment of the electronic device to the school administration, a conference between the student and his/her parent/guardian and the school principal or assistant principal, and suspension of the student from school.
- b. The electronic device shall remain in the possession of the school administration until such time as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device.

Subsequent Violations: Students who are repeat offenders of this policy shall be subject to the imposition of any appropriate disciplinary action, which may include suspension and expulsion from school.

Responsibility for Electronic Devices:

- A. Students or their parents/guardians are expected to claim a confiscated electronic device within ten (10) days of the date it was relinquished.
- B. The school shall not be responsible, financially or otherwise, for any unclaimed electronic devices.
- C. By bringing such devices to school, students and parents authorize the school to dispose of unclaimed devices at the end of each semester.
- D. The District is not responsible for the security and safekeeping of students' electronic devices and is not financially responsible for any damage, destruction, or loss of electronic devices.
- E. By bringing such devices to school, students and parents realize that these devices are subject to search when the need is reasonable and justified for disciplinary purposes.

CHURCH NIGHT

Wednesday night of each week is reserved for church activities. No school activities will be scheduled for that night unless it is an emergency or a conference activity over which we have no control. Any school practice session to be scheduled on Saturday/Sunday must not be mandatory, and must have prior administrative approval.

STUDENTS RIGHTS AND RESPONSIBILITIES

The rights and limits of students regarding freedom of speech, press and assembly shall be in accord with the First Amendment of the United States Constitution.

Every member of the school community, including students, parent/guardians and school staff, has the responsibility to promote regular attendance at school, orderly conduct and behavior, freedom from fear of insult or injury, and maximum opportunities for learning on the part of each student. Students have the same rights to register grievances and complaints.

DISCIPLINE-SUSPENSION & EXPULSION

Administrative and teaching personnel may take actions regarding student behavior, other than those specifically provided in this policy and the Student Discipline Act, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but need not be limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. Disciplinary consequences may also include in-school suspension, Saturday School, and any other consequence authorized by law. District administrators may develop building-specific protocols for the imposition of student discipline.

In this policy, references to "Principal" shall include building principals, the principal's designee, or other appropriate school district administrators.

Any statement, notice, recommendation, determination, or similar action specified in this policy shall be effectively given at the time written evidence thereof is delivered personally to or upon receipt of certified or registered mail or upon actual knowledge by a student or his or her parent or guardian.

Any student who is suspended or expelled from school pursuant to this policy may not participate in any school activity during the duration of that exclusion including adjacent school holidays and weekends. The student activity eligibility of a student who is mandatorily reassigned shall be determined on a case-by-case basis by the principal of the building to which the student is reassigned.

Short-Term Suspension

The Principal may exclude students from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:

1. Conduct constituting grounds for expulsion as hereinafter set forth; or,
2. Other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff of the school, that occur on or off school grounds, if such conduct interferes with school purposes or there is a connection between such conduct and school.

The following process applies to short-term suspension:

1. The Principal shall make a reasonable investigation of the facts and circumstances. Short-term suspension shall be imposed only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
2. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what he or she is accused

Arthur County High School Student Handbook 2019-2020

of having done, be given an explanation of the evidence the authorities have, and be given an opportunity to explain the student's version of the facts.

3. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal will send a written statement to the student, and the student's parent or guardian, describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal ordering the short-term suspension before or at the time the student returns to school. The Principal shall determine who, in addition to the parent or guardian, is to attend the conference.
4. Students who are short-term suspended will be given the opportunity to complete classwork, including but not limited to examinations, under the following conditions: work will be completed at home or it will be arranged to be completed before or after school hours or upon return to school before or after school hours.

Emergency Exclusion

Students may be emergency excluded from school pursuant to the board's separate policy on emergency exclusion or state law.

Weapons and/or Firearms

Students may be disciplined for the possession of weapons and/or firearms pursuant to the board's separate policy on weapons and firearms or state law.

Long-Term Suspension

Students may be excluded by the Principal from school or any school function for a period of more than five school days but less than twenty school days (long-term suspension) for any conduct constituting grounds for expulsion as hereinafter set forth. The process for long-term suspension is set forth below.

Expulsion

1. **Meaning of Expulsion.** Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.
2. **Summer Review.** Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year. The review will be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has

Arthur County High School Student Handbook 2019-2020

given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the school board or board of education or a committee of such board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise the student may be readmitted by action of the Superintendent.

3. **Suspension of Enforcement of an Expulsion:** Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program/plan and to such other consequences which the school district deems appropriate.
4. **Alternative School or Pre-expulsion Procedures.** The school shall either provide an alternative school, class or educational program for expelled students or shall follow the pre-expulsion procedures outlined in NEB. REV. STAT. 79-266.

Grounds for Long-Term Suspension, Expulsion or Mandatory Reassignment:

The following conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, subject to the procedural provisions of the Student Discipline Act, NEB. REV. STAT. § 79-254 through 79-296, when such activity occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event:

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (*see also board policy on weapons and firearms*);
6. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103.02 or being under the influence of a controlled substance or alcoholic liquor (*note: the term "under the influence" for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant*);
7. Public indecency as defined in section 28-806, except that this prohibition shall apply only to students at least twelve years of age but less than nineteen years of age;
8. Engaging in bullying as defined in section 79-2,137 and in these policies;

Arthur County High School Student Handbook 2019-2020

9. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults which occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section 28-319, sexual assault in the second degree as defined in section 28-320, sexual assault of a child in the second or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 28-319.01, as such sections now provide or may hereafter from time to time be amended;
10. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
11. A repeated violation of any of the following rules if such violations constitute a substantial interference with school purposes:
 - a. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion;
 - b. Dressing or grooming in a manner which violates the school district's dress code and/or is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distracting or indecent to the extent that it interferes with the learning and educational process;
 - c. Violating school bus rules as set by the school district or district staff;
 - d. Possessing, using, selling, or dispensing tobacco, drug paraphernalia, an electronic nicotine delivery system, or a tobacco imitation substance or packaging, regardless of form, including cigars, cigarettes, chewing tobacco, and any other form of tobacco, tobacco derivative product or imitation or electronic cigarettes, vapor pens, etc.;
 - e. Possessing, using, selling, or dispensing any drug paraphernalia or imitation of a controlled substance regardless of whether the actual substance possessed is a controlled substance by Nebraska law;
 - f. Possession of pornography;
 - g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically);
 - h. Engaging in hazing, defined as any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate. Hazing activities are generally considered to be: physically abusive, hazardous, and/or sexually violating and include but are not limited to the following: personal servitude; sleep deprivation and restrictions on personal hygiene; yelling, swearing and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; branding; physical beatings; binge drinking and drinking games; sexual simulation and sexual assault;
 - i. Bullying which shall include cyber-bullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send e-mail to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing

Arthur County High School Student Handbook 2019-2020

material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target;

- j. Violation of the district's computer acceptable computer use policy are subject to discipline, up to and including expulsion;
- k. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a simulated or "look-a-like" weapon;
- l. Using any object to simulate possession of a weapon; and
- m. Any other violation of a rule or regulation established by a school district staff member pursuant to authority delegated by the board.

Due Process Afforded to Students Facing Long-term Suspension or Expulsion

The following procedures shall be followed regarding any long-term suspension, expulsion or mandatory reassignment

- 1. On the date of the decision to discipline, the Principal shall file with the Superintendent a written charge and a summary of the evidence supporting such charge.
- 2. The Principal shall serve the student and the student's parents or guardian with a written notice by registered or certified mail or personal service within two school days of the date of the decision to recommend long-term suspension or expulsion. The notice shall include the following:
 - a. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student;
 - b. The penalty, if any, which the principal has recommended in the charge and any other penalty to which the student may be subject;
 - c. A statement that, before long-term suspension, expulsion, or mandatory reassignment for disciplinary purposes can be invoked, the student has a right to a hearing, upon request, on the specified charges;
 - d. A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;
 - e. A statement that the principal, legal counsel for the school, the student, the student's parent, or the student's representative or guardian has the right (i) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and (ii) to know the identity of the witnesses to appear at the hearing and the substance of their testimony; and
 - f. A form on which the student, the student's parent, or the student's guardian may request a hearing, to be signed by such parties and delivered to the principal or superintendent in person or by registered or certified mail.
- 3. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no

Arthur County High School Student Handbook 2019-2020

hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.

4. Nothing in this policy shall preclude the student, student's parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.
5. If a hearing is requested within five days after receipt of the notice, the Superintendent shall appoint a hearing officer who shall follow the "hearing procedures" outlined below.
6. If a hearing is requested more than five school days following the receipt of the written notice, but not more than thirty calendar days after receipt, the Superintendent shall appoint a hearing officer who shall follow the "hearing procedures" outlined below, except that the time constraints set forth may differ as provided by law and this policy. The student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.
7. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.

In the event a hearing is requested, the hearing, hearing procedures, the student's rights and any appeals or judicial review permitted by law shall be governed by the applicable provisions of the Nebraska Student Discipline Act (NEB. REV. STAT. § 79-254 to 79-294). The school district will provide parents with copies of the relevant statutes upon request.

Reporting Requirement to Law Enforcement

Violations of this section will result in a report to law enforcement if:

1. The violation includes possession of a firearm;
2. The violation results in child abuse;
3. It is a violation of the Nebraska Criminal Code that the administration believes cannot be adequately addressed solely by discipline from the school district;
4. It is a violation of the Nebraska Criminal Code that endangers the health and welfare of staff or students;
5. It is a violation of the Nebraska Criminal Code that interferes with school purposes;
6. The report is required or requested by law enforcement or the county attorney.

CORPORAL PUNISHMENT

Corporal punishment is prohibited in Arthur County Schools. A staff member may use physical contact with a student only to prevent immediate physical injury to a staff member, a student or school property. The amount of force used shall be no more than is sufficient to restrain the injurious activity. Physical contact may not be used as a means of discipline.

STUDENT APPEARANCE

Any manner of dress, hair style, make up, or personal cleanliness, that constitutes a threat to the safety, health, welfare, or morals of the student or others; that violates any statute; that interferes with the

Arthur County High School Student Handbook 2019-2020

education process, or that school officials can reasonably predict will interfere with the education process; or that causes or may cause excessive maintenance problems in the school, may be grounds for corrective or disciplinary action. The superintendent or Principal may institute specific dress code regulations in any school consistent with board policy.

Students are expected to dress in a way that is appropriate for the school setting. It should be businesslike and contribute to an atmosphere that is conducive to effective instruction and learning. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school. Following is a list of examples of considerations when considering attire for school, such list is not all inclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:

The following Standards regarding proper dress will apply to all students at Arthur County Schools.

- Students are to wear shoes at all times.
- No caps, hats, or bandanas are to be worn in the building. Students are expected to remove such items upon entering the building to start the day. These items are to be placed in the student's locker and should not be carried around during the school day.
- No clothing which contains printed wording, pictures, or designs which advertise or promote alcohol, tobacco, drugs, or which carries any vulgar or derogatory connotations, profanity, and/or sexual innuendo is strictly prohibited. Shirts or any item of clothing having questionable meanings deemed unacceptable in the educational setting will not be allowed.
- All clothing must properly cover the body. Any top worn in school must completely cover the back, stomach, and top of shoulders (minimum one-inch width covering the shoulder). Tube tops, halter tops, tops that are sheer or have bare shoulders, and clothing with a bare midriff or of any material that is sheer or lightweight enough to be seen through are not permitted. Clothing cannot be excessively tight or allow the midriff, cleavage, undergarments or back to be exposed. When standing or seated tops must touch the top of the pants, shorts, skirts or skorts.
- **It is preferred that Form-fitting leggings, tights, and yoga or spandex style pants not be worn to school. However they may be allowed as long as they are worn with a top that meets the acceptable length and criteria for skirts/shorts/dresses.**
- Shorts may be worn. The following are considered acceptable shorts: walking shorts, Bermuda shorts, hemmed cut-offs, athletic (coaching) shorts, split-skirts, and culottes. **The shorts should be fingertip length when arms are held straight down along sides.**
- Outer coats are not to be worn in classrooms without special permission from the administration. Coats are to be placed in the student's locker and should not be worn during the school day.
- Skirt/Dress length will be treated the same as short lengths.
- Pajamas are not allowed.
- Students may not personalize school-issued attire.

Consideration will be made for students who wear special clothing as required by religious beliefs, disability, or to convey a particularized message protected by law. The final decision regarding attire and grooming will be made by the Principal or Superintendent. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school's guidelines, the student should contact the Principal for approval, and may also review such additional posting of prohibited items or grooming which may be available in the Principal's office.

Coaches, sponsors or teachers may have additional requirements for students who are in special lab

Arthur County High School Student Handbook 2019-2020

classes, students who are participants in performing groups or students who are representing the school as part of an extracurricular activity program.

Consequences of violation of the dress code:

1. First violation: the student will be asked to change into appropriate clothing.
2. Second violation: parents or guardians will be contacted.
 - The student will be asked to change. The student will remain in the principal's office until proper dress is brought to the student. If clothes cannot be brought to school, the student will be assigned to in-school suspension for the remainder of the day.
 - Classroom time missed by the student will be made up after regular school hours.
3. Continued violations will result in more stringent disciplinary actions, up to expulsion.

Further, in the event the dress code violation is determined to also violate other student conduct rules (e.g., public indecency, insubordination, expression of profanity, and the like), a first offense of the dress code may result in more stringent discipline, up to expulsion

ACADEMIC INTEGRITY

Policy Statement: Students are expected to abide by the standards of academic integrity established by their teachers and school administration. Standards of academic integrity are established in order for students to learn as much as possible from instruction, for students to be given grades which accurately reflect the student's level of learning and progress, to provide a level playing field for all students, and to develop appropriate values.

Cheating and plagiarism violate the standards of academic integrity. Sanctions will be imposed against students who engage in such conduct.

Definitions: The following definitions provide a guide to the standards of academic integrity:

"Cheating": means intentionally misrepresenting the source, nature, or other conditions of academic work so as to accrue undeserved credit, or to cooperate with someone else in such misrepresentation. Such misrepresentations may, but need not necessarily, involve the work of others.

Cheating includes, but is not limited to:

Tests (includes tests, quizzes and other examinations or academic performances):

1. Advance Information: Obtaining, reviewing or sharing copies of tests or information about a test before these are distributed for student use by the instructor. For example, a student engages in cheating if, after having taken a test, the student informs other students in a later section of the questions that appear on the test.
2. Use of Unauthorized Materials: Using notes, textbooks, pre-programmed formulae in calculators, or other unauthorized material, devices or information while taking a test except as expressly permitted. For example, except for "open book" tests, a student engages in cheating if the student looks at personal notes or the textbook during the test.
3. Use of Other Student Answers: Copying or looking at another student's answers or work, or sharing answers or work with another student, when taking a test, except as expressly permitted. For example, a student engages in cheating if the student looks at another student's

Arthur County High School Student Handbook 2019-2020

paper during a test. A student also engages in cheating if the student tells another student answers during a test or while exiting the testing room, or knowingly allows another student to look at the student's answers on the test paper.

4. Use of Other Student to Take Test. Having another person take one's place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor
5. Misrepresenting Need to Delay Test. Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example, a student engages in cheating if the student misses class on the day of a test, claiming to be sick, when the student's real reason for missing class was because the student was not prepared for the test.

Papers (includes papers, essays, lab projects, and other similar academic work):

1. Use of another person's work: Copying another student's paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.
2. Re-use of One's Own Papers : Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.
3. Assistance from Others: Having another person assist with the paper to such an extent that the work does not truly reflect the student's work. For example, a student engages in cheating if the student has a draft essay reviewed by the student's parent or sibling, and the essay is substantially re-written by the student's parent or sibling. Assistance from home is encouraged, but the work must remain the student's.
4. Failure to Contribute to Group Projects. Accepting credit for a group project in which the student failed to contribute a fair share of the work.
5. Misrepresenting Need to Delay Paper. Presenting false or incomplete information in order to postpone or avoid turning in a paper when due. For example, a student engages in cheating if the student misses class on the day a paper is due, claiming to be sick, when the student's real reason for missing class was because the student had not finished the paper.

Alteration of Assigned Grades: Any unauthorized alteration of assigned grades by a student in the teacher's grade book or the school records is a serious form of cheating.

"Plagiarism" means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works. Plagiarism includes, but is not limited to:

1. Failure to Credit Sources: Copying work (words, sentences, and paragraphs or illustrations or models) directly from the work of another without proper credit. Academic work frequently involves use of outside sources. To avoid plagiarism, the student must either place the work in quotations or give a citation to the outside source.
2. Falsely Presenting work as One's Own : Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers or use of another student's paper.

"Contributing" to academic integrity violations means to participate in or assist another in cheating or plagiarism. It includes but is not limited to allowing another student to look at your test answers, to copy your papers or lab projects, and to fail to report a known act of cheating or plagiarism to the instructor or administration.

Sanctions: The following sanctions will occur when a student engages in cheating, plagiarism, or contributing to an academic integrity offense:

Arthur County High School Student Handbook 2019-2020

1. Academic Sanction. The instructor will refuse to accept the student's work in which the academic integrity offense took place, assign a grade of "F" or zero for the work, and require the student to complete a test or project in place of the work within such time and under such conditions as the instructor may determine appropriate. In the event the student completes the replacement test or project at a level meeting minimum performance standards, the instructor will assign a grade which the instructor determines to be appropriate for the work.
2. Report to Parents and Administration. The instructor will notify the Principal of the offense and the instructor or Principal will notify the student's parents or guardian.
3. Student Discipline Sanctions. Academic integrity offenses are a violation of school rules. The Principal may recommend sanctions in addition to those assigned by the instructor, up to and including suspension or expulsion. Such additional sanctions will be given strong consideration where a student has engaged in serious or repeated academic integrity offense or other rule violations, and where the academic sanction is otherwise not a sufficient remedy, such as for offenses involving altering assigned grades or contributing to academic integrity violations.

PUBLIC DISPLAYS OF AFFECTION

Inappropriate Public Displays of Affection (IPDA): Students are not to engage in inappropriate public displays of affection on school property or at school activities. Such conduct includes kissing, touching, fondling or other displays of affection that would be reasonably considered to be embarrassing or a distraction to others. Students will face the following consequences for IPDA:

1st Offense: Student will be confronted and directed to cease.

2nd Offense: Student will be confronted, directed to cease, and parents will be notified.

3rd Offense: Student will be suspended from school for a minimum of 1 day, and parents and student will need to meet with Administrator(s) and/or counselor.

The student could face suspension or expulsion; if this type of behavior continues or if the IPDA is lewd or constitutes sexual conduct.

STUDENTS DRIVING TO SCHOOL AND SCHOOL PARKING

Students who drive to school are required to park their vehicles and leave them unoccupied until it is time to drive home. **Students may not drive or have access to their vehicles during the school day without the express permission of high school principal or the superintendent of schools.**

Students are to park appropriately and in the assigned areas on school property. Student parking shall not be permitted in bus loading zones. When the buses are loading or unloading, all vehicles must stop and wait for the loading or unloading process to be completed.

By driving a vehicle to school, when they park on school property, students consent to having that vehicle searched by school officials; if school officials have reasonable suspicion that such a search will reveal a violation of school rules.

SPECIFIC RULE ITEMS

The following conduct may result in disciplinary action which, in the repeated violations, may result in discipline up to expulsion:

Arthur County High School Student Handbook 2019-2020

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. Students are expected to bring all books and necessary materials to class. This includes study halls.
4. Assignments for all classes are due as assigned by the teacher.
5. Students are not to operate the mini-blinds or the windows.
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 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 "nuisance items" to school. A nuisance item is something that is not required for educational purposes and which would cause a distraction to the student or others.
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.
11. Snow handling/or throwing snowballs is prohibited.

LAW VIOLATIONS

1. Cases of law violations or suspected law violations by students will be reported to the police and to the student's parents or guardian as soon as possible.
2. When a principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the principal or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse, in which case the principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.
3. In an effort to demonstrate that student behavior is always subject to possible legal sanctions regardless of where the behavior occurs it is the District's policy to notify the proper legal authorities when a student engages in any of the following behaviors on school grounds or at a school sponsored event:
 - a. Knowingly possessing illegal drugs or alcohol.
 - b. Aggravated or felonious assault.
 - c. Vandalism resulting in significant property damage.
 - d. Theft of school or personal property of a significant nature.
 - e. Automobile accident.
 - f. Any other behavior which significantly threatens the health or safety of students or other persons, and such other offenses which are required to be reported by law.

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

ANTI-BULLYING POLICY

Arthur County High School Student Handbook 2019-2020

One of the responsibilities of the District is to provide a physically safe and emotionally secure environment for students and staff.

Definition of Bullying. The Centers for Disease Control and Prevention defines bullying as “any unwanted aggressive behavior(s) by another youth or group of youths who are not siblings or current dating partners that involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated.” Nebraska statute defines bullying as “an ongoing pattern of physical, verbal or electronic abuse.” The District’s administrators are authorized to use both of these definitions to determine whether any specific situation constitutes bullying. Both of these definitions include both in-person and cyberbullying behaviors.

Bullying Prohibited. Students are prohibited from engaging in any form of bullying behavior.

Investigation. A decision to take disciplinary action under this policy may be based on the statements of a complaining student, statements, observations of educators, or any other credible evidence.

If a complaint of bullying involves sexual misconduct of any kind, the staff member who received the report will follow the investigation and reporting procedure outlined in the board’s policy on sex discrimination and sexual harassment.

If a student or parent believes that additional action regarding a bullying report is necessary, they may file a complaint using the district’s complaint procedure.

Disciplinary Consequences. The disciplinary consequences for bullying behavior will depend on the frequency, duration, severity and effect of the behavior.

A student who engages in bullying behavior on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or his or her designee, or at school-sponsored activities or school-sponsored athletic events may be subject to disciplinary consequences including but not limited to long-term suspension, expulsion, or mandatory reassignment.

Without limiting the foregoing, a student who engages in bullying behavior that materially and substantially interferes with or disrupts the educational environment, the district’s day-to-day operations, or the education process, regardless of where the student is at the time of engaging in the bullying behavior, may be subject to discipline to the extent permitted by law.

Bullying Based on Protected Class Status. Bullying based on protected class status is unique and may require additional investigation. The appropriate district staff member or coordinator will promptly investigate bullying complaints that violate the district’s antidiscrimination policies.

Support for Students Who Have Experienced Bullying. Regardless of where the bullying occurred, the district will consider whether victims of bullying are suffering an adverse educational impact and, if appropriate, will refer those students to the district’s student assistance team.

Bullying Prevention and Education. Students and parents are encouraged to inform teachers or administrators orally or in writing about bullying behavior or suspected bullying behavior. School employees are required to inform the administrator of all such reports. The appropriate administrator shall promptly investigate all such reports. Each building shall engage in activities which educate students about bullying, bullying prevention and digital citizenship.

Arthur County High School Student Handbook 2019-2020

GUIDANCE SERVICES

ACHS will have a counselor on duty every day unless called away on school business. Do not hesitate to make an appointment to see him/her if you have problems. The counselor will conduct both individual and group counseling experiences. Guidance materials can be found in the counselor's office and the library.

USE OF THE OFFICE

The office is the business center of the school. It is where the secretary does the paperwork of the school. It is where the superintendent carries out the business of his/her office. Because of this amount of business done here, the office must be a place of dignity and efficiency.

Students are welcome in the office, but they should come there on business, and not to pass time. Because of the amount of work done there, passes to the office should be limited to one student at a time. The machines in the office and work room are expensive machines to be used by the staff. Students should not handle these machines. Everyone will be charged for personal duplicating at the rate of .10 per copy.

The storeroom in the office is for faculty use.

Let's all, students and staff, keep the office a place of dignity and respect for visitors and ourselves-- not a place to see how much confusion can be caused.

Arthur County High School Student Handbook 2019-2020

ARTHUR COUNTY HIGH SCHOOL CORE CURRICULUM

The following courses are offered at Arthur County High School. These courses are suggested by the NCAA and agreed upon by the ACHS faculty. The courses listed are for the ninth through twelfth grades.

ENGLISH

English 9
English 10
English 11
English 12
Speech
Journalism
Literature & Writing Courses

SOCIAL SCIENCE

World History
Geography
Economics
American History
American Government
Psychology
Sociology

MATHEMATICS

Algebra I
Algebra II
Business Math
Geometry
Pre-Calculus
General Math

NATURAL/PHYSICAL SCIENCE

Biology I
Biology II
Chemistry
Physical Science
Physics

Foreign Language

Spanish I
Spanish II
Spanish III

Business Education

Accounting I
Accounting II
Introduction to Business Marketing and Management
Entrepreneurship
Business Law
Information Technology I and II
Personal Finance

Agriculture and Industrial Technology

Shop 9
Welding
Woods I and II
Metals and Manufacturing
Introduction to Agriculture
Animal Sciences
Plant Sciences

Media and Performing Arts

Art I
Art II
Art III
Art IV
Band
Music Appreciation

Health and Physical Education

Health /PE
Health and PE 10 (Required for sophomores)
Weights /PE

Arthur County High School Student Handbook 2019-2020

SEX DISCRIMINATION AND SEXUAL HARASSMENT POLICY

- I. Sex Discrimination
 - A. The district prohibits discrimination on the basis of sex in any educational program or activity except when it is necessary to accomplish a specific purpose that does not impinge upon essential equality or fairness in the treatment of students or employees. Employees are required to comply with this policy as well as with Title IX of the Education Amendments of 1972 and the regulations of the U.S. Department of Education as applicable to this district.
 - B. Any individual who believes he or she is being discriminated against on the basis of race, color, national origin, sex, marital status, disability, or age may seek relief by filing a complaint pursuant to the board's complaint policy or contacting the district's Title IX coordinator.
- II. Sexual Harassment
 - A. Students should be provided with an environment that is free from unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct constituting sexual harassment. The board of education unequivocally prohibits sexual harassment of its students, even when the affected student does not complain to the faculty or the administration.
 - B. Sexual harassment is a form of misconduct that wrongfully deprives students of their dignity and the opportunity to study and be in an environment free from unwelcome sexual overtones. Sexual harassment includes all unwelcome sexual advances, requests for sexual favors and other such verbal or physical misconduct. Sexual harassment means:
 - C. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical misconduct of a sexual nature constitutes sexual harassment when such conduct has the purpose or effect of unreasonably interfering with an individual's educational opportunities or creates an intimidating, hostile or offensive learning environment.
 - D. A student who feels he or she has been sexually harassed should directly inform the offending student that the conduct or communication is offensive and must stop. If the student does not wish to communicate directly with the offending student, or if direct communication has been ineffective, the student should report the conduct or communication to the Title IX coordinator or to a teacher, principal or counselor with whom she or he feels comfortable.
 - E. Retaliation against students who make good faith reports of sexual harassment is prohibited.
- III. Disciplinary Decisions
 - A. A decision to take disciplinary action under this policy may be based on the statements of a complaining student, statements, observations of educators, or any other credible

Arthur County High School Student Handbook 2019-2020

evidence.

- B. All complaints against staff members will follow the investigation, decision, and appeal process established in the district's complaint policy.
- C. Any student who sexually harasses another student will be subject to discipline up to and including expulsion, depending on the severity of the misconduct, as established in the district's student discipline policy.

ADMINISTRATIVE QUALIFICATIONS FOR LETTERING

Introduction

The letters and emblems awarded by the Arthur County High School are given to those students who have participated in the activities sponsored by the High School and have met the requirements set down. They indicate a level of achievement and should be considered an honor to win and wear. Those who wear these emblems should realize that to the outside world the bearer stands for Arthur County High School. Our school will be judged by his/her conduct. He/she should reflect only credit upon their school. Sportsmanship has been the trademark of the outstanding tradition here at Arthur. Your cooperation and continuing effort is necessary for ACHS to be successful.

General Criteria for Lettering:

1. Recommendation by Coach.
2. Coaches or supervisors will provide specific criteria for lettering individuals. (For example: Quarters or games played, points earned, attitude, attendance, training rules, etc.)
3. Approval by Administration
4. Completion of season (unless injured)
5. Special awards may be issued by the school or activities conference in accordance with the rules and by-laws of the Nebraska State Activities Association with the approval of the school administration for the following:
 - A. Speech
 - B. Drama (Play Production)
 - C. Music (Vocal & Instrumental)
 - D. Debate
 - E. Journalism
 - F. Football
 - G. Volleyball
 - H. Boys and Girls Basketball
 - I. Boys and Girls Track

Interscholar activities (National Honor Society, Student Council, Etc.), will provide their own awards and honors subject to approval by the administration.

All members of any Arthur County High School activity are expected to aid the success of other teams and individuals by supporting them in a positive manner.

Specific Lettering Criteria

SEE ACTIVITIES HANDBOOK

Arthur County High School Student Handbook 2019-2020

STUDENT PUBLICATIONS

School-sponsored student publications and electronic media productions are part of the school district's instructional program. The board of education supports the development of student communication skills through school-sponsored newspapers, annuals, magazines, and electronic media including computer, video and digital productions.

Student publications and productions must conform to all good scholastic and professional journalistic standards. The board delegates to the superintendent of schools the right to prohibit dissemination of any school-sponsored publication or media production that does not conform to these standards, or which the superintendent or designee deems inappropriate for the school environment.

The student publications of the school district should provide an opportunity for students to observe the operation of a free responsible press in a free society. Care shall be exerted to ensure the accuracy of anything published. While it is recognized that students represent the primary audience, student publications are also read by and must speak to faculty, administrators, parent/guardians and the community as a whole.

Items which are considered to be libelous, malicious, obscene or profane, material gained through invasion of privacy, material which may be interpreted as causing defamation of character, or material that has a copyright where permission to reprint has not been obtained shall be withheld from publication. Contributions to school publications must be signed by the composer.

STUDENT ORGANIZATIONS

Membership in clubs, societies, or similar groups may provide wholesome social and recreational activities.

To guide the professional staff and students in these groups, the following guidelines have been set forth by the Board:

1. School Clubs and Societies: will be recognized as authorized school organizations if they are (a) organized by the school system; (b) sponsored by school personnel; (c) composed completely of current student body members; (d) hold the majority of their meetings at school and during the regular school day; (e) have an approved plan for the selection of members; (f) establish aims which are educational, of school interest, or community interest; and (g) meet all those conditions set forth for recognized school sponsored organizations.(Legal Ref.: 79-297)
2. Non-school Clubs: Other clubs of a non-secret nature; (a) whose membership is composed for the most part of students from one school; (b) sponsored by other than school personnel; (c) meet outside school hours at places other than at school; and (d) whose aims are other than educational, or school interest, or community interest, are considered to be non-school clubs and beyond the jurisdiction of school authorities.
3. Secret Organizations: The Board of Education prohibits the establishment of, or participation in any secret organization that is in any degree a school organization.

Arthur County High School Student Handbook 2019-2020

STUDENT GOVERNMENT

In order to encourage student participation in the various activities of school life and to provide opportunity for training in the democratic process, the schools of the district may maintain and operate student councils. Such councils shall assist in improving the general welfare of all students and shall give students the opportunity to participate in the orderly workings of the democratic process. Student councils shall not have authority to unilaterally make policies for the district or regulations for the school; nor shall they have any disciplinary authority, except for recommending removal from the council of one of their members. However, a council may make recommendations to the administration on any topic of student concern.

The administration and student council of any school shall keep channels of communication open, not only between themselves, but between all students and the council

POLICIES WRITTEN BY ACHS STUDENT COUNCIL

1. If a student shall arrive at any school function, (such as a dance, game, etc.) and should that student be drinking or have drunk alcohol in any capacity, the student's parents will be contacted immediately by a sponsor of said activity. Parents will be requested to come and pick up their student. Should the student's parents decline, for whatever reason, to pick up their student, it will become the responsibility of one sponsor to take that student home, provided there are at least two sponsors at the school function. Should any of the above mentioned procedures fail for whatever reason, then the Sheriff shall be contacted at the sponsor's discretion to handle the matter.

For any student involved in disobeying this policy, a written discipline report will be rendered and placed in said student's file.

Adopted September 18, 1989

2. It shall be the policy of Arthur County High school that all dances and/or parties unless specifically voted to change shall include grades 7-12.
 - a. Doors to such party shall remain open for the first 30 minutes after which no one enters unless special arrangements are made for late arrival, and no one leaves unless they plan to leave permanently.
 - b. There will be no guests and outside dates unless voted upon by the sponsoring class or organization, with the approval of the sponsor and administration, and these guests will remain under the same policy and rules as previously stated.
 - c. Hours for parties and dances shall not exceed 10:30 on week nights and must be out of the building by 1:00 a.m. (or earlier if voted by group sponsoring) on Friday, Saturday, or days preceding a holiday.

Note: All parties or dances must have sponsor and administrative approval

Adopted September 23, 1992

Effective during the 1993-94 school year, the student council voted on and implemented the following rules in an attempt to keep our school neat in appearance for anyone who would enter.

- Items that will be allowed to be stored above lockers in the hall are books and notebooks only.

Arthur County High School Student Handbook 2019-2020

- BAGS AND COATS are to be inside the lockers.
- The student council asks that no lunch sacks be left on the tops of lockers. We do not want to lose the privilege of using the shelves.
- It is also agreed that items that are left on the floor may be picked up by anyone and brought to the office.

For the first offense, the individual claiming the items will pay a fine of \$.25 to get them back and for the 2nd time it will be \$.50 and so on. All fines will go to the treasury of the Student Council.

MARRIED AND PREGNANT STUDENTS

Students who are pregnant or parenting are encouraged to continue participating in the district's educational and extracurricular programs.

I. Accommodations Regarding Attendance and Participation

A. Generally

Students who anticipate deviations from their regular school experience or accrue absences due to pregnancy or parenting should notify their building principal as early as possible to discuss their educational programming. The building principal will work with the student to develop a plan to assist the student in participating in district curriculum and extra-curricular activities. Such a plan will include:

1. The provision of online courses if the student cannot regularly attend classes;
2. The arrangement of meeting times with teachers;
3. The identification of child care providers that meet statutory requirements for quality and care if the student has not identified appropriate child care; and
4. All other curricular adjustments, modifications, and means of supplementing classroom attendance deemed appropriate by the school administrators, which will include, but not be limited to, the modification of attendance policies.

B. Students with Disabilities

For students with disabilities who have an IEP or Section 504 plan, the administrators, student's parents or guardians, and student if appropriate will collaborate with the student's educational team to coordinate accommodations consistent with state and federal law. As permitted by law, students may be entitled to accommodations as a result of pregnancy.

II. Accommodations Regarding Lactation and Breastfeeding

A. Accommodations

1. In order to accommodate lactating and breastfeeding students, the district will provide reasonable opportunities to express breast milk or breastfeed in a place, other than a bathroom, which is shielded from view and free from intrusion from district students, employees, and the public.
2. Students who wish or need to express breast milk on a regular schedule will work with school administrators to create a schedule which accommodates the student's needs while facilitating education to the maximum extent possible.
3. The district will provide a location for students to store expressed breast milk in or near the

Arthur County High School Student Handbook 2019-2020

location designated for students to express milk to create the least amount of disruption to the student's participation in class or activities.

B. Educational Process

In order to prevent interference with the educational process, no student shall express breast milk within school classrooms or buses. Nothing in this policy limits the authority of the administration to impose consequences consistent with the Student Discipline Act and other state and federal law.

INFORMATION FOR STUDENTS

Nebraska Revised Statute 71-6909 requires that on or before October 1 of each school year, each school district shall provide written information to all students in grades seven through twelve explaining the provisions of Neb. Rev. Stat. 71-6902 with regard to the requirements for parental notification as a condition for obtaining an abortion and the provisions of Neb. Rev. Stat. 71-6903 and 71-6904 with regard to seeking a judicial waiver of notification.

If a woman under the age of 18 who is not self-supporting or married becomes pregnant and decides to have an abortion in Nebraska, certain laws apply to her.

NOTICE FROM DOCTOR TO PARENT OR GUARDIAN

Nebraska law requires that one parent (chosen by the pregnant woman) or a legal guardian must be told by her doctor that an abortion is scheduled. The doctor must personally deliver or mail the notice. The parent or guardian does not have to give permission: the parent or guardian simply has to be told. The doctor must wait at least 48 hours after written notice has been delivered to the parent or guardian before the abortion can be performed.

WAIVER OF NOTICE

If the pregnant woman doesn't want her doctor to notify one of her parents or legal guardian, she must request that a judge authorize the abortion without written notice to a parent or guardian. This process is referred to as a judicial waiver of notification.

JUDICIAL WAIVER OF NOTIFICATION

FORMS AND INSTRUCTIONS

The pregnant woman must fill out a special form to ask for a waiver. The Waiver of Notification form can be found at any courthouse in Nebraska in a place where anyone can pick it up without asking. The form has instructions on how to fill it out and where and how to turn it in.

LEGAL HELP

The pregnant woman can get free legal help. If she asks, the court will provide her with an attorney at no cost to her.

MEETING WITH THE JUDGE

The judge will meet privately with the pregnant woman, her attorney, and any other person she wants to be present.

JUDGE GRANTS OR DENIES THE WAIVER

The judge will authorize the abortion without notifying a parent or guardian if the judge determines that

Arthur County High School Student Handbook 2019-2020

the pregnant woman is mature and capable of giving informed consent to the abortion or that the abortion would be in her best interest. If the judge does not grant the waiver, then the doctor must notify the pregnant woman's parent or guardian of the pending abortion.

APPEAL TO NEBRASKA SUPREME COURT

If the judge does not authorize the abortion without notifying a parent or guardian, the pregnant woman may appeal to the Nebraska Supreme Court to authorize the abortion without notification to her parent or guardian.

PRIVACY AND CONFIDENTIALITY

All records, forms, and court proceedings regarding the waiver or an appeal are private, confidential, and will not be made public without the pregnant woman's permission.

For additional information regarding the law dealing with parental notification of an abortion, refer to Nebraska Revised Statutes 71-6901 to 71-6909.

NOTICE TO PATRONS OF ARTHUR COUNTY HIGH SCHOOL

The Federal Government has instituted laws which mandate school districts to identify and manage asbestos or asbestos containing materials in buildings. As a result of this mandate, Arthur County Public Schools have been inspected and each has formulated a management plan to insure that Arthur County Public Schools remain a safe, healthful environment. General recommendations and detailed descriptions of the management plan are on file in each building and in the superintendent's office, and are open for inspection to all interested patrons.

The law requires that all patrons are notified of this management plan at least once per year, and safety measures instituted.

If you have any questions or concerns, please notify: Barry Schaeffer, Asbestos Program Manager, Arthur County High School, 111 Elm Street/PO Box 145, Arthur, NE 69121. Phone: (308) 764-2253.

GREIVANCES AND COMPLAINTS FROM THE PUBLIC

Good communication helps to resolve many misunderstandings and disagreements, and the board encourages patrons and school staff to discuss their concerns with appropriate school personnel in an effort to resolve problems. When such efforts do not resolve matters satisfactorily, including matters involving discrimination or harassment on the basis of race, color, national origin, gender, marital status, disability, or age, a complainant should follow the procedures set forth below:

1. The first step is for the complainant to speak directly to the person with whom he or she is dissatisfied, or to who is responsible for the practice or regulation with which he or she is dissatisfied. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if complainant believes speaking directly to the person would subject complainant to discrimination or harassment.
2. The second step is for the complainant to speak to the building principal, superintendent of schools, or president of the board of education, as set forth below.
 - a. Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.
 - b. Complaints about the operations of the school district or a building principal should be submitted to the superintendent of schools.
 - c. Complaints about the superintendent of schools should be submitted to the president of the board of education.
 - d. Complaints involving discrimination or harassment may also be submitted, at any time during the complaint procedure, to the Office for Civil Rights, U.S. Department of Education, in writing at 8930 Ward Parkway, Suite 2037, Kansas City, Missouri 64114-3302 or by telephone at (816) 268-0550.
3. When a complainant submits a complaint to an administrator, the administrator shall promptly and thoroughly investigate the complaint, and shall:
 - a. Determine whether the complainant has discussed the matter with the staff member involved.
 - I. If the complainant has not, the administrator will urge the complainant to discuss the matter directly with that staff member, if appropriate.
 - II. If the complainant refuses to discuss the matter with the staff member, the administrator shall, in his or her sole discretion, determine whether the complaint should be pursued further.
 - b. Strongly encourage the complainant to reduce his or her concerns to writing.
 - c. Interview the complainant to determine:
 - I. All relevant details of the complaint;
 - II. All witnesses and documents which the complainant believes support the complaint;
 - III. The action or solution which the complainant seeks.
 - d. Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the administrator received the complaint.

Arthur County High School Student Handbook 2019-2020

4. A complainant who is not satisfied with the building principal's decision regarding a complaint may appeal the decision to the superintendent.
 - a. This appeal must be in writing.
 - b. The superintendent will investigate as he or she deems appropriate. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
 - c. Upon completion of this investigation, the superintendent will inform the complainant in writing of his or her decision. If the complaint involved discrimination or harassment, the superintendent shall submit the decision within 180 days after the superintendent received complainant's written appeal.

5. A complainant who is not satisfied with the superintendent's decision regarding a complaint may appeal the decision to the board.
 - a. This appeal must be in writing.
 - b. This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
 - c. The board will notify the complainant in writing of its decision. If the complaint involved discrimination or harassment, the board shall submit its decision within 12 months after it received complainant's written appeal.
 - d. There is no appeal from a decision of the board.

6. When a formal complaint about the superintendent of schools has been filed with the president of the board, the president shall promptly and thoroughly investigate the complaint, and shall:
 - a. Determine whether the complainant has discussed the matter with the superintendent.
 - I. If the complainant has not, the board president will urge the complainant to discuss the matter directly with the superintendent, if appropriate.
 - II. If the complainant refuses to discuss the matter with the superintendent, the board president shall, bring the matter to committee; determine whether the complaint should be pursued further.
 - b. Strongly encourage the complainant to reduce his or her concerns to writing.
 - c. Determine, with input from committee, whether to place the matter on the board agenda for consideration at a regular or special meeting.
 - d. Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the president received the complaint.

The school district prohibits retaliation against any person for filing a complaint or for participating in the complaint procedure in good faith.

Arthur County High School Student Handbook 2019-2020

DUAL CREDIT AND COLLEGE LEVEL ONLY CLASSES OFFERED ONLINE AND ON SITE:

College credit classes are available to the students of the Arthur County High School for either dual credit (eligible for high school credit and college credit) or college level only credit. In order to take a Dual credit class student must maintain a cumulative GPA of 3.67 or better. Students must have met the minimum scores for ACT and or the Accu-placer test to take a dual credit or college level class in English or Math through MPCC. In order for students to enroll in a college credit only class a student must maintain a cumulative GPA of 3.67 or better. Dual credit classes or college level only classes with a limited number of available seats, will be filled by seniority; followed by Cumulative GPA. Classes for college credit only do not count towards honor roll, GPA or Class rank. Dual Credit classes however do count towards those items.

As a general rule, students must pay all costs associated with such post-secondary courses. Students have an opportunity to receive reimbursement for half their tuition if they receive a grade of "C" or higher, and supply an official grade report or transcript to document the proper grade level; but are limited to a total six (6) hours of reimbursement during the time they are in high school. The reimbursement rate will be at the rate of the area community college. Parents and Students are responsible for meeting the payment requirements with the college before taking the class in order to receive credit or reimbursement.

Students who chose to apply for "Dual Credit" classes taught at Arthur County High School; which offer post-secondary education credit and high school credit must pay tuition and all other fees associated with obtaining credits from a post-secondary educational institution before taking the class. Those students can receive reimbursement for half their tuition as long as they achieve a grade of "C" or higher; these classes would not count toward the six (6) hour reimbursement limit.

Arthur County High School Student Handbook 2019-2020

DISTANCE LEARNING AND ONLINE CLASSES EXPECTATIONS

Distance Learning (Two-Way Interactive Television) is a means for school districts to provide low incidence courses that normally would not be offered to students because of low enrollment or lack of qualified personnel. Online courses are taken on the internet from the college or choice.

Distance Learning classes are unique in that each classroom receiving instruction is an extension of the classroom from which the teaching originates and it is totally two-way interactive, with the student seeing and hearing the teacher, and the teacher seeing and hearing the students. The teacher will be in charge of all classrooms along with local supervision. Distance Learning will require standards/expectations of students enrolling in these courses in addition to those expected by being a member of the ACHS student body.

STANDARDS

1. Students are to sit in camera view at all times.
2. Students are not to misuse equipment.
3. Students are expected to follow rules specified by the teacher.

INFRACTIONS

1. A verbal reprimand will be given for the first violation of the standards.
2. A second occurrence may result in removal from the class with a failing grade.

ONLINE

1. Students are required to be in their assigned room at all times.
2. Students are expected to be self-sufficient and follow the course syllabus to complete the requirements of the class. All assignments and course requirements are the responsibility of the student.

Dual credit courses taken over DL or online will count toward honor roll, GPA and class rank calculations. Students who complete these courses or college credit only courses with a "C" or higher will have one-half of their tuition reimbursed at the Mid-Plains tuition rate. Up to six credit hours per student.

College credit only courses do not count towards honor roll, GPA or class rank. Each student is limited to 6 hours of reimbursement at the same rate as dual credit courses.

High school courses taken over the system will be counted toward honor roll, grade point average and class rank calculations. For class rank and grade point average purposes, the school board will determine, on an annual basis, which offered courses will be considered "core" and which will be considered "non-core" courses. The school district will not pay for courses that are available in ACHS's regular curriculum.

AGREEMENT (Sign on the student signature sheet)

I have read the above information, understand its contents, and agree with its intent.

Distance Learning Class (es) Enrolled In _____

Class Period(s) _____

Student Signature _____

Date _____

Parent Signature _____

Date _____

Arthur County High School Student Handbook 2019-2020

SIGNATURE SHEET

STUDENT SIGNATURE

Name _____

Grade 7 8 9 10 11 12

1. I acknowledge receipt of a copy of the 2019-2020 Arthur County High School Student Handbook and Acceptable Use Policy and agree to abide by the conditions stated herein.
2. I have read the distance learning course information, understand its contents, and agree with its intent and agree to abide by the standards established.

Student _____

Date _____

PARENT(S) SIGNATURE

1. We acknowledge receipt of a copy of the 2019-2020 Arthur County High School Student Handbook, and Acceptable Use Policy and agree to abide by the conditions stated herein.
2. We confirm and agree that our student, has read this A.U.A. regarding utilization of the computer or laptop and Internet connections at Arthur County High School and will abide by the same.
3. We have read the distance learning course information, understand its contents, and agree with its intent and agree to abide by the standards established

Parent or Guardian Signature

Date