

# ARTHUR COUNTY SCHOOLS

*Home of the Wolves!*



2022-2023

Student Handbook

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## **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**

School improvement goals are posted on the school website.

## **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 7:30 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 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.

#### **Discontinuing Enrollment – 5 Year Old Students**

The person seeking to discontinue the enrollment of a student who will not reach six years of age prior to January 1 of the current school year shall submit a signed, written request to the superintendent. 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. The district will follow the procedures outlined on the attached form in considering requests to disenroll.

Only children disenrolling to attend a non-accredited school may be exempt from this policy.

The person with legal or actual charge or control of the child must provide the superintendent with a copy of the signed request submitted to the State Department of Education for attending non-accredited schools. The superintendent may confirm the validity of the submission with the State Department of Education.

### **Attendance Officer**

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

### **EXPECTATIONS 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 healthcare 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;
  - b.) medical appointments with a confirmation note from the medical professional office.
  - 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, family events, rodeos or other events are simply "absences."
4. Upon return from an unplanned 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 report to 8th hour daily until assignments are complete.
    - 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 the parent via telephone or text to verify the absence with the 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. The meeting will be documented on an official form kept on file in the office.
  - a. This meeting must be attended by the 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, or family trips, must complete any work that is due during the absence, before the absence. If the student does not complete the work before the absence; any work due during the time of the absence will be due upon return to school. 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 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 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 leaving campus at noon must sign out in the office and are not allowed to drive without permission from administration. Students that leave the building must sign out in the office with the time and reason for departing. Students who need to leave the building to retrieve something from their vehicle must check out in the office before going to their vehicle and check in upon returning to the building.

**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. To participate in activities after school a student must be in attendance for ½ of the 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 may be cleared with the Principal/AD or Superintendent before the appointment and participation in any activities.

**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 8<sup>th</sup> 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 8<sup>th</sup> 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 8<sup>th</sup> 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 and inform students when they are required to attend 8<sup>th</sup> 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 8<sup>th</sup> 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 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.*

## 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, Accounting

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 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 (NSCA/ACT) 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 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 also inform the parents of 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 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 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 inter school 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 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.

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 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.

Students are allowed to leave campus during lunch but are NOT allowed to drive without consent from Administration. Students are also not allowed to eat lunch in their vehicle. Students must sign out in the office and upon return to campus, students must return to the supervised lunch areas.

*1st Offense - Student will not be allowed to check out during lunch for 1 week.*

*2nd Offense - Student will not be allowed to check out during lunch for 1 month.*

*3rd Offense - Student will not be allowed to check out at lunch the remainder of the year.*

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.

## **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.

***Academic Probation – Students who are on academic probation will be required to attend 8<sup>th</sup> 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 8<sup>th</sup> 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 (8<sup>th</sup>) 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 8<sup>th</sup> 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.

### **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.

### **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. 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
- Basketball, Volleyball, Track and Wrestling: students must provide their own shoes and undergarments
- 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 choose 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.

#### **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 to 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 pre kindergarten 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 in 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 \$70.00 per year, it can be paid by the quarter \$17.50, by the semester \$35.00 or at the end of the year \$70.00. 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 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 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, 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.

### **Possession and Use of Electronic Devices:**

Students are not permitted to use any electronic devices during class 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 laptop 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 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 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 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;
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 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 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 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 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 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:

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:

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 computer 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**

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.

## **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.

## **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  
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

## 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 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*

### **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.

## **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

## **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 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 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: Blaine Cullinan, Asbestos Program Manager, Arthur County High School, 111 Elm Street/PO Box 145, Arthur, NE 69121. Phone: (308) 764-2253.

## **GRIEVANCES 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.
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.

### **3057 - Title IX Policy**

It is the policy of the school district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any of the school district's programs or activities. The district is required by Title IX (20 U.S.C. § 1681) and 34 C.F.R. part 106 to not discriminate in such a manner.

#### **1. Title IX Coordinator**

**1.1. Designation.** The district will designate and authorize at least one employee to coordinate its efforts to comply with its responsibilities under this policy, who will be referred to as the **"Title IX Coordinator."** The district will notify applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district, of the name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator. Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment). This report may be made by any means, including but not limited to, in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non- business hours).

#### **2. Definitions.** As used in this policy, the following terms are defined as follows:

**2.1. Actual knowledge** means notice of sexual harassment or allegations of sexual harassment to any district employee. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only district employee with actual knowledge is the respondent (as that term is defined below). "Notice" as used in this paragraph includes, but is not limited to, a report of sexual harassment to the Title IX Coordinator as described in subsection 1.1 above.

2.2. **Complainant** means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

2.3. **Formal complaint** means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the district investigate the allegation of sexual harassment. The only district official who is authorized to initiate the Grievance Process for Formal Complaints of Sexual Harassment against a respondent is the Title IX Coordinator (by signing a formal complaint). At the time of filing a formal complaint with the district, a complainant must be participating in or attempting to participate in the district's education program or activity. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information required to be listed for the Title IX Coordinator under subsection 1.1 above, and by any additional method designated by the district. As used in this paragraph, the phrase "document filed by a complainant" means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by the district) that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint. Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a complainant or otherwise a party under this policy or under 34 C.F.R. part 106, and will comply with the requirements of this policy and 34 C.F.R. part 106, including subsections 5.1.3–5.1.4 and 34 C.F.R. § 106.45(b)(1)(iii).

2.4. **Respondent** means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

2.5. **Consent** for purposes of this policy means the willingness in fact for conduct to occur. An individual may, as a result of age, incapacity, disability, lack of information, or other circumstances be incapable of providing consent to some or all sexual conduct or activity. Neither verbal nor physical resistance is required to establish that an individual did not consent. District officials will consider the totality of the circumstances in determining whether there was consent for any specific conduct. Consent may be revoked or withdrawn at any time.

2.6. **Sexual harassment** means conduct on the basis of sex that satisfies one or more of the following:

- 2.6.1. An employee of the district conditioning the provision of an aid, benefit, or service of the district on an individual's participation in unwelcome sexual conduct;
- 2.6.2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's education program or activity;

- 2.6.3. **Sexual assault**, as defined in 20 U.S.C. § 1092(f)(6)(A)(v), which means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation:
- 2.6.3.1. **Sex Offenses, Forcible**—Any sexual act directed against another person, without the consent of the victim including instances where the victim is incapable of giving consent. **Rape**—(Except Statutory Rape) The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.
    - 2.6.3.1.1. **Sodomy**—Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity
    - 2.6.3.1.2. **Sexual Assault With An Object**—To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity
    - 2.6.3.1.3. **Fondling**—The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity
  - 2.6.3.2. **Sex Offenses, Non-forcible**—(Except Prostitution Offenses) Unlawful, non-forcible sexual intercourse.
    - 2.6.3.2.1. **Incest**—Non-Forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law
    - 2.6.3.2.2. **Statutory Rape**—Non-Forcible sexual intercourse with a person who is under the statutory age of consent
  - 2.6.4. **Dating violence**, as defined in 34 U.S.C. § 12291(a)(10), which means violence committed by a person—



2.6.4.1. who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors:

2.6.4.1.1. The length of the relationship.

2.6.4.1.2. The type of relationship.

2.6.4.1.3. The frequency of interaction between the persons involved in the relationship.

2.6.5. **Domestic violence**, as defined in 34 U.S.C. § 12291(a)(8), which includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

2.6.6. **Stalking**, as defined in 34 U.S.C. § 12291(a)(30), which means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

2.6.6.1. fear for his or her safety or the safety of others; or

2.6.6.2. suffer substantial emotional distress.

2.7. **Supportive measures** means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the district's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the district's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The district will maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the district to provide the supportive measures. The Title IX Coordinator is responsible for

coordinating the effective implementation of supportive measures.

### **3. Discrimination Not Involving Sexual Harassment.**

**3.1. General Prohibition.** Except as provided elsewhere in Title IX, 34 C.F.R. part 106, or this policy, no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any academic, extracurricular, research, occupational training, or other education program or activity operated by the district.

**3.2. Specific Prohibitions.** Except as provided elsewhere in Title IX, 34 C.F.R. part 106, or this policy, in providing any aid, benefit, or service to a student, the district will not on the basis of sex:

- 3.2.1. Treat one person differently from another in determining whether such person satisfies any requirement or condition for the provision of such aid, benefit, or service;
- 3.2.2. Provide different aid, benefits, or services or provide aid, benefits, or services in a different manner;
- 3.2.3. Deny any person any such aid, benefit, or service;
- 3.2.4. Subject any person to separate or different rules of behavior, sanctions, or other treatment;
- 3.2.5. Apply any rule concerning the domicile or residence of a student or applicant;
- 3.2.6. Aid or perpetuate discrimination against any person by providing significant assistance to any agency, organization, or person which discriminates on the basis of sex in providing any aid, benefit or service to students or employees;
- 3.2.7. Otherwise limit any person in the enjoyment of any right, privilege, advantage, or opportunity.

**3.3. Complaint Procedure.** All complaints regarding any alleged discrimination on the basis of sex, including without limitation violations of this policy, 34 C.F.R. part 106, Title IX, Title VII, or other state or federal law— when the alleged discrimination does not arise from or relate to an allegation of sexual harassment as defined in subsection 2.6 above—shall be addressed pursuant to the district’s general complaint procedure, Board Policy 2006

### **4. Response to Sexual Harassment**

**4.1. Reporting Sexual Harassment.** Any person who witnesses an act of unlawful sexual harassment is encouraged to report it to the District's Title IX Coordinator. No person will be retaliated against based on any report of suspected sexual harassment or retaliation. Any District employee who receives a report of sexual harassment or has actual knowledge of sexual harassment must convey that information to the Title IX Coordinator as soon as reasonably practicable, but in no case later than the end of the following school day.

**4.2. General Response to Sexual Harassment.** When the district has actual knowledge of sexual harassment in its education program or activity against a person in the United States, the district will respond promptly in a manner that is not deliberately indifferent. The district will be deemed to be deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances. For the purposes of this policy "education program or activity" includes locations, events, or circumstances over which the district exercised substantial control over both the respondent and the context in which the sexual harassment occurs. The district's response will treat complainants and respondents equitably by offering supportive measures as defined in subsection 2.7 above to a complainant, and by following the grievance process described in section 5 below before the imposition of any disciplinary sanctions or other actions that are not supportive measures, against a respondent. The Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.

**4.3. Emergency Removal.** Nothing in this policy precludes the district from removing a respondent from the district's education program or activity on an emergency basis, provided that the district undertakes an individualized safety and risk analysis, and determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal. In the event that the district so removes a respondent on an emergency basis, then the district will provide the respondent with notice and an opportunity to challenge the decision immediately following the removal. This provision may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

**4.4. Administrative Leave.** Nothing in this policy precludes the district from placing a non-student employee respondent on administrative leave during the pendency of a grievance process that complies with section 5 below. This provision may not be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.

4.5. **General Response Not Conditioned on Formal Complaint.** With or without a formal complaint, the district will comply with the obligations and procedures described in this section 4.

## 5. **Grievance Process for Formal Complaints of Sexual Harassment.**

### 5.1. **General Requirements.**

5.1.1. **Equitable Treatment.** The district will treat complainants and respondents equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made against the respondent, and by following the grievance process described in this section 5 before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent. Remedies will be designed to restore or preserve equal access to the district's education program or activity. Remedies may include the same individualized services described in subsection 2.7 as "supportive measures"; however, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the respondent.

5.1.2. **Objective Evaluation.** This grievance process requires an objective evaluation of all relevant evidence—including both inculpatory and exculpatory evidence. Credibility determinations may not be based on a person's status as a complainant, respondent, or witness.

5.1.3. **Absence of Conflicts of Interest or Bias.** The district will require that any individual designated by a recipient as a Title IX Coordinator, investigator, decision-maker, or any person designated by a recipient to facilitate an informal resolution process, not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

5.1.4. **Training.** The district will ensure that all individuals or entities described in this Training section 5.1.4 receive training as provided below. Any materials used to train these individuals will not rely on sex stereotypes and will promote impartial investigations and adjudications of formal complaints of sexual harassment.

5.1.4.1. **All District Employees and Board Members.** All district employees and board members will be trained on how to identify and report sexual harassment.

5.1.4.2. **Title IX Coordinators, Investigators, Decision- Makers, or Informal Resolution Facilitators.** The

district will ensure that Title IX Coordinators, investigators, decision-makers, or any person designated by the district to facilitate an informal resolution process receive training on:

- 5.1.4.2.1. The definition of sexual harassment in subsection 2.6;
  - 5.1.4.2.2. The scope of the district's education program or activity;
  - 5.1.4.2.3. How to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable; and
  - 5.1.4.2.4. How to serve impartially, including by avoiding prejudice of the facts at issue, conflicts of interest, and bias.
- 5.1.4.3. **Decision-Makers.** The district will ensure that decision-makers receive training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, as set forth in subsection 5.6.
- 5.1.4.4. **Investigators.** The district will also ensure that investigators receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence, as set forth in subsection 5.5.8.
- 5.1.5. **Presumption.** It is presumed that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.
- 5.1.6. **Reasonably Prompt Time Frames.** This grievance process shall include reasonably prompt time frames for conclusion of the grievance process, including reasonably prompt time frames for filing and resolving appeals and informal resolution processes if the district offers informal resolution processes. The process shall also allow for the temporary delay of the grievance process or the limited extension of time frames for good cause with written notice to the complainant and the respondent of the delay or extension and the reasons for the action. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.

- 5.1.7. **Range of Possible Sanctions and Remedies.** Following a determination of responsibility, the district may impose disciplinary sanctions and remedies in conformance with this and the district's student discipline policy, and other state and federal laws. Depending upon the circumstances, these policies provide for disciplinary sanctions and remedies up to and including expulsion.
- 5.1.8. **Range of Supportive Measures.** The range of supportive measures available to complainants and respondents include those listed in subsection 2.7.
- 5.1.9. **Respect for Privileged Information.** The district will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

5.2. **Notice of Allegations.**

- 5.2.1. **Initial Notice.** Upon receipt of a formal complaint, the district will provide the following written notice to the parties who are known:
  - 5.2.1.1. A copy of this policy.
  - 5.2.1.2. Notice of the allegations of sexual harassment potentially constituting sexual harassment as defined in subsection 2.6, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known. The written notice will include a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process. The written notice will inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, under subsection 5.5.5, and may inspect and review evidence under subsection 5.5.5. The written notice will inform the parties of any provision in the district's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

5.2.2. **Supplemental Notice.** If, in the course of an investigation, the district decides to investigate allegations about the complainant or respondent that are not included in the Initial Notice described above, the district will provide notice of the additional allegations to the parties whose identities are known.

5.3. **Dismissal of Formal Complaint.**

5.3.1. The district will investigate the allegations in a formal complaint.

5.3.2. **Mandatory Dismissals.** The district **must** dismiss a formal complaint if the conduct alleged in the formal complaint:

5.3.2.1. Would not constitute sexual harassment as defined in subsection 2.6 even if proved;

5.3.2.2. Did not occur in the district's education program or activity; or

5.3.2.3. Did not occur against a person in the United States.

5.3.3. **Discretionary Dismissals.** The district **may** dismiss the formal complaint or any allegations therein, if at any time during the investigation or hearing:

5.3.3.1. The complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;

5.3.3.2. The respondent is no longer enrolled in or employed by the district; or

5.3.3.3. Specific circumstances prevent the district from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

5.3.4. Upon a dismissal required or permitted pursuant to subsections 5.3.2 or 5.3.3 above, the district will promptly send written notice of the dismissal and an explanation of that action simultaneously to the parties.

5.3.5. Dismissal of a formal complaint under this policy does not preclude the district from taking action under another provision of the district's code of conduct or pursuant to another district policy.

5.4. **Consolidation of Formal Complaints.** The district may consolidate formal complaints as to allegations of sexual harassment against more than

one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances. Where a grievance process involves more than one complainant or more than one respondent, references in this policy to the singular “party,” “complainant,” or “respondent” include the plural, as applicable.

**5.5. Investigation of Formal Complaint.** When investigating a formal complaint and throughout the grievance process, the district will:

- 5.5.1. Designate and authorize one or more persons (which need not be district employees) as investigator(s) to conduct the district’s investigation of a formal complaint;
- 5.5.2. Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the district and not on the parties provided that the district cannot access, consider, disclose, or otherwise use a party’s records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional’s or paraprofessional’s capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the district obtains that party’s voluntary, written consent to do so for a grievance process under this section (if a party is not an “eligible student,” as defined in 34 CFR 99.3, then the district will obtain the voluntary, written consent of a “parent,” as defined in 34 CFR 99.3);
- 5.5.3. Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence;
- 5.5.4. Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence;
- 5.5.5. Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding; however, the district may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties;



- 5.5.6. Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate;
- 5.5.7. Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the district does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation. Prior to completion of the investigative report, the district will send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties will have at least 10 calendar days to submit a written response, which the investigator will consider prior to completion of the investigative report; and
- 5.5.8. Create an investigative report that fairly summarizes relevant evidence and, at least 10 calendar days prior to the time of determination regarding responsibility, send to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response.

**5.6. Exchange of Written Questions.** After the district has sent the investigative report to the parties pursuant to subsection 5.5.8, but before reaching a determination regarding responsibility, the decision-maker(s) will afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. The decision-maker(s) will explain to the party proposing the questions any decision to exclude a question as not relevant.

**5.7. Determination Regarding Responsibility**

- 5.7.1. **Decision-Maker(s).** The decision-maker(s) cannot be the same person as the Title IX Coordinator or the investigator(s).

5.7.2. **Written Determination.** The decision-maker(s) will issue a written determination regarding responsibility. To reach this determination, the decision-maker(s) will apply the preponderance of the evidence standard. The written determination will include:

- 5.7.2.1. Identification of the allegations potentially constituting sexual harassment as defined in subsection 2.6;
- 5.7.2.2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
- 5.7.2.3. Findings of fact supporting the determination;
- 5.7.2.4. Conclusions regarding the application of the district's code of conduct to the facts;
- 5.7.2.5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the district imposes on the respondent, and whether remedies designed to restore or preserve equal access to the district's education program or activity will be provided by the district to the complainant; and
- 5.7.2.6. The district's procedures and permissible bases for the complainant and respondent to appeal.

5.7.3. The district will provide the written determination to the parties simultaneously. The determination regarding responsibility becomes final either on the date that the district provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

5.7.4. The Title IX Coordinator is responsible for effective implementation of any remedies.

5.8. **Appeals.** The district will offer both parties the opportunity to appeal from a determination regarding responsibility, and from the district's dismissal of a formal complaint or any allegations therein, on the grounds identified below.

5.8.1. **Time for Appeal.** Appeals may only be initiated by submitting a written Notice of Appeal to the Office of the Superintendent of

Schools within ten (10) business days of the date of the respective written determination of responsibility or dismissal from which the appeal is taken. The Notice of Appeal must include (a) the name of the party or parties making the appeal, (b) the determination, dismissal, or portion thereof being appealed, and (c) a concise statement of the specific grounds (from subsection 5.8.2 below) upon which the appeal is based. A party's failure to timely submit a Notice of Appeal will be deemed a waiver of the party's right to appeal under this policy, 34 C.F.R. part, 106, and Title IX.

**5.8.2. Grounds for Appeal.** Appeals from a determination regarding responsibility, and from the district's dismissal of a formal complaint or any allegations therein, are limited to the following grounds:

- 5.8.2.1. Procedural irregularity that affected the outcome of the matter;
- 5.8.2.2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
- 5.8.2.3. The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

**5.8.3.** As to all appeals, the district will:

- 5.8.3.1. Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;
- 5.8.3.2. Ensure that the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator;
- 5.8.3.3. Ensure that the decision-maker(s) for the appeal complies with the standards set forth in subsections 5.1.3–5.1.4.
- 5.8.3.4. Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;
- 5.8.3.5. Issue a written decision describing the result of the appeal and the rationale for the result; and

5.8.3.6. Provide the written decision simultaneously to both parties.

**5.9. Informal Resolution.** The district will not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of sexual harassment consistent with this section. Similarly, the district will not require the parties to participate in an informal resolution process under this section and may not offer an informal resolution process unless a formal complaint is filed. However, at any time prior to reaching a determination regarding responsibility the district may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication, provided that the district:

5.9.1. Provides to the parties a written notice disclosing:

5.9.1.1. The allegations;

5.9.1.2. The requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations;

5.9.1.3. That at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint; and

5.9.1.4. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;

5.9.2. Obtains the parties' voluntary, written consent to the informal resolution process; and

5.9.3. Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

#### **5.10. Recordkeeping.**

5.10.1. The district will maintain for a period of seven years records of:

5.10.1.1. Each sexual harassment investigation including any determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or

preserve equal access to the district's education program or activity;

5.10.1.2. Any appeal and the result therefrom;

5.10.1.3. Any informal resolution and the result therefrom; and

5.10.1.4. All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. The district will make these training materials publicly available on its website, or if the district does not maintain a website then the district will make these materials available upon request for inspection by members of the public.

5.10.2. For each response required under section 4, the district will create, and maintain for a period of seven years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the district will document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the district's education program or activity. If the district does not provide a complainant with supportive measures, then the district will document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit the district in the future from providing additional explanations or detailing additional measures taken.

**6. Superintendent Authorized to Contract.** The board authorizes the Superintendent to contract for, designate, and appoint individuals to serve in the roles of the district's investigator(s), decision-maker(s), informal resolution facilitator(s), or appellate decision-maker(s) as contemplated by this policy.

**7. Access to Classes and Schools.**

**7.1. General Standard.** Except as provided in this section or otherwise in 34 C.F.R. part 106, the district will not provide or otherwise carry out any of its education programs or activities separately on the basis of sex, or require or refuse participation therein by any of its students on the basis of sex.

**7.1.1. Contact sports in physical education classes.** This section does not prohibit separation of students by sex within physical education classes or activities during participation in wrestling, boxing, rugby, ice hockey, football, basketball, and other sports the purpose or major activity of which involves bodily contact.

7.1.2. **Ability grouping in physical education classes.** This section does not prohibit grouping of students in physical education classes and activities by ability as assessed by objective standards of individual performance developed and applied without regard to sex.

7.1.3. **Human sexuality classes.** Classes or portions of classes that deal primarily with human sexuality may be conducted in separate sessions for boys and girls.

7.1.4. **Choruses.** The district may make requirements based on vocal range or quality that may result in a chorus or choruses of one or predominantly one sex.

7.2. **Classes and Extracurricular Activities.** The district may provide non-vocational single-sex classes or extracurricular activities as permitted by 34 C.F.R. part 106.

8. **Athletics.** It is the policy of the district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, be treated differently from another person or otherwise be discriminated against in any interscholastic, club, or intramural athletics offered by the district, and that the district will not provide any such athletics separately on such basis.

8.1. **Separate Teams.** Notwithstanding the foregoing paragraph, the district may operate or sponsor separate teams for members of each sex where selection for such teams is based upon competitive skill or the activity involved is a contact sport.

8.2. **Equal opportunity.** The district will provide equal athletic opportunity for members of both sexes. Unequal aggregate expenditures for members of each sex or unequal expenditures for male and female teams will not constitute noncompliance with this section.

9. **Certain Different Treatment on the Basis of Sex Permitted.** Nothing herein shall be construed to prohibit the district from treating persons differently on the basis of sex as permitted by Title IX or 34 C.F.R. part 106. For example, and without limiting the foregoing, the district may provide separate toilet, locker room, and shower facilities on the basis of sex, but such facilities provided for students of one sex shall be comparable to such facilities provided for students of the other sex.

10. **Retaliation Prohibited.** Neither the district nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, 34 C.F.R. part 106, or this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. The district will keep confidential the identity of any individual who has made a report or complaint of sex discrimination,

including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the FERPA statute, 20 U.S.C. § 1232g, or FERPA regulations, 34 C.F.R. part 99, or as required by law, or to carry out the purposes of 34 C.F.R. part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder. Complaints alleging retaliation may be filed according to shall be addressed pursuant to Board Policy 2006 (Complaint Procedure).

#### **10.1. Specific Circumstances.**

- 10.1.1. The exercise of rights protected under the First Amendment does not constitute retaliation prohibited by this section.
- 10.1.2. Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this part does not constitute retaliation prohibited under this section, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

**11. Notification of Policy.** The district will notify applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district of the existence of this policy. The requirement to not discriminate, as stated in Title IX and 34 C.F.R. part 106, in the district's education program(s) or activities extends to admission and employment, and inquiries about the application of Title IX and 34 C.F.R. part 106 to the district may be referred to the district's Title IX Coordinator, the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

**12. Publication of Policy.** The district will prominently display on its website, if any, and in each handbook that it makes available to applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district, the name or title, office address, electronic mail address, and telephone number of the employee or employees designated as the Title IX Coordinator(s).

**13. Application Outside the United States.** The requirements of this policy apply only to sex discrimination occurring against a person in the United States.

**14. Scope of Policy.** Nothing herein shall be construed to be more demanding or more constraining upon the district than the requirements of Title IX (20 U.S.C. § 1681) and 34 C.F.R. part 106. To the extent that the district is in compliance with Title IX and 34 C.F.R. part 106, then all of the district's obligations under this policy shall be deemed to be fulfilled and discharged.

Staff Appointed to roles regarding this policy

Title IX Coordinator – Mrs. Mandy Vasa, School Counselor

Investigator – Ms. Dawn Alber, 7-12 Social Studies Teacher

Decision Maker – Mrs. Jamie Gorwill, 7-12 Principal

Informal Resolution Facilitator/Appellate Decision Maker – Mr. Blaine Cullinan,  
Superintendent/K-6 Principal

Contact Number to report incident to Coordinator – (308) 764-2253, or email  
[mandy.vasa@arthurcountywolves.org](mailto:mandy.vasa@arthurcountywolves.org)

Adopted on: July 12, 2021 Revised

on:

Reviewed on: July 12, 2021



## **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 choose 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.

## **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.**

**SIGNATURE Sheet (please initial and sign)**

\_\_\_\_\_ 1. We acknowledge receipt of a copy of the 2022-2023 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.

\_\_\_\_\_ 4. Arthur County School District has my/our permission to use my/our child's/children's photograph in school publications. Publications may include online accounts such as the school website, or school facebook page or a class website, as well as local newspapers.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

***Note: Please continue in the handbook for required Computer Use Agreement along with additional optional forms.***

**ARTHUR COUNTY SCHOOLS**  
**2022-2023 School Year 4<sup>th</sup>- 12<sup>th</sup> Grades**  
**COMPUTER LOAN AGREEMENT ACCEPTABLE USE POLICY**



Arthur County Schools is pleased to make Chromebooks available to 4-12 students.

- The equipment is the property of Arthur County Schools and is being loaned to the student/parent/guardian for educational purposes only for the 2022-2023 school year.
- The equipment will be returned to the school on a predetermined date or if the student is discharged from the school prior to the end of the school year.
- For Grades 7-12, a new contract must be signed annually and a \$50 deposit is required and must be renewed annually.
- For Grades 4-6, the equipment will be checked in and out by the classroom teacher on an “as needed” basis.

In order for Arthur County Schools to make a Chromebook available as well as continue to provide state of the art technology, all students must take responsibility for appropriate and lawful use of this opportunity.

- Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access.
- While Arthur County School's teachers and other staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.
- The school district shall not be responsible for any claim, losses, damages or costs of any kind suffered directly or indirectly, by a user or his or her parents/guardians arising out of the use of its computer networks or Internet.

Listed below are the provisions of your agreement regarding computer network and Internet use. If you have any questions, you should contact an administrator. If any user violates any provisions under this Policy, the student's access will be denied, and he or she may be subject to additional disciplinary action.

**Personal Responsibility**

By signing the attached acknowledgement form, you are agreeing not only to follow the rules in this Policy, but are also agreeing to report any misuse (defined below) of Technology to an Administrator.

**Computer Care**

- Students must have computers with them or under the direct supervision of a staff member or in a school locker at all times. Computers must never be left unattended. Staff will pick up and give unattended computers to the Office.
- Computers must be kept in the protective sleeve issued with the computer when not in use. Even if computers are kept in book bags or backpacks, they must be in the protective sleeve.
- If the computer is lost, stolen or damaged while in the student's possession, the student/parent/guardian is responsible for the replacement or repair.
- Computers must be returned in the same usable condition as it was checked out.

**Privacy**

Network and Internet access is provided as a tool for your education.

- The School District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the Computer Network and Internet access and any and all information transmitted or received in connection with such usage.

- All such information files shall be and remain the property of the School District and no user shall have any exception of privacy regarding such materials.
- Any questionable material found as a result of search may result in the loss of computer privileges.

### **Acceptable Uses**

Arthur County School's network facilities and/or computers are to be used in a responsible, efficient, and ethical manner.

- Access to the Arthur County School's computer systems is a privilege, not a right.
- Students must acknowledge their understanding of this policy as well as the following guidelines.
- Failure to adhere to these standards shall at a minimum result in the student having his or her access to the computer network and Internet terminated, which the school district may refuse to reinstate for the remainder of the student's enrollment in the School District.
- The computer may be used by the student/parent/guardian only for non-commercial purposes, in accordance with the district's policies and rules. Any included software may be used only in accordance with the applicable license and it is the student/parent/guardian's responsibility to be familiar with and to comply with the provisions of such license.
- The School's Internet is to be used for research and as a means of obtaining academically relevant information. Material obtained through research on the Internet and then used in academic work must be properly documented.
- E-mail and all other forms of electronic communication are to be used in a responsible manner.
- Students may use their own headphones to listen to music only if they have teacher permission.
- Computers may not be used to make sound or video recordings without teacher approval, and images may not be distributed without the CONSENT of all individuals recorded/involved.
- Any additional software must be approved and installed by the District Technology Coordinator.
- Students may access only those files that belong to them or which they are certain they have permission to use.

### **Unacceptable Uses**

Arthur County Schools reserves the right to define inappropriate use of the technology. These inappropriate uses include, but are not limited to:

- The user shall not cyber bully. This includes the use of the computer to annoy or harass others with language, images, innuendoes or threats.
- If a student does accidentally access material that is obscene, or that promotes illegal activity, he or she should immediately notify a teacher.
- The user shall not install or uninstall any computer software.
- Deliberate attempts to jeopardize the network, system, or other computers will result in disciplinary action.
- The user shall not use the computer for copyright violations or plagiarism (such as illegal copying/downloading or installation of software).
- The user shall not deliberately access or create any obscene or objectionable information, language or images.
- The user shall not deface their computers or carrying sleeves in any way, for example with stickers, tape, whiteout, marking pens, etc.
- The user shall not use their real name or any other information which might allow a person to locate you without first obtaining the permission of a supervising teacher.
- The user shall not disclose personally identifiable information to be used in any way on the Internet without the permission of a parent or guardian.
- Students will not disclose personal contact information, except to educational institutes for educational purposes, companies or other entities for career development purposes, or without specific staff approval.

- The user shall not disclose names, personal contact information or any other private or personal information about other students under any circumstances.
- The user will not, under any circumstances, agree to meet someone they have met online.
- The user shall not use the computer for anything other than a teacher-directed or approved activity during instructional time.
- The user shall not carry the computer in the open/unprotected position.
- The user shall not rest pencils/pens on the keyboard. Accidentally closing the computer with items on the keyboard damages the screen.
- The user shall not insert objects into the ports (openings) of the computer.
- The user will not clear browser history or use private mode when browsing the Internet.

### **Parent/Guardian Responsibilities**

Your student has been issued a computer to improve and personalize his/her education this year. It is essential that the following guidelines be followed to ensure the safe, efficient, and ethical operation of this computer.

- I will supervise my student's use of the computer at home.
- I will discuss our family's values and expectations regarding the use of the Internet and email at home and will supervise my student's use of the Internet and email.
- I will not attempt to repair the computer, nor will I attempt to clean it with anything other than a soft, dry cloth.
- I will report to the school any problems with the computer.
- I will not load or delete any software from the computer.
- I will make sure my student recharges the computer battery nightly.
- I will make sure my student brings the computer to school every day.
- I understand that if my student comes to school without his/her computer I may be called to bring it to school.
- I agree to make sure that the computer is returned to the school when requested and upon my student's withdrawal from Arthur County Schools.

### **Student Responsibilities**

Your computer is an important learning tool and is for educational purposes only. In order to take your computer home each day, you must be willing to accept the following responsibilities.

- When using the computer at home, at school, and anywhere else I may take it, I will follow the policies of Arthur County Schools - especially the Student Code of Conduct - and abide by all local, state, and federal laws.
- I will treat the computer with care by NOT dropping it, getting it wet, leaving it outdoors, leaving it in a hot or cold vehicle, or using it with food or drink nearby.
- I will not lend the computer to anyone, not even my friends or siblings; it will stay in my possession at all times.
- I will not load any software onto the computer.
- I will not remove programs or files from the computer.
- I will honor my family's values when using the computer.
- I will not give personal information when using the computer.
- I will bring the computer to school every day.
- I agree that e-mail (or any other computer communication) should be used only for appropriate, legitimate, and responsible communication.
- I will keep all accounts and passwords assigned to me secure, and will not share these with any other students.
- I will not attempt to repair the computer.
- I will recharge the computer battery each night.
- I will return the computer when requested and upon my withdrawal from Arthur County Schools.

**STUDENT NAME:** \_\_\_\_\_ **STUDENT GRADE:** \_\_\_\_\_ **Deposit on file: Y/N**

# ARTHUR COUNTY SCHOOLS



**2022-2023 School Year  
COMPUTER LOAN AGREEMENT  
ACCEPTABLE USE POLICY**

ITEM DESCRIPTION	SERIAL NUMBER	CHECK-OUT CONDITION	CHECK-IN CONDITION
Chromebook		New / Used	
Charger		New / Used	
Carrying Case/Sleeve	N/A	New / Used	

- It is Student’s responsibility to care for the equipment and ensure that it is retained in a safe environment.
- This equipment is, and at all time remains, the property of Arthur County Schools and is herewith lent to the Student for educational purposes only for the academic school year.
- Student may not deface or destroy this property in any way.
- Inappropriate use of the machine may result in the Student losing his/her right to use the computer.
- The equipment will be returned to the school when requested by District, or sooner, if the Student withdraws from the District prior to the end of the school year.
- The District Property may be used by Student only for non-commercial purposes, in accordance with the District’s Acceptable Use policy, as well as, local, state, and federal statutes.
- Student may not install or use any software other than software owned or approved by the District and made available to Student in accordance with this Computer Loan Agreement.
- One user account with specific privileges and capabilities has been set up on the Chromebook for the exclusive use of the Student to which it has been assigned.
- The Student agrees to make no attempts to change or allow others to change the privileges and capabilities of this user account.
- The Student agrees to make no attempts to add, delete, access, or modify other user accounts on the Chromebook and on any school-owned computer.
- The District network is provided for the academic use of all students and staff. The Student agrees to take no action that would interfere with the efficient, academic use of the network.
- Additional stickers, labels, tags, or markings are not to be added to the Chromebook.
- Nebraska statute allows the District to obtain reimbursement from, or on behalf of, students for any physical damage to, loss of, or failure to return school property. The full cost of any repairs, should they be needed, above the \$50 deposit will be the responsibility of the student. If the \$50 deposit is used for repairs, a new deposit will need to be made. If the \$50 deposit is not used within the year, it will be rolled over to the following year’s deposit unless you request it refunded.
- Student acknowledges and agrees that his/her use of the District Property is a privilege and that by Student agreement to the terms hereof, Student acknowledges his/her responsibility to protect and safeguard the District Property and to return the same in good condition upon request by District.

**I have read and agree to the responsibilities in the attached Computer Loan Agreement and Acceptable Use Policy.**

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

***If needed, please sign and return to school office by August 22, 2022***

PARENTAL AUTHORIZATION AND RELEASE FORM

ADMINISTRATION OF PRESCRIPTION DRUGS TO STUDENTS

The undersigned is the parent/guardian, or person(s) in charge of

\_\_\_\_\_ (name of the student).

It is necessary that the student receives (name of drug) \_\_\_\_\_, a physician-prescribed drug, during school intervals beginning on \_\_\_\_\_ (date) \_\_\_\_\_ and continuing through \_\_\_\_\_ (date)

I hereby request that the School District, or its authorized representative, administer the drug named above to my child named above, in accordance with the prescribing physician's instructions, and agree to:

1. Submit this request to the teacher.
2. Make certain the Physician's Request for the Administration of Prescription Medication by School Personnel is submitted to the teacher.
3. Make sure personally that the drug is received by the teacher and/or county nursing service administering it, in the container in which it was dispensed by the prescribing physician or licensed pharmacist.
4. Make sure personally that the container in which the drug is dispensed is marked with the drug name, dosage, interval dosage, and date after which no administration should be given.
5. Submit a REVISED STATEMENT signed by the physician prescribing the drug to the teacher IF ANY OF THE INFORMATION PROVIDED BY THE PHYSICIAN CHANGES.
6. Release the School District and the Board of Education of the School District and all employees, agents, and representatives of the School District from any liability concerning the giving or non-giving of the drug to the student.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_ \_\_\_\_\_.

\_\_\_\_\_  
Parent/Guardian



*If needed, please sign and return to school office by August 22, 2022*

ADMINISTRATION OF MEDICATION TO STUDENTS

PHYSICIAN'S REQUEST FOR ADMINISTRATION OF PRESCRIPTION  
**MEDICATIONS BY SCHOOL PERSONNEL**

DATE \_\_\_\_\_

CHILD'S FULL NAME \_\_\_\_\_

is under my care and must take medication which I have prescribed during the school day.

Name of medication (as it appears on container in which the drug is stored)

\_\_\_\_\_

Dosage and time \_\_\_\_\_

Date administration of drug is to begin \_\_\_\_\_

Possible adverse reactions to be reported to physician \_\_\_\_\_

Special instructions for the administration and storage of the drug:

I or my designee(s) have trained school personnel or approved alternative training as adequate to administer the medication, have evaluated the situation, the general administration plan and if applicable, the self administration plan or emergency care plan, and deemed to be safe and appropriate, and if applicable authorize the use of hypodermic syringes and needles or similar medical terms.

Name of Physician and Designee

\_\_\_\_\_

Print or Type

\_\_\_\_\_

Primary Phone Number

\_\_\_\_\_

Secondary Phone Number

\_\_\_\_\_

Signature of Physician

*If needed, please sign and return to school office by August 22, 2022*

**RECORD OF THE ADMINISTRATION OF SELF-ADMINISTRATION OF MEDICATION**

Parent/Guardian Phone \_\_\_\_\_  
Student Name \_\_\_\_\_ Grade \_\_\_\_\_  
Date to Begin \_\_\_\_\_ Date to End \_\_\_\_\_  
Name of Medication \_\_\_\_\_  
Dosage of Medication \_\_\_\_\_ Time \_\_\_\_\_  
Doctor \_\_\_\_\_ Phone #1 \_\_\_\_\_  
Phone #2 \_\_\_\_\_

Possible Adverse Reaction:

\_\_\_\_\_ gives permission for \_\_\_\_\_ our son/daughter to self-administer specific medications at school. This medication cannot be taken at any other non-school time.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Students who are able to self-administer specific medication may do so provided:

1. The physician provides written authorization allowing self-administration of said medication.
2. The parent/guardian provides written authorization allowing self-administration of said medication.
3. Such medication is transported to the school and maintained under the student's control in the original, properly labeled package and (a) is not opened except when self-administering the medication, (b) is not self-administered during instructional time or in the presence of other students unless medically necessary, and (c) is not shown or exhibited to other students.
4. The student's physician or physician's designee has (1) evaluated the situation and deemed it to be safe and appropriate; (2) documented this on the physician's authorization for the student's cumulative health record, and (3) approved the general administration plan.
5. The student and the student's physician or physician's designee have developed a plan for reporting and supervising self-administration.
6. The principal and appropriate teacher are informed that the student is self-administering prescribed medication.

Doctor's Signature \_\_\_\_\_