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7/10/2017

# Parent/Student Handbook

2017-2018



ARAPAHOE PUBLIC SCHOOL  
As Required by Policy No. 5011

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## WELCOME

The members of the Board of Education, faculty, and administration welcome you to the 2017- 2018 school year. It is our hope that this year will be educational, prosperous, and enjoyable for you, THE STUDENT.

The purpose of this handbook is to give each student a ready reference to the rules, regulations, and general information about Arapahoe Public Schools. Many conflicts between students, teachers, and/or administration are the result of one or more of the parties not knowing or understanding policies and procedures. It is hoped that these situations will be avoided with this handbook. Please read your handbook carefully and have your parents read it, also. If there are any questions, do not hesitate to contact school personnel. Do not forget to check out our school website at [arapahoewarriors.org](http://arapahoewarriors.org) for all the latest news, including lunch menus, activity calendars, and daily announcements.

## GOALS AND OBJECTIVES

The primary goals and objectives of the Arapahoe Public Schools shall be to provide all children of the Arapahoe School District with the privilege of the best education possible, wherein each may develop wholesome attitudes, ideals, and concepts for better living in our democracy.

Education in the Arapahoe Public Schools must serve the individual pupil in light of his/her capacities and abilities, and provide a suitable and well balanced learning environment in the areas of physical, mental, emotional, cultural, social, moral and spiritual maturity.

The public schools of Arapahoe shall be concerned with the knowledge of subject, with an understanding of, and an interest in, children themselves, their growth, interests, needs, and unique personalities.

The kind of society developed in any culture is an outgrowth of the system of values held by the people who make up that culture. It is a responsibility of the schools to help make up that culture. It is also a responsibility of the schools to make clear to all pupils the nature and meaning of the democratic values we live by, and to develop a deep and abiding loyalty to those values that result in personal commitments. Pupils should have a thorough knowledge and understanding of our American Heritage; of individual liberty and the social, political, and economic benefits derived from it.

The Arapahoe School District will be responsible to the statutes of the State of Nebraska and the United States of America.

## MISSION STATEMENT

THE ARAPAHOE PUBLIC SCHOOL, IN CONJUNCTION WITH OUR COMMUNITIES, IS DEDICATED TO INSPIRE STUDENTS WITH A DESIRE TO LEARN AND TO TEACH THEM THE LIFE-LONG SKILLS TO SUCCEED AS RESPONSIBLE CITIZENS

## NON-DISCRIMINATION STATEMENT

(Policy No. 5401)

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

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

## TITLE I TARGETED ASSISTANT SCHOOL PARENT NOTICE

Arapahoe-Holbrook Elementary School is a Title I Targeted Assistant School. As such, parents of students attending school in the district may request, and the district will provide to the parents in a timely manner, information regarding the professional qualifications of the student's teacher(s) and paraprofessional(s).

## POLICY ADMISSION TO SCHOOL

(Policy No. 5001)

Nebraska State Law requires that every child be fully immunized against diphtheria, tetanus, pertussis, (whooping cough), polio, measles, mumps, and rubella and have completed the Hepatitis B series before entering school (Appendix V). However, if parents/guardians have an objection to this requirement, Nebraska State Law provides a waiver to these requirements (Appendix VI) These waivers must be filled out completely and turned into the office. We also require parents to submit a Social Security number for their child.

### Physicals:

State Law mandates physical examinations for pupils entering Kindergarten and seventh grade, and who enroll from out of state. Seventh grade physicals can be covered by athletic physicals.

### School Vision Evaluation:

A school vision examination is required for all children within six months prior to entering Nebraska schools for the first time (includes beginner grades including Kindergarteners, transfers, and other students new to Nebraska). [Nebraska Revised Statute 79-214] (Physical and/or Vision Wavier, See Appendix IV)

## GRADE PLACEMENT AND CLASSIFICATION OF STUDENTS

(Board Policy 5003)

In high school, a pupil must have earned fifty (50) credit hours and attended an approved high school for two semesters to be classified a sophomore, one-hundred ten (110) credit hours and attended an approved high school for four semesters to be classified a junior and one-hundred sixty (160) hours and attended an approved high school six semesters to be classified a senior.



### SCHOOL HOURS

Classes at the school begin at 8:00 a.m. and school is dismissed for all students at 3:40 p.m.  
Students should arrive at the school grounds no earlier than 7:45 a.m.

#### Daily Class Schedules

\*\*\*\*\*

PERIOD	1.....	8:00-8:51
PERIOD	2.....	8:53-9:44
PERIOD	3.....	9:46-10:32
PERIOD	4.....	10:39-11:27
PERIOD	5.....	11:27-12:00
	JH LUNCH.....	11:29-12:00
	JH PEER READING.....	12:03-12:13
	JH CLASS.....	12:13-1:00
	HS LUNCH.....	12:28-1:00
PERIOD	6.....	1:02-1:54
PERIOD	7.....	1:56-2:49
PERIOD	8.....	2:51-3:40

#### Friday Schedule - 2:40 Dismissal

\*\*\*\*\*

PERIOD	1.....	8:00-8:40
PERIOD	2.....	8:42-9:22
PERIOD	3.....	9:24-10:04
PERIOD	4.....	10:06-10:47
PERIOD	6.....	10:49-11:27
PERIOD	5.....	11:35-1:00
	HS PEER READING.....	11:39-12:28
	HS LUNCH.....	12:28-1:00
	JH LUNCH.....	11:27-12:00
	JH PEER READING.....	12:03-12:13
	JH CLASS.....	12:13-1:00
PERIOD	7.....	1:02-1:51
PERIOD	8.....	1:53-2:40

#### 2:00 PM Dismissal

\*\*\*\*\*

PERIOD	1.....	8:00-8:40
PERIOD	2.....	8:42-9:22
PERIOD	3.....	9:24-10:04
PERIOD	4.....	10:06-10:47
PERIOD	6.....	10:49-11:27

Students

PERIOD	5.....	11:27-1:00
	JH LUNCH.....	11:27-12:00
	JH PEER READING.....	12:03-12:13
	JH CLASS.....	12:13-1:00
	HS PEER READING .....	11:29-11:39
	HS CLASS .....	11:39-12:28
	HS LUNCH .....	12:28-1:00
PERIOD	7.....	1:02-1:31
PERIOD	8 .....	1:33-2:00

10:00AM Start

\*\*\*\*\*

PERIOD	1.....	10:00-10:28
PERIOD	2.....	10:31-10:58
PERIOD	3.....	11:00-11:27
PERIOD	5 .....	11:35-1:00
	HS PEER READING.....	11:39-12:28
	HS LUNCH .....	12:28-1:00
	JH LUNCH .....	11:27-12:00
	JH PEER READING .....	12:03-12:13
	JH CLASS.....	12:13-1:00
PERIOD	4.....	1:02-1:40
PERIOD	6.....	1:42-2:20
PERIOD	7.....	2:22-3:00
PERIOD	8.....	3:02-3:40

## ARAPAHOE HIGH SCHOOL ACTIVITY SPONSOR ASSIGNMENTS

PHONE.....	(308) 962-5458
COLORS.....	BLUE, WHITE and BLACK
CONFERENCE.....	REPUBLICAN PLAINS ACTIVITIES CONFERENCE
NICKNAME.....	WARRIORS
CLASS.....	D- 2
SUPERINTENDENT.....	Dr. George Griffith
PRINCIPAL.....	Bob Braithwait
ATHLETIC DIRECTOR.....	John Paulsen
ANNUAL.....	Connie Hoefs/Joanna Pruitt
FLAG TEAM.....	Glenna Hoefs
CHEERLEADERS.....	Brooke McCorkle
FCCLA.....	Kaitlin Spaulding
FFA.....	Guy Kuntz
INSTRUMENTAL MUSIC.....	Valerie Leising
VOCAL MUSIC.....	Senja Stephens
A-CLUB.....	Head Coaches & Athletic Director
STUDENT COUNCIL.....	Jeanne Paulsen & Glenna Hoefs
NATIONAL HONOR SOCIETY.....	Marcia Foley
ACADEMIC TEAM.....	Heidi Thomas (JH), Marcia Foley (HS)
SPEECH.....	Heidi Thomas
ONE ACT.....	Joanna Pruitt
ALL SCHOOL PLAY/MUSICAL.....	Senja Stephens/Leandra Monie

## HIGH SCHOOL COACHING ASSIGNMENTS

CROSS COUNTRY.....	Marcia Foley
FOOTBALL.....	Dustin Kronhofman/John Strand/Preston Blackmore
VOLLEYBALL.....	Katie Helms/Amy Strand
BOYS' BASKETBALL.....	John Strand/Derek Walbridge
WRESTLING.....	John Paulsen/John E. Koller
GIRLS' BASKETBALL.....	Preston Blackmore /Kaitlin Spaulding
TRACK.....	Dan Schaben/Dustin Kronhofman/Kaitlin Spaulding
GOLF.....	John Paulsen

## JUNIOR HIGH COACHING ASSIGNMENTS

FOOTBALL.....	John Strand/Preston Blackmore
VOLLEYBALL.....	Jenni Olson
BOYS' BASKETBALL.....	Dustin Kronhofman
WRESTLING.....	John Paulsen
GIRLS' BASKETBALL.....	Kaitlin Spaulding
TRACK.....	Amy Clubine/Preston Blackmore

## HIGH SCHOOL CLASS SPONSORS

SENIOR CLASS..... Mr. Blackmore, Mrs. Stephens, Mrs. Pruitt, Mrs. G Hoefs  
 JUNIOR CLASS..... Mrs. Crosley, Mrs. Thomas, Mr. Schaben, Mrs. Clubine, Mrs. Spaulding  
 SOPHOMORE CLASS..... Mrs. Foley, Mrs. Leising, Mr. Kuntz, Mr. Strand  
 FRESHMAN CLASS..... Mr. Kronhofman, Mr. Paulsen, Mrs. Paulsen, Mrs. C. Hoefs

## GUIDANCE AND COUNSELING SERVICES

It is the aim of Arapahoe Public Schools to meet the needs of all students. To achieve this goal, the school provides a thorough guidance program that includes testing and counseling. Information is secured concerning each student's abilities, aptitudes and interests from these tests that may indicate probable success or failure in various subjects and fields.

### Cumulative Records:

Each student's cumulative records are kept in the Guidance Office in the High School and in the Principal's office in the Elementary so they are readily accessible for the students, parents, teachers and counselor. These records contain each student's past transcripts, test scores, and health records. According to state law, student records are accessible to the student, his/her parents, and school personnel only. To have records sent to another school, prospective employer, or any other party, an official release form on file in the guidance office must be signed by the parent or guardian.

### Scholarships:

Seniors are eligible for scholarships, but it is the student's responsibility to make applications and take the necessary steps in securing them.

### Financial Aid:

After selecting a college or technical school, students should contact the Director of Financial Aid of the institution for financial assistance.

### Career Center:

The Career Education Center, located in the Guidance Office, is designed to assist students in making college, vocational, and occupational choices. This Center houses college catalogs, occupational handbooks, career briefs, and special interest materials. Students are encouraged to use the Center to help with post high school decisions.

### Parent Concerns:

Parents are urged to consult with the counselor whenever there is a need. Please feel free to call the counselor, at school, concerning your son or daughter.

## GRADING SYSTEM

93-100.....	A
86-92.....	B
78-85.....	C
70-77.....	D
BELOW 70.....	F
INCOMPLETE*.....	I
SATISFACTORY.....	S
NEEDS IMPROVEMENT.....	N
UNSATISFACTORY.....	U

### Incompletes:

Incompletes may be given when a student's work for the term is not complete. Incompletes will be given only in case of students who have fallen behind in their work because of illness, accident, or other extreme reasons. Students who have regular attendance should not have fallen behind and do not warrant incompletes. All incompletes must be removed within two weeks. If the incomplete has not been removed, it will go on record as a failure. There will be no incompletes granted the last nine weeks of school.

### Semester Test:

Semester tests for grades 9-12 will be required for core classes. The semester test is worth a maximum of 10% of the semester grade.

## REGISTRATION AND SCHEDULE CHANGES

Due to complications involved with scheduling, students should take their time during registration and make sure their choices are correct. Please remember, you are making a commitment to complete the work for that class, as books are ordered, plans made, and school budgets are based on the needs indicated by your enrollment in the class. After registration in the spring, schedule changes will be difficult to make. Changes may be made **ONLY** during the first 5 days of school, with approval from individual teachers involved, parents, guidance counselor, and principal. Students having problems are urged to consult with the guidance counselor during this time frame. Changing class schedules at mid-year will require authorization from individual teachers involved, parents, guidance counselor, and principal. In almost all instances, students must register on a yearly basis as opposed to a semester basis, with the exception of those classes offered on a semester basis.

## HONOR ROLL

In order to qualify for the various honor roll levels at Arapahoe, a student must be enrolled in at least seven classes, of which 4 must be core classes, and be in good standing.

MERIT HONOR ROLL (A AVERAGE).....95%-100% & No Grades Below 86%  
 HONOR ROLL (A/B AVERAGE) ..... 90%-95% & No Grades Below 86%

## NATIONAL HONOR SOCIETY

The National Honor Society chapter of Arapahoe Public Schools is a duly chartered and affiliated chapter of this prestigious national organization.

### Admission to the National Honor Society

Membership is open to those students who meet the required standards in four areas of evaluation: scholarship, leadership, service, and character. Standards for selection are established by the national office of NHS and have been revised to meet our local chapter needs. Students are selected to be members by a five member Faculty Council, appointed by the principal, which bestows this honor upon qualified students on behalf of the faculty of our school at the end of first semester. New members will be announced, and a formal induction ceremony will be held during the second semester.

Students in the 10th, 11th, or 12th grades are eligible for membership. For the scholarship criterion, a student must have a cumulative grade point average of 90% or better on a 100% scale. Those students who meet this criterion are invited to complete a Student Activity Information Form that provides the Faculty Council with information regarding the candidate's leadership and service. A history of leadership experiences and participation in school or community service is required.

The Student Activity Information Forms are carefully reviewed by the Faculty Council to determine membership. Students who receive a 3.5 average on a 4 point scale in the four criteria areas qualify for membership in the Arapahoe Chapter of the National Society. The Faculty Council will give any student falling below the 3.5 cut-off individual consideration. The five-member Faculty Council will discuss each student's qualifications, vote by secret ballot and provide constructive comments on how to improve their credentials. The five-member Faculty Council will vote on each student individually. Students need three votes to be offered membership. Comments will be made available upon request. Candidates are notified regarding selection or non-selection according to a predetermined schedule.

### **National NHS guidelines require that all Faculty Council members remain anonymous**

Following notification, a formal induction ceremony is held at the school to recognize all the newly selected members. Once inducted, new members are required to maintain the same level of performance in all four criteria (or better) that led to their selection. This obligation includes attending any chapter meetings held during the school year, and participation in chapter service projects.

In addition to scholarship, the faculty council determines membership using three additional criteria that include the areas of leadership, service, and character. The following guidelines from the National Honor Society Handbook will give further help in these areas.

Below are some brief criteria that the Faculty Council considers during the selection process.

Leadership:

The student who exercises leadership:

- Is resourceful in proposing new problems, applying principles, and making suggestions
- Demonstrates initiative in promoting school activities.
- Exercises influence on peers in upholding school ideals.
- Contributes ideas that improve the civic life of the school.
- Is able to delegate responsibilities
- Exemplifies positive attitudes
- Demonstrates academic initiative
- Successfully holds school offices or positions of responsibility; conducting business effectively, efficiently, and without prodding; demonstrates reliability and dependability
- Is a forerunner in the classroom, at work and in school or community activities.
- Is thoroughly dependable in any responsibility accepted.

Service:

The student who serves:

- Is willing to uphold scholarship and maintain a loyal school attitude.
- Participates in some outside activity: Girl Scouts, Boy Scouts, church groups, volunteer services for the aged, poor, or disadvantaged; family duties
- Will volunteer dependable and well-organized assistance, is gladly available, and is willing to sacrifice to offer assistance.
- Works well with others and is willing to take on difficult or inconspicuous responsibilities.
- Cheerfully and enthusiastically renders any requested service to the school.
- Is willing to represent the class or school in inter-class and inter-scholastic competition.
- Will do committee and staff work without complaint
- Shows courtesy by assisting visitors, teachers, and students.

Character:

The student of character:

- Takes criticism willingly and accepts recommendations graciously.
- Consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise, stability).
- Upholds principles of morality and ethics.
- Cooperates by complying with school regulations concerning property, programs, office, halls, etc.
- Demonstrates the highest standards of honesty and reliability Shows courtesy, concern, and respect for others
- Observes instructions and rules, punctuality, and faithfulness both inside and outside the classroom.
- Displays powers of concentration and sustained attention as shown by perseverance and application to studies.
- Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others
- Actively helps rid the school of bad influences or environment.

Students or parents who have questions regarding the selection process or membership obligations can contact the Principal, Mr. Bob Braithwait.

Removal from National Honor Society:

A student may be removed from the NHS by action of the Principal upon a determination by the Principal that the student:

1. Prior Conduct. Engaged in conduct prior to induction which was not known at the time of induction and which, if known, would have caused denial of induction;
2. Post-Induction Conduct. Engaged in conduct after induction which is grounds for a student to be long-term suspended or expelled from school under the student code of conduct contained in this handbook; which is grounds for suspension or removal from any extracurricular activity of the school, or which would cause denial of induction if such conduct had taken place prior to the time of induction.

The student may appeal the Principal's decision to the Superintendent by giving written notice of appeal to the Superintendent within ten calendar days of receipt of the Principal's removal decision. The appeal procedures shall be established at the discretion of the Superintendent such as to allow a fair opportunity for the student's views and information to be considered. The decision of the Superintendent on the appeal shall be final.



## GRADUATION REQUIREMENTS

Students differ widely in what they bring to the school and what they expect from it. For this reason, the following are stated as minimums to allow flexibility in the planning of individual programs. However, on the assumption that there are some elements that should be shared by all educated persons, these uniform minimum requirements are established for graduation from Arapahoe High School.

A student must have earned a total of 240 semester hours. Five hours of credit are given for a course offering that meets five days per week or the equivalent amount of time, for a full semester.

### Class requirements:

Each student must successfully complete work in the following areas:

Science 1. No Required Courses	30 Semester Hours
Mathematics 1. Required Courses must include Algebraic and Geometrical Courses	30 Semester Hours
Social Science 1. World Geography/World History/Sociology 2. American History 3. American Government	30 Semester Hours
Language Arts 1. English I or Basic English 9 2. English II or Basic English 10 3. English III or Basic English 11 4. English IV or Basic English 12	40 Semester Hours
Vocational Education Business Area – 10 Semester Hours Industrial Arts, Vocational Agriculture, Family & Consumer Science – 10 Semester Hours	20 Semester Hours
Physical Education or Fine Arts 1. Physical Education, Art, Music – 10 Semester Hours	10 Semester Hours
Speech 1. Beginning Speech or Leadership	5 Semester Hours
Comprehensive Health, Careers, and Drug Education 1. Comp. H, C, & D	5 Semester Hours
Basic Computer Keyboarding and Operation 1. Computer Applications or Basic Computer	5 Semester Hours

Arapahoe Public Schools strongly recommend that all Juniors take a math and a science class. Juniors are required to take a statewide assessment in reading, writing, math and science.

### Academic Progress:

(Policy No. 5203)

Communicating student progress to parents shall be the responsibility of the building administrator and the classroom teacher. Written reports of student progress will be sent to parents at the conclusion of each quarter. It is recommended that two parent-teacher conferences or acceptable substitutes be held in both the elementary and junior-senior high school each year. Additional reporting of student progress is encouraged whenever progress or lack of progress is of an unusual nature.

### Community Interaction Requirement:

The purpose of this requirement is to develop an awareness of citizenship and community responsibility among AHS students. Students will be required to meet the following community interaction hours:

- Freshman year (Attend one City Council or School Board Meeting);
- Sophomore Year (5 hours of service);
- Junior Year (10 hours of service); and
- Senior Year (15 hours of service).

A total of 30 hours must be completed before graduation. Students may work on hours ahead of the assigned time. The principal will keep a record of time volunteered and work with the students upon approval of hours donated. (Transfer students will be prorated in). Work-study hours will not count towards the Community Interaction hours.

- ❖ Students must register for a minimum of 35 hours per semester and shall include a minimum of 20 hours from the "academic curriculum." "Non-academic" classes include Physical Education, Band, Vocal Music, Library Aide, and interscholastic athletics.
- ❖ Any deviation from this requirement must be approved by the principal and/or superintendent. Students identified as special education through proper testing procedures approved by the State Department of Education will be required to successfully complete the course of study prescribed in their individualized educational plan.

### Graduation:

Students must meet all graduation requirements as established by the Arapahoe Public School in order to receive a diploma. Students who have met the requirements for graduation shall be eligible to participate in the graduation ceremony.

Graduation is a formal ceremony. Graduates should dress accordingly. Graduates and their families will show respect for all of the graduating classmates. No disruptive behavior will be tolerated. Attendance at graduation is not required.

### Parent/Student Operational Responsibilities:

Student concerns should be taken to the Teacher. He/she is your student's immediate supervisor. It is recommended that the student be present at the time of such meeting. Teachers are on duty from 7:45 a.m. until 4:00 p.m. Monday thru Thursday and from 7:45 a.m. thru 2:45 p.m. on Fridays. All concerns should be addressed during a normal school day. If you do not feel the problem has been resolved, the chain of command should be followed in the following order:

Building Principal, Superintendent then the Board of Education. It is important to follow the Arapahoe Public School chain of command to remediate all concerns.

Appropriate concerns to discuss with teachers:

1. The treatment of your child, mentally, and physically
2. Ways to help your child improve
3. Concerns about your child's behavior Issues not appropriate to discuss with teachers:
  - a. Other students

### STUDENT RIGHTS AND RESPONSIBILITIES

One of the major goals of the Arapahoe School District is "to promote, in each student, a sense of his/her civic rights and responsibilities." To assist in the implementation and accomplishment of this goal, the Arapahoe Board of Education has approved policies relating to student conduct. The rules and regulations that govern the rights and responsibilities of students, teachers, and administrators are outlined on the following page.

These rules reflect the rights of individuals as set forth in the United States Constitution, Nebraska State Constitution, the State Board of Education's mandated rules and regulations on procedural due process guarantees, the Arapahoe School District Policies, and recent court decisions.

#### STUDENT RIGHTS - AS PROVIDED IN STATE STATUTE 79-254 TO 79-294

1. Rules must be clear and definite to provide clear notice to students.
2. Rules shall be distributed to students and their parents at the beginning of each school year, or at the time of enrollment.
3. Rules shall be posted in conspicuous places in each school during the school year.
4. Changes in rules and standards shall not take effect until reasonable effort has been made to distribute such changes to all students and parents.
5. Student Rights, Conduct, Rules and Regulations Section 1

#### Student Conduct and Discipline Policies:

The common goal of students, parents, faculty and administration of Arapahoe Public Schools is to maintain a school atmosphere that is conducive to learning. In order to achieve this, Arapahoe Public Schools will continue to review and distribute a set of reasonable and fair rules and policies.

## HARASSMENT AND BULLYING POLICY

(Policy No. 5401 – 5401.F1) (Policy No. 5415)

It is the policy of Arapahoe Public Schools that "bullying" type behavior is not to be permitted. These guidelines are established to respond specifically to bullying behavior. Students and parents are advised that other response measures are also in place and set forth in this handbook for behavior, which is discriminatory or harassing on unlawful grounds (e.g., sexual harassment, harassment of students with disabilities, race harassment, etc.).

1. Step One:

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

2. Step Two:

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

3. Step Three:

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

4. Step Four:

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

### Harassment and Bullying Program--Levels:

Purpose: All students have the right to attend Arapahoe Public Schools free from verbal and physical harassment and bullying. The purpose of the Harassment and Bullying Program is to protect students and staff from those who fail or refuse to comply with school guidelines regarding the treatment of others.

1. Level I: The guidelines for a Level I placement are listed below.

- a. The length of the assignment will be for a minimum of two weeks.
- b. The student will report to the office no later than 7:45 a.m. each morning.

- c. The student will eat on campus at an assigned table.
  - d. The student will report to an assigned room at the end of the day, and remain until 4:00 pm. This will allow all other students to leave the school grounds in safety.
2. Level II: The guidelines for this level are listed below.
- a. The length of the assignment will be for a minimum of two weeks.
  - b. The student will report to the office no later than 7:30 a.m. each morning.
  - c. The student will eat on campus at an assigned table.
  - d. The student will report to an assigned room at the end of the day, and remain until 4:00 pm.
  - e. The student will remain in class at the end of each period. The student will be under direct teacher supervision during passing time. The teacher will dismiss the student at the end of the passing period. The student will then have three minutes to get to his/her next class.
3. Level III: This is a long-term assignment. The guidelines are listed below.
- a. All items listed in Level II will be used, except the length of the assignment will be no less than six weeks, and may remain in effect until the end of the school year and continue into the next, if determined to be appropriate.

## STUDENT CONDUCT

(Policy No. 5101 – 5101.4)

It shall be the policy of the Arapahoe Public Schools, in order to comply with the Student Discipline Act of 1994, to ensure that students receive fair treatment consistent with their constitutional right to due process and fundamental fairness within the context of an orderly and effective educational process, prior to being subject to emergency exclusions, short term or long term suspensions, expulsions, or mandatory reassignments. Such disciplinary action, therefore, will be made in accordance with the following procedures:

1. Right to notice.
2. Informal conferences.
3. Short-term suspension.
4. Long-term suspension, expulsion, and mandatory reassignment.
5. Immediate removal by the principal.
6. Maximum length of expulsion.
7. Suspension of the enforcement of expulsion.
8. Reports to law enforcement.
9. Release to peace officer.
10. Coordination with other district policies.

If you wish to have a copy of Board of Education policy 5101 “conduct: Student Discipline Procedures” in its entirety, please contact the principal.

The Board of Education requires that each and every student maintain a standard of conduct above reproach in school, on school property, and at any school sponsored activity or event. Students shall be expected to conduct themselves in such a way that the rights and privileges of others are not violated. They shall be required to respect constituted authority, to conform to school rules and regulations and to those provisions of law that apply to the conduct of minors and adults.

Any of the following actions in school, on school property including school vehicles, at any interscholastic activity, or during the course of any field trip or other trip or activity sponsored by the Board of Education or its authorized agents shall subject a student to in-school or out of school suspension, loss of membership in that particular organization or activity unless the activity meets as a regular class. The student will not be allowed to participate in any school-sponsored trip for the remainder of the school year or such other activities as the principal may determine:

1. Smoking, vaping, or chewing tobacco
2. Possessing, consuming, purchasing, or distributing any alcoholic beverage, tobacco product, drug or narcotic. (The police department will be called and the parents notified of such action.)
3. Knowing, aiding, abetting, assisting, or concealing the possession, consumption, purchase, or distribution of any alcoholic beverage, tobacco product, drug, or narcotic by any other student or students. (The police department will be called and the parents notified of such action.)
4. Stealing or unauthorized possession of school property.

5. Fighting or provoking a fight.
6. Possessing any weapons.
7. Forging or presenting false papers.
8. Willful disobedience. Intentionally defying the valid authority of teachers, sponsors, chaperones, or administrators who are in charge; their instructions must be followed by all students.
9. Disruptive or disrespectful language.
10. Profanity or obscene language.
11. Gambling or extortion.
12. Public display of affection.
13. Verbal abuse to a member of the school faculty or staff.
14. Study hall truancy or excessive absences from study hall.
15. Illegal driving or parking of a vehicle on school campus.
16. The student dress code for regular school attendance must be followed on school-sponsored trips unless changes have been authorized by the school administration and sponsors of the trip.
17. Students will not be allowed to use private cars on school-sponsored trips in going to or returning from the site of the activity. School vehicles only are to be used.
18. At no time on school-sponsored trips will students be permitted to ride around in private cars while in the town where the activity is taking place unless permission has been granted by the sponsors.

#### Classroom Conduct:

In the classroom, discipline problems will be the responsibility of the teacher. However, discipline problems with which he or she feels unable to cope will be referred to the Principal. Exclusion from the class may be necessary while conferences between principal and teacher or teacher, principal, and parents are held in regard to a solution of the problem.

#### Criminal Offenses Defined:

The following acts are among those defined as criminal offenses under the laws of the State of Nebraska. When criminal offenses are known or suspected on the part of students the administration will notify appropriate law enforcement officials. Students involved in criminal acts are subject to prosecution whether these acts occur in the community, school, or at school related functions.

Appropriate action will be taken by school authorities if the incident is school related, regardless of whether or not criminal charges result.

ALCOHOLIC BEVERAGE OR ILLEGAL USE OF DRUGS: The sale, use, or possession of alcoholic beverage or illegal drugs.

ARSON: The intentional setting of fire.

ASSAULT: Physical threats or violence to persons.

BOMB THREAT: Threatening damage to persons or property from exploding bombs, whether real or imagined.

BURGLARY: Illegally entering with the intent to steal school or personal property.

EXPLOSIVES: Illegal possession or use of explosive substance that could cause injury or damage.

EXTORTION, BLACKMAIL, OR COERCION: Obtaining money or property by violence or by forcing someone to do something against their will by force or threat of force.

DANGEROUS WEAPONS: Illegal possession or use of firearms or dangerous weapons that could cause bodily harm to an individual.

FALSE FIRE ALARMS: Setting off false alarms.

FORGERY: Fraudulent imitation of a signature or document.

LARCENY: Stealing of school or personal property.

MALICIOUS MISCHIEF: Willful damage or destruction of school or personal property.

TRESPASS: Being present in an unauthorized place or refusing to leave when ordered to do so.

UNLAWFUL INTERFERENCE WITH SCHOOL AUTHORITIES: Interfering with administrators or teachers by force or violence, or threat of force.

School Offenses Defined:

The following acts are among those that violate Arapahoe School District Policies or individual school rules and regulations. Students at school sponsored, off campus events shall be governed by school district policies and regulations and are subject to the direction of school district authorities. Failure to obey the rules and regulations and/or failure to obey the lawful instructions of school district authorities shall result in appropriate disciplinary action.

Transportation: (Policy No. 5506)

All students riding on school transportation vehicles are subject to the policies governing student conduct within the discipline code. Riding on school transportation vehicles is an extension of the normal school day. Students who violate the conduct code while riding on a school transportation vehicle may be denied bus privileges from one (1) day to permanent removal from the school transportation vehicle.

STUDENTS INVOLVED IN ANY OF THE FOLLOWING DISCIPLINARY INFRACTIONS ON SCHOOL PROPERTY INCLUDING SCHOOL BUILDING AND GROUNDS, ON TRANSPORTATION VEHICLES, OR AT ANY SCHOOL ACTIVITY, HOME OR AWAY, MAY BE SUBJECT TO DISCIPLINARY ACTIONS AS FOLLOWS:

Inappropriate Dress or Appearance:

1. Good personal appearance is conducive to a positive learning atmosphere. It is each student's responsibility to come to school wearing appropriate attire. Wearing apparel shall be neat, clean, safe, and should not disrupt the instructional process.
2. Wearing apparel that is sexually suggestive or that features crude, vulgar or profane language or pictures that depict tobacco, alcohol, or other drugs, racial or ethnic slurs or gang affiliations is not allowed (e.g. Big Johnson T-Shirts, Co-ed Naked Apparel, Lucky Pub & Brewery attire, tobacco, alcohol or drug ads and logo, or Romie T-Shirts).
3. Clothing which is unnecessarily distracting to the learning environment is not permitted. (e.g. cut-up jeans, clothing or articles which are excessively soiled, torn, or ragged, no shoes, mesh shirts with no undergarments, half shirts, bare midriff, tank tops, hats on in the building, no shorts shorter than mid-thigh in length, very tight fitting shirts, shirts that are too short, shirts that are cut too low as to allow for the showing of cleavage, biker pants, etc.).

The school environment shall be free from threats or the harmful influence of any groups that



advocate drugs or disruptive behavior. The presence of any apparel, jewelry, accessory, notebook, or manner of grooming which by the nature of its color, arrangement, trademark, or any other attribute, denotes membership in such groups will not be permitted. Such group's clothing may vary from school to school and may change from year to year. Therefore, it is the responsibility of the administration to determine the appropriateness of clothing or accessories.

No student on or about school property or at any school activity:

1. Shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign or other thing which is evidence or membership in or affiliation with any gang.
2. Shall commit any act or omission or use any speech, either verbal or nonverbal (gestures, handshakes, etc.) showing membership in or affiliation in a gang.
3. Shall use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to:
  - i. soliciting others for membership in any gangs;
  - ii. requesting any person to pay for "protection" or otherwise intimidating or threatening any person;
  - iii. committing any illegal act or violation of school district policies; or
  - iv. inciting another person to act with physical violence upon any other person.
4. Wallet chains are not permitted and will be confiscated.
5. Electronic devices such as beepers and cellular phones will be confiscated if misused.
6. Piercings that become a disruption to the school environment.
7. Bagging and Sagging Pants are not allowed in Arapahoe Public School. Clothing worn in this manner can present a threat to the safe and orderly learning environment of the school.

#### Clothing Criteria:

1. Oversized clothing is not recommended and will be restricted from the school setting if it is determined that such attire creates the potential for interruption of the safe and orderly learning environment. Pants that are oversized (i.e. a person with a waist size of 32 wearing a pair of pants size 40) or that have exceedingly large cargo pockets will be subject to review by school administrators.
2. Pants are to be worn on or above the hips and held in position. Students who allow their pants to "sag" below the hips will be subject to disciplinary actions. Repeated violations will result in a parent conference and consequences that could include suspension, reassignment or expulsion.
3. T-shirts, sports jersey, sweatshirts, or sweaters that are long or extremely loose-fitting should not extend below the front pockets when the pants of the individual are properly positioned on the student's waist. Articles of clothing that exceed this length must be tucked into the pants with the belt or waistline of the pants visible.
4. Students will be asked to correct inappropriate attire and the administration may provide clothing that is appropriate for the school environment. Clothing that is determined to be inappropriate may be held by the administration until a parent conference is held. Continuing to violate dress code will result in disciplinary action being taken.

5. Some school activities require semi-formal or formal dress. Sponsors may determine what is appropriate for their activity. Listed below are some activities for which the administration has set dress code guidelines.

Homecoming	Semi-Formal
Sweetheart Dance or Mid-Winter Ball	Semi-Formal
Club or Activity Dances	Casual to Formal
Prom / Graduation	Formal

In each of the situations described above, the implications are not conducive to a positive learning climate. A proactive response to what may be negative or divisive is appropriate for all circumstances that could place the safe and orderly learning environment of the school in jeopardy.

Students may be asked to leave activity if dress is inappropriate.

**The final decision regarding any dress code issue will be made by the administration.**

#### Student Expectations at AHS Dances:

(Policy No. 5305)

Our hope is that our school dances are very special events for our students as they interact in positive ways in a safe and supervised environment. Parents, sponsors, and chaperones have invested countless hours in assuring that school dances are memorable events. Our students also invest time, energy, and money in preparation for the evening. We have had very few problems with school dances over the years. Our hope is that AHS school dances will continue to be part of the high school experience, and that each student will have a fun and safe night.

Inappropriate dancing is prohibited at all AHS dances. Inappropriate dancing includes:

- 1 touching while dancing back to front,
- 2 touching of breasts, buttocks or genital areas,
- 3 "hiking-up" of skirts or dresses,
- 4 leaning against the wall while dancing, and
- 5 dancing that appears to be "simulating sex" or "grinding". This type of dancing will not be permitted at any time during the dance. This includes girl-to-girl dancing, boy-to-boy dancing or girl to boy dancing.

When a dancer exhibits any of these inappropriate motions, they will be warned or removed. If a student is removed, a staff member will notify the parents/guardian regarding arrangements for transportation. Other consequences could be determined by the school or school district including restrictions from other dances and similar activities.

All other AHS rules and student responsibilities apply at school dances. This includes Code of Conduct rules, appropriate behavior and dress rules.

We are looking forward to a fun and safe dances with our student body. Arapahoe Public Schools has always appreciated the support of our parents and guardians in these matters.

**Insubordination:**

Insubordination is defined as refusal to obey a school rule, regulation or request of a teacher or school official. A suspension of up to three (3) days may be given to a student for any act of insubordination. Repeat offenders may also be referred to the Board of Education for review and disciplinary action.

**Dismissal from Class or Study Hall for Disciplinary Reasons:**

If a student's conduct in a class or study hall becomes so disruptive that other students are adversely affected, a teacher may as a last resort ask the student to leave the class and report to the Principal's office. This action is considered a serious offense and will be dealt with as follows:

1. **First Offense** – Parents will be notified. Student will serve a one-hour detention.
2. **Second Offense** – Parents will be notified. Student will receive a one-day in school suspension (8 class periods), commencing immediately.
3. **Third Offense** – Parents will be notified. Student will receive a two-day in or out of school suspension. Parents must accompany student upon readmission to school. If all three offenses occurred in the same class, the student may be dropped from that class with a failing grade.

**Note** – During any in-school or out-of-school suspension, a student may not take part in or attend any school-sponsored activity.

**Abusive Language and Disruptive Behavior:**

Students using profane or obscene language or hand gestures relative to the same, demonstrating behavior, which is disruptive to the regular learning atmosphere, may be subject to disciplinary action as follows:

1. The student may be suspended up to three (3) days in school or out of school. Repeat offenders may be suspended.

**Vandalism: (Policy No. 5407)**

Vandalism is the willful and pointless destruction or defacing of school property. Any student found guilty of such activity will be held liable for any damage and be subject to further disciplinary action as follows:

1. **First Offense** – The student may be suspended for one (1) to three (3) days in school and parents will be notified.
2. **Second Offense and All Subsequent Offenses** – The student may be suspended from three (3) to five (5) days out of school.

**Fighting/Violence:**

A student may be suspended in school or out of school for up to three (3) days for fighting on school property, including school buildings and grounds, at school activities home or away, or on school transportation vehicles. The aggressor may receive the more severe penalty. Repeat offenders may be referred to the Board of Education for review and disciplinary action.

**Stealing and Extortion:**

Students who steal, extort, or attempt to extort on school property, including buildings and grounds or school transportation vehicles, or at any school activity, home or away, may be subject to disciplinary action as follows:

1. **First Offense** – The student may be suspended for one (1) to three (3) days in school and parents will be notified. Law enforcement authorities may be notified.
2. **Second Offense and all Subsequent Offenses** – The student may be suspended from three (3) to five (5) days out of school. Law enforcement authorities may be notified.

#### Telephone Regulations:

1. **In Calls:** The office will always cooperate with parents or guardians in order to get a message to students during school hours. Message will be written down and delivered to the students. Only in cases of extreme emergency will students be called out of class. Calls for students during school hours are disturbing to the school routine and should be held to a minimum.
2. **Out Calls:** The school telephone is primarily for school business and should not be used for personal calls. Pupils finding it necessary to make a local call should receive permission from the principal or designee before using the phone.

#### Food and Drink Regulations:

1. The school is meant to be an academic environment. Therefore, food, candy, and drink items are not to be brought into the school or kept in lockers unless the food is used for the student's noon lunch.
2. Teachers who wish to have food or drink in their rooms for special occasions must receive permission from the administration prior to the activity.
3. Gum chewing in the high school classroom is not allowed

#### Lockers:

Each student is assigned a locker. The locker is assigned to you on the basis that you keep it clean and in good condition. The safekeeping of personal items is the responsibility of each student.

#### Posters:

The following guidelines will be used regarding the placing of posters in the school building:

1. All posters must be approved by the principal.
2. Posters may be placed only in designated areas.
3. Anyone putting up a poster has the responsibility of taking it down.

#### Possession of a Dangerous Weapon:

Including but not limited to Firearms, knife, club, stars, or other offensive or dangerous weapon.

1. **First Offense and All Subsequent Offenses** – As defined in the state statutes, the student will be immediately suspended and referred to the Superintendent or Board of Education for review and disciplinary action. Parents will be notified. Law enforcement authorities may be notified. (NOTE: This penalty could lead to a student being expelled for one full calendar year.)

## STUDENT DUE PROCESS

Procedures for Long-Term Suspension, Expulsion or Mandatory Reassignment: The following procedures shall be followed with regard to any long-term suspension, expulsion or mandatory reassignment.

1. The Principal shall prepare a written summary of the alleged violation and the evidence supporting the alleged violation with the Superintendent or his or her designee.
2. If the Principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers, and a notice of intent to discipline the student by long-term suspension, expulsion, or mandatory reassignment is filed with the Superintendent or his or her designee. The student may be suspended by the Principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the Superintendent.
3. The Principal or his or her designee shall serve by registered or certified mail or by personal service the student and the student's parents or guardian with a written notice within two school days of the date of the decision to recommend long-term suspension or expulsion. Said 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 or expulsion including a summary of the evidence to be presented against the student as submitted by the Principal or Principal's designee;
  - b. penalties to which the student may be subjected and the penalty which the Principal, or his or her designee has recommended in the charge;
  - c. statement explaining the student's right to a hearing upon request on the specified charges;
  - d. description of the hearing procedures provided by these policies along with procedures for appealing any decision rendered at the hearing;
  - e. statement that the administrative representative, legal counsel for school, the student, the student's parents, or the student's representative or guardian shall have the right to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct, and the right to know the identity of the witnesses to appear at the hearing and the substance of their testimony; and
  - f. form or a request for hearing to be signed by such parties and delivered to the Principal or his or her designee in person or by registered or certified mail.
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. In the event that the Principal has not received a request for hearing within five school days following receipt of the written notice, the punishment recommended in the charge by the Principal, or his or her designee shall automatically go into effect.

6. If a hearing is requested more than five school days following the actual receipt of the written notice, but not more than thirty calendar days after actual receipt, the student shall be entitled to a hearing but the punishment 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.
8. In the event that a hearing is required to be provided, the Superintendent shall appoint a hearing officer.

Hearing Procedure (Policy No. 5103.7):

1. Hearing Officer: The hearing officer shall be any person designated by the Superintendent. The hearing officer shall be an individual who has had no involvement in the charge, will not be a witness at the hearing and who has not brought the charges against the student. It shall be the duty of the hearing officer to remain impartial throughout all deliberations. The hearing officer shall be available prior to any hearing held pursuant to this policy to answer any questions the administrative representative, the student, the student's parents, or guardian, may have regarding the nature and conduct of the hearing.
2. Administrative Representative: The Principal may appoint an administrative representative to present the facts and evidence. Such administrative representative may be an attorney or may be represented by an attorney, but any such attorney shall not advise the hearing officer or parties who may review the proceedings as their counsel.
3. Notice of Hearing: If a hearing is requested within five school days of receipt of the notice, the hearing officer shall, within two school days after being appointed, give written notice to the administrative representative, and the student, the student's parents or guardian of the time and place for the hearing. The hearing shall be scheduled within a period of five school days after it is requested. No hearing shall be held upon less than two school days' actual notice to the administrative representative, and the student, the student's parents, or guardian, except with the consent of all of the parties.
4. Continuance: Upon written request of the student or the student's parents or guardian, the hearing officer shall have the discretionary authority to continue from time to time the hearing. In addition, the hearing officer may continue the hearing upon any good cause.
5. Access to Records: The administrative representative, the student, the student's parent or guardian and the legal counsel of the student shall have the right to examine the records and affidavits and the statements of any witnesses in the possession of the Arapahoe Public Schools Board of Education at any reasonable time prior to the hearing.
6. Hearing Procedure: The hearing shall be attended by the hearing officer, the student, the student's parents, or guardian, the student's representative if any, and the administrative representative. Witnesses shall be present only when they are giving information at the hearing or with the consent of both parties. The student may be excluded at the discretion of the hearing officer at times when the student's psychological evaluation or emotional problems are being discussed. The student or the student's parents or guardian or both may be represented by legal counsel. The hearing examiner may exclude anyone from the hearing when his/her actions

substantially disrupt an orderly hearing. The formal rules of evidence shall not apply at the hearing. The administrative representative shall present to the hearing officer statements, in affidavit form, of any person having information about the student's conduct and the student's records, but not unless such statements and records have been made available to the student, the student's parents, guardian or representative prior to the hearing. The information contained in such records shall be explained and interpreted prior to or at the hearing to the student, parents or guardian, or representative at their request, by appropriate school personnel. The student, the student's parents, guardian, or representative, the administrative representative or the hearing officer may ask witnesses to testify at the hearing. Such testimony shall be under oath and the hearing officer shall be authorized to administer the oath. The student, parent, guardian, or representative, administrative representative, or the hearing officer shall have the right to question any witness giving information at the hearing, the student may testify in his/her own defense in which case he/she shall be subject to cross-examination nor will any conclusion be drawn there-from. Any person giving evidence by written statement or in person at a hearing shall be given the same immunity from liability as a person testifying in a court case. A single hearing may be conducted for more than one student if in the discretion of the hearing examiner a single hearing is not likely to result in confusion or prejudice to the interest of any of the students involved. If during the conduct of such a hearing, the hearing examiner concludes that any of such student's interests will be substantially prejudiced by a group hearing, or that confusion is resulting, the hearing examiner may order a separate hearing for each or any of said students.

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

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

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



## EXTRACURRICULAR ACTIVITY

(Policy No. 5103)

### Extracurricular Activity Philosophy (Policy No. 5103.1):

Extracurricular activity programs enrich the curriculum of the school by making available a wide variety of activities in which a student can participate. Extracurricular activity programs are considered an integral part of the school's program of education that provide experiences that will help students physically, mentally and emotionally.

The element of competition and winning, though it exists, is controlled to the point it does not determine the nature or success of the program. This is considered to be educationally and psychologically sound because of the training it offers for living in a competitive society. Students are stimulated to want to win and excel, but the principles of good sportsmanship prevail at all times to enhance the educational values of contests. Participation in activities, both as a competitor and as a student spectator, is an integral part of the students' educational experiences. Such participation is a privilege that carries with it responsibilities to the school, team, student body, community and the students themselves. In their play and their conduct, students are representing all of these groups. Such experiences contribute to the knowledge, skill and emotional patterns that they possess, thereby making them better individuals and citizens.

### Safety:

The District's philosophy is to maintain an activities program, which recognizes the importance of the safety of the participants. To ensure safety, participants are required to become fully familiar with the dangers and safety measures established for the activity in which they participate. The student needs to adhere to all safety instructions for the activity in which they participate, to inform their coach or sponsor when they are injured or have health problems that require their activities be restricted, and to exercise common sense.

### Warning for Participants and Parents:

The purpose of this warning is to bring your attention to the existence of potential dangers associated with athletic injuries. Participation in any intramural or athletic activity may involve injury of some type. The severity of such injury can range from minor cuts, bruises, sprains and muscle strains; to more serious injuries to the body's bones, joints, ligaments, tendons, or muscles, to catastrophic injuries to the head, neck and spinal cord. On rare occasions, injuries can be so severe as to result in total disability, paralysis or death. Even with appropriate coaching, appropriate safety instruction, appropriate protective equipment and strict observance of the rules, injuries are still a possibility.

### Extracurricular Activity Code of Conduct: [Policy No. 5103.2](#)

Purpose of the Code of Conduct: Participation in extracurricular activities is a privilege not a right. The privilege carries with it responsibilities to the school, team, student body, and the community. Participants are not only representing themselves, but also their school and community in all of their actions. Others judge our school on the student participants' conduct and attitudes, and how they contribute to our school spirit and community image.

The student participants' performance and devotion to high ideals and values make their school and community proud. Consequently, participation is dependent upon adherence to this Code of Conduct and the school district's policies, procedures and rules.

Scope of the Code of Conduct:

Activities Subject to the Code of Conduct: The Code of Conduct applies to all extracurricular activities. Extracurricular activities means student activities or organizations which are supervised or administered by the school district which do not count toward graduation or grade advancement and in which participation is not otherwise required by the school.

Extracurricular activities include but are not limited to all sports, cheerleading, dance team, Pep Club, Pep Band, vocal, band, speech and drama, One-Act, FBLA, FCCLA, Spanish Club, Art Club, Student Council, Student Advisory Board, National Honor Society, and other school sponsored organizations and activities. The Code of Conduct also applies to participation in school-sponsored activities such as school dances and royalty for such activities.

A participant means a student who participates in, has participated in, or will participate in an extracurricular activity.

When:

The Code of Conduct rules apply to conduct which occurs at any time during the school year, and also includes the time frame which begins with the official starting day of the fall sport season established by the NSAA and extends to the last day of the spring sport season established by the NSAA, whether or not the student is a participant in an activity at the time of such conduct.

The rules also apply when a student is participating or scheduled to participate in an extracurricular activity that is held outside the school year or the NSAA season. For example, if an FBLA or FCCLA student plans to participate in a conference in July and commits a Code of Conduct infraction in June, the student may be suspended from participating in the conference. Conduct during the summer months may also affect a student's participation under the team selection and playing time guidelines.

Where:

The Code of Conduct rules apply regardless of whether the conduct occurs on and off school grounds. If the conduct occurs on school grounds, at a school function or event, or in a school vehicle, the student may also be subject to further discipline under the general student code of conduct. A student who is suspended or expelled from school shall not be permitted to participate in activities during the period of the suspension or expulsion, and may receive an extended activity suspension.

Grounds for Extracurricular Activity Discipline (Policy No. 5103.3)

Students who participate in extracurricular activities are expected to demonstrate cooperation, patience, pride, character, self-respect, self-discipline, teamwork, sportsmanship, and respect for authority. The following conduct rules have been determined by the Board of Education to be reasonably necessary to aid students, further school purposes, and prevent interference with the educational process. Such conduct constitutes grounds for suspension from participation in extracurricular activities and grounds for other restrictions or disciplinary measures related to extracurricular activity participation:

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, bullying, harassment or similar conduct in a manner that constitutes a substantial interference with school or extracurricular activity purposes or making any communication that a reasonable person would interpret as a serious expression of an intent to harm or cause injury to another.
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property, repeated damage or theft involving property or setting or attempting to set a fire of any magnitude.
4. Causing or attempting to cause personal injury to any person, including a school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect another person shall not constitute a violation.
5. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from a student or making a threat which causes or may be expected to cause a disruption to school operations.
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon, or bringing or possessing any explosive device, including fireworks, on school grounds or at a school function or event, or in a manner that is unlawful or contrary to school activity rules.
7. Selling, using, possessing or dispensing alcohol, tobacco, narcotics, drugs, a controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. (Note: Refer to “Drug and Alcohol Violations” [Policy No. 5103.4] for further information).
8. Public indecency.
9. Sexual assault or attempting to sexually assault any person. Engaging in sexual conduct, even if consensual, on school grounds or at a school function or event. Engaging in any activity forbidden by law, which constitutes a danger to other students, interferes with school purposes or an extracurricular activity, or reflects a lack of high ideals.
10. Repeated violation of any of the school rules.
11. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
12. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to a school employee, school volunteer, or student. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion.
13. Dressing or grooming in a manner which is dangerous to the student’s health and safety or a danger to the health and safety of others or repeated violations of dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing,

grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school or of an extracurricular activity; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.

14. Willfully violating the behavioral expectations for those students riding Arapahoe Public Schools buses or vehicles used for activity purposes.
15. Failure to report for the activity at the beginning of the season. Reporting for one activity may count as reporting on time if there is a change in activity within the season approved by the coach or the supervisor.
16. Failure to participate in regularly scheduled classes on the day of an extracurricular activity or event.
17. Failure to attend scheduled practices and meetings. If circumstances arise to prevent the participant's attendance, the validity of the reason will be determined by the coach or sponsor. Every reasonable effort should be made to notify the coach or sponsor prior to any missed practice or meeting.
18. All other reasonable rules or regulations adopted by the coach or sponsor of an extracurricular activity shall be followed, provided that participants shall be advised by the coach or sponsor of such rules and regulations by written handouts or posting on bulletin boards prior to the violation of the rule or regulation.
19. Failure to comply with any rule established by the Nebraska School Activities Association, including, but not limited to, the rules relating to eligibility.

All terms used in the Code of Conduct have a less strict meaning than under criminal law and are subject to reasonable interpretation by school officials.

#### Drug and Alcohol Violations: (Policy No. 5103.4)

Student tobacco, vaping, alcohol, drug and mind-altering substance use results in negative effects on behavior, learning, and social and physical development. The Board believes that tobacco, vaping, alcohol, drug, and mind-altering substance use can result in dependency and misuse; we believe that early intervention in adolescent substance abuse can benefit the student before significant harm or dependency results. The Board believes that we have the obligation to address what we consider to be detrimental influences on student's performance, achievement, and development, the following substance abuse/activity participation policy was developed. It is a part of a total effort in discouraging the use of tobacco, alcohol, and other illegal drugs by the young people of our school community

#### Meaning of Terms:

*Use or Consumption* – includes any level of consumption or use of alcohol, a controlled substance or mind-altering substance). Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation.

*Under the Influence* – means any level of impairment and includes even the odor of alcohol on the breath or person of a student, or the odor of an illicit drug on the student. It also includes being impaired by reason of the abuse of any mind-altering substance.

*Possession* – includes having control of alcohol, a controlled substance or a mind-altering substance and includes being in the same area where the substance is present with no responsible adult present and responsible for the substance. Possession includes situations where, for example:

- a. \*Alcohol is in a vehicle in which the student is present. The student is considered to be in possession if the student is aware that the alcohol is in the vehicle, even though the student has not touched or consumed the alcohol; and
- b. \*Alcohol is present at a party attended by the student. The student is considered to be in possession if the student is aware that alcohol is at the party and fails to immediately leave the party, even though the student has not touched or consumed the alcohol.

\*In these situations, a violation would not exist if the alcohol is in the control of a parent or guardian or other responsible adult (age 21 or older) such that students are not allowed to access the alcohol. A violation would also not exist if the student did not know or have a reasonable basis to know that alcohol would be present, and the student leaves the location where the alcohol is present as soon the student could safely do so. (Students are expected to leave immediately, but are not to do so in a manner that would endanger them. For example, you are not to leave in a car being driven by a person who has been drinking just to get away from the alcohol party immediately when there is no other way to get home. Instead, you should call for a safe ride home and, while waiting, clearly distance yourself from the alcohol).

#### Drug and Alcohol Policy Violation Consequences (Policy 5103.5):

1. Students will be suspended from practices and participation in interscholastic competition or participation in co-curricular activities for violations of the Code of Conduct. The period of suspension or other discipline for such offenses will be determined by school policy.
2. The disciplinary consequence and level of the violation is set in Board Policy No. 5103.5 and any prior violations committed by the student and/or if the student complied with the self-reporting obligations.
3. Because of the significance of drug and alcohol violations on the student participants, other students and the school, the following consequences are established for such violations:

A student who violates the drug or alcohol rules (other than steroids) shall be prohibited from participating in any extracurricular activity for the following minimum periods:

- a. First Violation: 21 days.
- b. Second or Any Subsequent Offense: One calendar year.
- c. Reduction for Self-Reporting: If the student has self-reported, the first violation shall be reduced to 14 days for the first violation. A commensurate reduction (approximately one-half, as determined by the administration) for a second or subsequent violation shall be given for self-reporting.
- d. Reduction for Participation in Chemical Dependency Program:  
If the student and parents agree to participate in a school-approved program for chemical dependency the consequence will be reduced to only the next activity in which the student was to participate (including at least one contest) in the case of a first violation, and to a commensurate reduction (approximately 80%, as determined by the administration, for a second or subsequent violation).
  - i. The program must be administered by a certified alcohol and drug abuse counselor and be approved by the school authorities. The student will need to successfully complete the

approved chemical dependency program. Proof of successful completion of program must be submitted in writing to the Principal or Principal's Designee. Failure to participate and successfully complete the approved chemical dependency program may cause the participating student to be suspended from extracurricular activities for one calendar year. All costs associated with the program are to be borne by the student/parent or guardian.

e. More Serious Violations:

In the event of more serious drug or alcohol violations, such as students engaging in use of especially serious drug offenses (cocaine, meth, etc.) or procuring alcohol for minors, the consequence of the violation is not restricted by the foregoing, and may be established in the good discretion of the administration.

Steroid Offenses:

A student who possesses, dispenses, delivers, or administers anabolic steroids shall be prohibited from participating in any extracurricular activity for the following minimum periods:

1. First Violation: 30 consecutive days.
2. Second or Any Subsequent Offense: One calendar year.

When Suspensions Begin:

All suspensions begin with the next scheduled activity in which the student is a participant, after the determination by school officials of the sanction to be imposed; provided that the school officials shall have the discretion to establish a time period for the suspension that makes the suspension have a real consequence for the student. During a suspension, participants may be required or permitted to practice at the sole discretion of the coach or activity sponsor. Suspensions in the Spring will be carried over to the Fall when the suspension has not been fully served or when determined appropriate for the suspension to have a real consequence for the student.

Letters and Post-Season Honors:

A student who commits a Code of Conduct violation is:

1. Eligible to letter, provided the student meets the criteria of the coach or sponsor.
2. Not eligible to receive honors during the sport or activity in which they are participating at the time of the offense and/or in sports or activities in which they have been suspended due to a code violation. The coach/sponsor, with the approval from the Principal or the Principal's Designee, may make an exception where the student has self-reported or otherwise demonstrated excellence in character allowing for such honors.

Self-Reporting:

A student who violates the Code of Conduct must self-report. A failure to self-report will lead to a longer suspension or other discipline. The self-report must be made to: the principal, athletic director, or the head coach or sponsor of an activity in which the student participates. The student's parent or guardian may initiate the self-reporting process, but the student will be later required to give a written statement of the self-report. The self-report must be made within twenty-four hours after the parents/guardians are notified of the charge and that an investigation has begun.

In making a self-report, the student must voluntarily come forward and identify the events that took place, what conduct the student engaged in, and any witnesses to the student's conduct, and will be required to put this information in a written statement. In the event the student has received a criminal citation, charge, or ticket, and proclaims innocence of a violation, the student will be required to self-report such offense. The student can provide information as to why they should be found innocent, not as it relates to the criminal offense, but as it relates to the Code of Conduct.

All students are expected to be honest and forthright with school officials. In the event the coach or activity sponsor or any school administrator asks a student participant for information pertaining to compliance (or lack of compliance) by the student or other student participants with the Code of Conduct or eligibility conditions for participation in activities, the student is expected to fully, completely, and honestly provide the information. Students may be disciplined for a failure to be honest and forthright.

Determining a Violation Has Occurred:

A violation of the Code of Conduct will be determined to have occurred based on any of the following criteria:

1. When a student receives a citation from law enforcement.
2. When a student is convicted of a criminal offense. Conviction includes, without limitation, a plea of no contest, an adjudication of delinquency by the juvenile court or a plea-bargain that defers adjudication and/or includes expungement.
3. When a student admits to violating one of the standards of the Code of Conduct.
4. When a student is accused in writing by another person of violating one of the standards of the Code of Conduct and school officials determine that such information is reliable.
5. When school officials otherwise find sufficient evidence to support a determination that a violation has occurred.

Procedures for Extracurricular Discipline (Policy No 5103.6):

The following procedures are established for suspensions from participation in extracurricular activities related to violations of the "Drug and Alcohol Free Policy" (Policy No. 5104):

Enforcement Procedure for Drug and Alcohol Violations – District Related (Policy No. 5103.6a):

Any violation of the Drug and Alcohol free Policy on any District's grounds, in any District's vehicles, or at any District's activities will be handled directly with the student(s). Following the student's consult with the school administrator, the administrator will determine if, when and who may need contacted. Possible contacts include parents/guardians, law enforcement, and/or any other party deemed necessary by administration.

Enforcement Procedure for Drug and Alcohol Violations – Non-District Related (Policy No. 5103.6b):

Any violation of the Drug and Alcohol Free Policy that do Not occur on any District's property, NOT in any District's vehicle, and NOT at any District's activity will only be addressed when the student receives a legal citation or a written report has been filed with administration claiming the student violated Policy No. 5104. These violations will be addressed in the following manner:

1. When the administrations becomes aware of a citation or a written accusation has been made

against a student, the administrator will notify the parents/guardians of the possible violation, that an investigation will begin and information on both the self-reporting guidelines and the sanctions the student can receive.

2. The school official(s) investigating the legal citation or written accusation will conduct a reasonable investigation of the facts and circumstances
3. The student will have 24 hours to self-report after parents/guardians have been notified.
4. If a student is found to be in violation of Policy No. 5104, disciplinary actions will follow District Policy No. 5103.5.

Investigation:

The school official(s) considering the suspension will conduct a reasonable investigation of the facts and circumstances.

Meeting:

Prior to commencement of the suspension, the school official considering the suspension or their designee will provide the student an opportunity to give the student's side of the story. The meeting for this purpose will be held in person or via a telephone conference.

1. The student will be given oral or written notice of what the student is accused of having done, an explanation of the evidence the school has, and the opportunity to explain the student's version. Detail is not required where the activity participant has made a self-report or otherwise admits the conduct. Names of informants may be kept confidential where determined to be appropriate.
2. The suspension will be imposed prior to the meeting if the meeting cannot reasonably be held before the suspension is to begin. If the meeting has to be delayed, the meeting will occur as soon as reasonably practicable. The student is responsible for cooperating in the scheduling of the meeting.

Notice Letter:

Within two school days (two business days if school is not in session), or such additional time as is reasonably necessary following the suspension, the Principal or Principal's Designee will send a written statement to the student and the student's parents or guardian. The statement will describe the student's conduct violation and the discipline imposed. The student and parents or guardian will be informed of the opportunity to request a hearing.

Informal Hearing before Superintendent (Policy No. 5103.7):

When the student or student's parent/guardian disagrees with the Principal's decision, the student or student's parents/guardians must request an informal hearing before the Superintendent. The Superintendent may designate the Athletic Director or another administrator not responsible for the suspension decision as the Superintendent's designee to conduct the hearing and make a decision.

1. A form (Policy No. 5103.F1) is available to request such a hearing and must be signed by the parent or guardian. The form will be provided with the notice letter or otherwise be made available by request from the Principal's office.
2. The request for a hearing must be received by the Superintendent's office within five days of receipt of the notice letter.
3. If a hearing is requested:



- a. The hearing will be held within ten calendar days of receipt of the request; subject to extension for good cause as determined by the Superintendent or the Superintendent's designee.
  - b. The Superintendent or the Superintendent's designee will notify the participants of the time and place of the hearing a reasonable time in advance to allow preparation for the hearing.
  - c. Upon conclusion of the hearing, a written decision will be rendered within five school days (ten calendar days if school is not in session). The written decision will be mailed or otherwise delivered to the participant, parents or guardian.
  - d. A record of the hearing (copies of documents provided at the hearing and a tape recording or other recordation of the informal hearing) will be kept by the school if requested sufficiently in advance of the hearing by the parent/guardian.
4. No Stay of Penalty: There will be no stay of the penalty imposed pending completion of the due process procedures
  5. Opportunity for Informal Resolution. These due process procedures do not prevent the student or parent/guardian from discussing and settling the matter with the appropriate school officials at any stage.

#### Attendance (Policy No. 5103.8):

Student participants are expected to meet the following attendance expectations:

1. Attend school regularly. Students who have "excessive absences" as determined under the school's attendance policy are ineligible to participate in extracurricular activity contests or performances. Students who have four or more unexcused absences in the semester of participation will be ineligible to participate in extracurricular activity contests or performances.
2. Be on time for all scheduled practices, contests and departure for contests. In the event a participant is unable to attend a practice or contests the participant should contact the coach or sponsor in advance.
3. On the day of a contest, performance or other activity, be in attendance for the full day. A student who is not in attendance the full day is ineligible for the contest, performance, or activity.
4. Exceptions may be made for extenuating circumstances, such as doctor/dentist appointments or family emergencies. The exception must be approved by the Principal or Athletic Director.
5. Every attempt should be made to be in attendance the day of a contest. Sleeping in to rest up for the game will not be considered an extenuating circumstance, nor will going home ill and then returning to play in the contest later that day.

#### Academic Standards (Policy No. 5103.9):

Participation in extracurricular school activities is encouraged and desirable for all students. At the same time, the primary mission and responsibility for each student is to establish a firm academic foundation. A student participating in extracurricular school activities must show evidence of sincere effort towards scholastic achievement. To be eligible for participation in extracurricular activities students must:

1. Be enrolled in at least one course semester of participation.
2. Maintain passing grades in all courses. A student who is not passing two or more classes at progress reporting times will be ineligible to participate in extracurricular activity contests or performances if the grade remains below passing one week after progress reporting time. The student will remain

ineligible until the student is passing all classes.

3. Each Monday at 9:00 a.m., the building principal will check all grades for students in grades 7-12. If a student is FAILING ONE subject they will be required to call home and inform their parents/guardians they are failing a subject. The students failing one subject will be eligible to participate in activities for that week. However, the committee feels it is important that parents are made aware that your child is in danger of not being eligible in the near future.
  - a. A student is deemed ineligible for the week's activities if they are FAILING TWO OR MORE subjects on Monday during the weekly grade check. Students will be brought to the office to call home and let their parents/guardians know that they are ineligible for the coming week's activities. That student will remain on the ineligible list the entire week. The next chance for that student to become eligible is the next grade check which is the following Monday. If your child is ineligible, several times they will continue to call you every Monday to make sure there is no miscommunication.
  - b. Students must maintain an overall "C" average to participate in extracurricular activities, except school dances.
4. Academic requirements do not apply to:
  - a. Instructional field trips which are a part of the scheduled course learning experience.
  - b. Activities or events which are a part of the student's grade requirements.

## STUDENT ATTENDANCE

### Attendance:

Regular and punctual student attendance is required. The administration is responsible for developing further attendance rules and regulations, and all staff are expected to implement this policy and administrative rules and regulations to encourage regular and punctual student attendance. The Principals and teachers are required to maintain an accurate record of student attendance.

### Circumstances of Absences – Definitions:

The circumstances for all absences from school will be identified as School Excused or Not School Excused. Absences should be cleared through the Principal's office in advance whenever possible. All absences, except for illness and/or death in the family, require advance approval.

### School Excused:

Any of the following circumstances that lead to an absence will be identified as a School Excused absence, provided the required attendance procedures have been followed:

- a. Impossible or impracticable barriers outside the control of the parent or child prevent a student from attending school. The parent must provide the school with documentation to demonstrate the absence was beyond the control of the parent or child. This could include, but is not limited to documented illness, court, death of a family member, or suspension.
- b. Other absences as determined by the principal or the principal's designee.

### Not School Excused:

Absences that are not school excused may result in a report to the county attorney and may be classified as follows:

1. Parent acknowledged absences are those in which the parent communicated with the school in the prescribed manner that the child is absent and is the parent's responsibility for the extent of the school day. This includes, but is not limited to, illness, vacations, and medical appointments.
2. Other absences are those in which the parent has not communicated a reason for the student's absence.

### Absence Procedure:

In its Student Information System, the District may identify many different codes that provide greater definition to the circumstances of a child's absence, but all of the codes need to be identified to parents and students as fitting into one of the above-defined absence circumstances.

1. A student will not be allowed to enter class after an absence until an admit slip, based upon a written or verbal parental excuse, is issued by the Principal's office.

### Mandatory Age of Attendance (Policy No. 5008.1):

A child is of mandatory age if the child will reach age 6 prior to January 1 of the then-current school year and has not reached 18 years of age.

1. Exceptions for Younger Students. Attendance is not mandatory for a child who has reached 6 years of age prior to January 1 of the then-current school year, but will not reach age 7 prior to January 1 of such school year. If the child's parent or guardian has signed and filed with the school district, in which the child resides, an affidavit (Appendix III) stating either:

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- a. That the child is participating in an education program that the parent or guardian believes will prepare the child to enter grade one for the following school year; or
- b. That the parent or guardian intends for the child to participate in a school which has elected or will elect pursuant to law not to meet accreditation or approval requirements and the parent or guardian intends to provide the Commissioner of Education with a statement pursuant to section 79- 1601(3) on or before the child's seventh birthday.

Exceptions for Older Students:

Attendance is also not mandatory for a child who:

1. has obtained a high school diploma by meeting statutory graduation requirements;
2. has completed the program of instruction offered by a school which elects pursuant to law not to meet accreditation or approval requirements; or
3. has reached the age of 16 years and has been withdrawn from school in the manner prescribed by law.

Early Withdrawal for Students Enrolled in Accredited or Approved Schools:

A person who has legal or actual charge or control of a child who is at least 16 but less than 18 years of age may withdraw such child from school before graduation and be exempt from the mandatory attendance requirements if an exit interview is conducted and a withdrawal form is signed.

Exit Interview:

The process is initiated by a person who has legal or actual charge or control of the child submitting a withdrawal form. The form is to be as prescribed by the Commissioner of Education. Upon submission of the form, the Superintendent or Superintendent's designee shall set a time and place for an exit interview if the child is enrolled in Arapahoe Public Schools or resides in the Arapahoe Public School District and is enrolled in a private, denominational, or parochial school. The exit interview shall be personally attended by:

- a. The child, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable;
- b. the person who has legal or actual charge or control of the child who requested the exit interview;
- c. the Superintendent or Superintendent's designee;
- d. the child's principal or the principal's designee if the child at the time of the exit interview is enrolled in a school operated by the school district; and
- e. any other person requested by any of the required parties who agrees to attend the exit interview and is available at the time designated for the exit interview which may include, for example, other school personnel or the child's principal if the child is enrolled in a private school.

At the exit interview, the person making the written request must present evidence that:

1. the person has legal or actual charge or control of the child and
2. the child would be withdrawing due to either:
  - a. financial hardships requiring the child to be employed to support the child's family or one or more dependents of the child, or
  - b. an illness of the child making attendance impossible or impracticable.

The Superintendent or Superintendent's designee shall identify all known alternative educational opportunities, including vocational courses of study, that are available to the child

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in the school district and how withdrawing from school is likely to reduce potential future earnings for the child and increase the likelihood of the child being unemployed in the future. Any other relevant information may be presented and discussed by any of the parties in attendance.

At the conclusion of the exit interview, the person making the written request may sign a withdrawal form provided by the school district agreeing to the withdrawal of the child OR may rescind the written request for the withdrawal.

Withdrawal Form:

Any withdrawal form signed by the person making the written request shall be valid only if:

1. the child also signs the form, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable, and
2. the Superintendent or Superintendent's designee signs the form acknowledging that the interview was held, the required information was provided and discussed at the interview, and, in the opinion of the Superintendent or Superintendent's designee, the person making the written request does in fact have legal or actual charge or control of the child and the child is experiencing either
  - a. financial hardship, or
  - b. an illness making attendance impossible or impracticable.

Early Withdrawal for Students Enrolled in an Exempt School (Home Schools):

A person who has legal or actual charge or control of a child who is at least 16 but less than 18 years of age may withdraw such child from school before graduation and be exempt from the mandatory attendance requirements if such child has been enrolled in a school that elects not to meet the accreditation or approval requirements by filing with the State Department of Education a signed notarized release on a form prescribed by the Commissioner of Education.

Excessive Absenteeism (Policy No. 5008.2):

Students who accumulate five (5) unexcused absences in a quarter which are Not School Excused shall be deemed to have "excessive absences." Such absences shall be determined on a per day (or hourly equivalent) basis for elementary students and on a per class basis for secondary students. When a student has excessive absences, school officials will have verbal or written communication with the person or persons who have legal or actual charge or control of any child.

When a student continues thereafter to have absences which are Not School Excused and the absences are of concern due to the effect of the absences on the student's academics, the student's attendance history, the time of the school year, the reasons for the absences, or other circumstances; one or more meetings will be held between the school (a school attendance officer, a school administrator or his or her designee, and/or a social worker), the child's parent or guardian, and the child, when appropriate, to address the barriers to attendance (see Appendix I). The result of the meeting or meetings shall be to develop a collaborative plan to reduce barriers identified to improve regular attendance. The plan shall consider, but not be limited to:

1. Illness related to physical or behavioral health of the child.
2. Educational counseling;
3. Educational evaluation;
4. Referral to community agencies for economic services;
5. Family or individual counseling; and

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6. Assisting the family in working with other community services.

If the parent/guardian refuses to participate in such meeting, the principal shall place documentation of such refusal in the child's attendance records.

Reporting and Responding to Excessive Absenteeism (Policy No. 5008.3):

Any administrator, teacher, or member of the board of education who knows of any failure on the part of any child of mandatory school attendance age to attend school regularly without lawful reason, shall within three days report such violation to the superintendent or such person(s) who the superintendent designates to be the attendance officer (hereafter, "attendance officer"). The attendance officer shall immediately cause an investigation into any such report to be made. The attendance officer shall also investigate any case when of his or her personal knowledge, or by report or complaint from any resident of the district, the attendance officer believes there is a violation of the compulsory attendance laws. The school shall render all services in its power to compel such child to attend some public, private, denominational, or parochial school, which the person having control of the child shall designate, in an attempt to address the problem of excessive absenteeism. Such services shall include, as appropriate, the services listed below under "Excessive Absenteeism" and "Reporting Excessive Absenteeism."

Reporting Excessive Absenteeism to the County Attorney:

The school may report to the county attorney of the county in which the person having control of the student resides when the school has documented the efforts to address excessive absences, the collaborative plan to reduce barriers identified to improve regular attendance has not been successful, and the student has accumulated more than twenty (20) absences per year. The school shall notify the child's family in writing prior to making the referral to the county attorney. Illness that makes attendance impossible or impracticable shall not be the basis for referral to the county attorney. A report to the county attorney may also be made when a student otherwise accrues excessive absences as herein defined.

No Credits for Over 25 Absences:

Students may make up absences by serving "seat time". Prior arrangements with the student, Principal and parents will be made. Students will work on material missed during their excessive absences. Internet Based Instruction will be used to cover the material that should have been obtained with regular attendance.

Prolonged illness, injury or emergency supported by a doctor's statement will be dealt with on an individual basis. It will be up to the principal to make judgments pertaining to whether an absence will be excused or unexcused. The parent(s) or guardian may appeal a credit deduction decision by giving the principal a written appeal request within ten (10) calendar days after notice of the credit deduction is given. A Credit Appeal Committee will review any appeal. The procedures for the appeal shall be informal, and may consist of receipt of written information only. The Credit Appeal Committee shall consist of the three individuals to be selected by the principal, and may include the principal in the principal's discretion. The Credit Appeal Committee may approve increased credits based on a determination that both of the following conditions are met:

1. the student's absences should be excused for the reason that the absences were unavoidable without fault of the student or the parent(s) or guardian and
2. the student received educational benefit commensurate with the credits to be awarded notwithstanding the absences. An appeal may be denied in the event the Credit Appeal Committee requests further information relevant to its decision and the parent(s) or guardian

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fails to timely provide the requested information

Students are responsible for attending all assignments on their schedules. Any failure to fulfill these obligations without prior permission constitutes a violation of school rules (usually truancy). Any student who has 10 or more unexcused absences from a class in any one semester shall not receive full credit for that course. Credit will be deducted from the standard five credits according to the following scale:

0.5 credits for absences of 11 to 15 class periods.

1.0 credits for absences of 16 to 20 class periods.

2.0 credits for absences of 20 to 25 class periods.

Reporting Absences:

If a student is absent from school, a parent/guardian must call the school (962-5458) between the hours of 7:30 a.m. and 8:30 a.m. This phone call serves several purposes. It allows the school to keep informed as to the reason for the absence and proves that the parent knows that their son/daughter is not in attendance. A phone call could save valuable time in the case of potential problems that might arise.

**A note from the parent/guardian will be adequate excuse for the student's return to school.** Make-up work is the responsibility of the individual student. Make-up slips will be required after the student's return to school. Make-up slips must be signed by student's teachers and returned to office within one week of being issued.

**Each day that a student is absent from class they will be given two days to make-up work** unless it is under an in- or out-of-school suspension. **Maximum of 10 days allowed for make-up work.** If a student is ill and absent from school for five successive days, verification from a medical doctor may be required for admittance (Policy No. 5207).

Planned Absences/School Activities:

Any extended absence from school means educational loss to the student. All absences should be for genuinely good reasons. Learning is not confined to the classroom, and valuable learning may come from work experience or travel during the regular school year that would necessitate absence from school.

However, the student must assume responsibility for making up work that will be missed BEFORE he/she leaves.

Extracurricular Attendance Eligibility (Policy No. 5103.8):

Student must be in school the entire day of an activity/practice to participate in said activity/practice unless special conditions and advanced notification indicated this rule should be waived. Any student not in school at the beginning is considered tardy until second period starts. Only the principal or superintendent can grant a waiver. (Example of excused absences that have been approved prior to the absence are doctor/dental appointments, physical therapy, funerals, weddings, court appearances, family member graduation ceremony, etc.)

## ARAPAHOE PUBLIC SCHOOL TARDY OFFENSE POLICY (Policy No. 5008.4)

Tardiness is rarely excusable. Promptness is a habit that school encourage. Habits and attitudes that you develop regarding your attendance and promptness have a great bearing on your opportunities after graduation. Students who are not where they are supposed to be when the tardy bell rings may be judged tardy. In most cases, this means that students should be in their assigned seats when the bell rings. Students who are tardy for their first or sixth period classes must report to the office for an admit slip. A tardy needing an admit slip will be the only ones recorded on attendance sheets. Students who are tardy other periods are to report back to their previous teacher for a tardy slip. If the student has been held over in class, the slip will be marked excused. If the student left the previous class on time, the slip will be marked unexcused. Detention may be required by the individual teacher in this case.

### Tardy Violations:

The tardy policy/rule for 1<sup>st</sup>/6<sup>th</sup> period offenders during the school day. Check the correct tardy offense below:

\_\_\_ First tardy offense: Warning (Read next offense)

\_\_\_ More than one tardy offense: The student will serve a 30-minute detention today after school. If the student fails to stay in, the student will serve an automatic half-day, in-school suspension immediately that will run from 8:00 am until 1:00 pm or 12:30 pm until 3:40 pm. Mr. Braithwait, Principal, will make the choice of time.

## MAKE-UP WORK DURING SUSPENSION (Policy No. 5207)

A student that has been suspended may make up work and receive credit if it is completed and turned in on the day the student returns to school and class. (The student may or may not receive full credit for homework during an out of school suspension (Teachers option) It is the student's responsibility to obtain assignments from his/her classmates and complete them while he/she is at home. Students on suspension are not allowed to be on school grounds or participate in any school related activities while on suspension. School missed while a student is on suspension will not be waived in regard to the attendance policy.

## STUDY HALL REGULATIONS

All study halls will follow certain basic regulations in order that an atmosphere that allows students to read, or complete homework assignments can be maintained. The following are guidelines to be used.

1. Students are to be in their assigned classroom when the bell rings. If they are late, they are to have a pass from the previous teacher or the office.
2. Students need a pass from a teacher to be admitted to the school library during study hall.
3. Students are to use the study hall for studying and not visiting or sleeping. (Games, food, radios, tape players, etc., are not to be brought to the study hall. Students that have registered for study hall are expected to bring work materials and will be expected to work).
4. Students wishing to go to the library must be given a pass by the study hall teacher. Those wishing to go to the library are to go for studying purposes only. Any student that is on the down list must have a pass from the teacher assigning the library work; if they do not have a pass, they will not be allowed to go to the library.



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5. Leaving the study hall for purposes of getting drinks or using the rest room is by permission of the study hall teacher; those students must sign out on the sign-out sheet. One person is allowed to leave at a time. A study hall pass is required.
6. Students that wish to go to another classroom for help or to work must have a pass from the teacher they wish to see. Students are not to go to the other teacher's room without a pass.
7. A reasonable length of time is to be used for restroom and drink purposes. The study hall teacher will determine this amount of time.
8. Those students that never seem to have work to do during study hall will be referred to the principal. The principal will speak to that student's teachers and arrange additional assignments. Checking out privileges will be restricted.
9. Students are not to be in the halls during their study hall, except for reasons mentioned above.
10. Other regulations may be adopted by study hall supervisors as the need arises.
11. If you are checked out of the study hall for any reason, you are to return to your assigned study hall 5 minutes BEFORE the period ends or before going to your next class or leaving at the end of the school day.

VIOLATIONS OF THE ARAPAHOE PUBLIC SCHOOL'S RULES AND POLICIES WILL  
RESULT IN DISCIPLINARY ACTION.

**DISCIPLINARY ACTION**

Development of Uniform Discipline System:

It shall be the responsibility of the Superintendent to develop and maintain a system of uniform discipline. The discipline which may be imposed includes actions which are determined to be reasonably necessary to aid the student, to further school purposes, or to prevent interference with the educational process, such as (without limitation) counseling and warning students, parent contacts and parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling upon written consent of the parent or guardian, or in-school suspension. The discipline may also include out of school suspension (short-term or long-term) and expulsion.

Short-Term Suspension:

Students may be excluded by the Principal or the Principal's designee from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:

- 1 Conduct that constitutes grounds for expulsion, whether the conduct occurs on or off school grounds; or
- 2 Other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

1. The Principal or the Principal's designee will make a reasonable investigation of the facts and circumstances. A short-term suspension will be made upon 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 the student is accused of having done, an explanation of the evidence the authorities have, and be afforded 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 or administrator 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.
4. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal or administrator ordering the short-term suspension before or at the time, the student returns to school. The Principal or administrator shall determine who in

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addition to the parent or guardian is to attend the conference.

5. A student who on a short-term suspension shall not be permitted to be on school grounds without the express permission of the Principal.

Detention:

Detention period is a time when the student is assigned to stay after school (3:40 pm to 4:10 pm), come in before school (7:30 am to 8:00 am), or another arranged time, for an infraction of unacceptable behavior, including attendance. Detention time is set at the discretion of the teacher or principal.

Long-Term Suspension:

A long-term suspension means an exclusion from school and any school functions for a period of more than five school days but less than twenty school days. A student who is on a long-term suspension shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends a long-term suspension. The notice will include a description of the procedures for long-term suspension; the procedures will be those set forth in the Student Discipline Act.

Expulsion:

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. A student who has been expelled shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends an expulsion. The notice will include a description of the procedures for expulsion; the procedures will be those set forth in the Student Discipline Act.

Suspensions Pending Hearing:

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 using Form Policy No. 5103.F1, 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.

Summer Review:

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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 in accordance with law.

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. As a condition of such suspended action, the student and parents will be required to sign a discipline agreement.

Alternative Education: (Policy No. 5102)

Students who are expelled may be provided an alternative education program that will enable the student to continue academic work for credit toward graduation. In the event an alternative education program is not provided, a conference will be held with the parent, student, the Principal or another school representative assigned by the Principal, and a representative of a community organization that assists young people or that is involved with juvenile justice to develop a plan for the student in accordance with law.

Students Subject to Juvenile or Court Probation:

Prior to the readmission to school of any student who is less than nineteen years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to the order of the District Court, County Court, or Juvenile Court, and who chooses to meet conditions of probation by attending school, and who has previously been expelled from school; the Principal or the Principal's designee shall meet with the student's probation officer and assist in developing conditions of probation. These conditions will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the Principal or the Principal's designee are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the student may be permitted to return to school. The student may with proper consent, upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.

Other Forms of Student Discipline:

Administrative and teaching personnel may also take actions regarding student behavior, other than removal of students from school, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but are 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. The actions may also include in-school suspensions. When in-school

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suspensions, after-school assignments, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures. A failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.

Failure to Comply with After-School Detention Guidelines:

1. **First Offense** –The next day a half-day in-school suspension will be served until the start of 5th period.
2. **Second Offense** – A one-day in-school suspension will be assigned and a meeting will be held with student, parents/guardians, and principal.
3. **Third Offense** – A three-day out-of-school suspension and meeting will be held with student, parent/guardian, and principal before the student is allowed back in the classroom.

Student Conduct Expectations:

Students are not to engage in conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity or purpose or interfere with the health, safety, well-being or rights of other students, staff or visitors.

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

The following conduct has been determined by the Board of Education to have the potential to seriously affect the health, safety or welfare of students, staff and other persons or to otherwise seriously interfere with the educational process. Such conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, and any other lesser forms of discipline. The conduct is subject to the consequence of long-term suspension, expulsion, or mandatory reassignment where it occurs on school grounds, in a vehicle owned, leased, or contracted by the school and being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or an employee's designee, or at a school-sponsored activity or athletic event.

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another.
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude.
4. Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or 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.
5. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat, which causes or may be expected to cause a disruption to school operations.
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or

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- possessing any explosive device, including fireworks.
7. Engaging in selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant while on any District's property, in any District's vehicle or any District's activity or being under the influence of any of the above. Possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant while on any District's property, in any District's vehicle or any District's activity. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" 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 or illegal substances on the breath or person of a student; it also includes being impaired by reason of the abuse of any material used as a stimulant.
  8. Public indecency or sexual conduct.
  9. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events.
  10. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction.
  11. Engaging in any activity forbidden by law that constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten.
  12. A repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes.
  13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
  14. 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, disability, national origin, or religion.
  15. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others. or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
  16. Willfully violating the behavioral expectations for riding school buses or vehicles.
  17. A student who engage in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action

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may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:

- a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or
  - b. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.
18. Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. This conduct shall result in an expulsion for one calendar year. "Firearm" means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. That statute includes the following statement: "The term 'firearm' means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device." The Superintendent may modify such one-year expulsion requirement on a case-by-case basis, provided that such modification is in writing.
19. Bringing a firearm or other dangerous weapon to school for any reason is discouraged; however, a student will not be subject to disciplinary action if the item is brought or possessed under the following conditions:
- a. Prior written permission to bring the firearm or other dangerous weapon to school is obtained from the student's teacher, building administrator and parent.
  - b. The purpose of having the firearm or other dangerous weapon in school is for a legitimate educational function.
  - c. A plan for its transportation into and from the school, its storage while in the school building and how it will be displayed must be developed with the prior written approval by the teacher and building administrator. Such plan shall require that such item will be in the possession of an adult staff member at all times except for such limited time as is necessary to fulfill the educational function.
  - d. The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds.

Additional Student Conduct Expectations and Grounds for Discipline:

The following additional student conduct expectations are established. Failure to comply with such rules is grounds for disciplinary action. When such conduct 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, the conduct is grounds for long-term suspension, expulsion or mandatory reassignment.

Student Appearance:

Students are expected to dress in a way that is appropriate for the school setting. 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 attire

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that will not be considered appropriate, such list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:

1. Clothing that shows an inappropriate amount of bare skin or underwear (midriffs, spaghetti straps, sagging pants) or clothing that is too tight, revealing or baggy, or tops and bottoms that do not overlap or any material that is sheer or lightweight enough to be seen through, or otherwise of an appropriate size and fit so as to be revealing or drag on the ground.
2. Shorts, skirts, or skorts that do not reach mid-thigh or longer.
3. Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.
4. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage "horse-play" or that would damage property (e.g. cleats).
5. Head wear including hats, caps, bandannas, and scarves.
6. Clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double meaning.
7. Clothing or jewelry that is gang related.
8. Piercings that become a disruption of the school environment.

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 Principal or Superintendent will make the final decision regarding attire and grooming. 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 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.

On a first offense of the dress code, the student may call home for proper apparel. If clothes cannot be brought to school, the student will be assigned to in-school suspension for the remainder of the day. Students will not be allowed to leave campus to change clothes. Continual violations of the dress code will result in more stringent disciplinary actions, up to and including expulsion. Further, in the event the dress code violation is determined to 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 and including expulsion.

### Academic Integrity

(Policy No. 5101.2)

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 that 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:

1. "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:
  - 1 Tests: (includes tests, quizzes and other examinations or academic performances):
  - 2 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 engage 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.
  - 3 Use of Unauthorized Materials: Using notes, textbooks, pre-programmed formulae in calculators, or other unauthorized material, devices for information while taking a test except as expressly permitted. For example, except for "open book" tests, a student engage in cheating if the student looks at personal notes or the textbook during the test.
  - 4 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 engage in cheating if the student looks at another student's paper during a test. A student also engage 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.
  - 5 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.
  - 6 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 engage 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.
  - 7 Papers: (includes papers, essays, lab projects, and other similar academic work):
  - 8 Use of Another's Paper: 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.
  - 9 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.
  - 10 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 engage 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.
  - 11 Failure to Comply with Group Projects: Accepting credit for a group project in which the student failed to contribute a fair share of the work.

## Students

- 12 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 engage 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.
- 13 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.
- 14 "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:
  - a. 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.
  - b. 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.
  - c. "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.
- 15 Sanctions: The following sanctions will occur when a student engage in cheating, plagiarism, or contributing to an academic integrity offense:
  - a. 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 that the instructor determines to be appropriate for the work.
  - b. 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.
  - c. 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.

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:

## Students

1. 1st Offense: Student will be confronted and directed to cease.
2. 2nd Offense: Student will be confronted, directed to cease, and parents will be notified.
3. 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.

If this type of behavior continues, or if the IPDA is lewd or constitutes sexual conduct, the student could face long-term suspension or expulsion.

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 in the hallway during class time must have a pass with them.
2. Students are expected to bring all books and necessary materials to class. This includes study halls.
3. No student is to leave school during the day without permission from the office. Failure to do so will result in disciplinary action. In an emergency or in case of illness, students will not be sent home unless:
  - a. A parent or guardian has given permission for the student to be sent home.
4. Assignments for all classes are due as assigned by the teacher.
5. Students are not to operate the mini-blinds or the windows.
6. Classes are ended by the teacher. Students are not to begin to pack up or leave the class until the dismissal bell has rung or the teacher has dismissed the class.
7. Students are to be in their seats and ready for class on the tardy bell.
8. Special classes such as Industrial Technology, Art, P.E., and computers courses will have other safety or clean-up rules that will be explained to you by that teacher which must be followed.
9. Students are not to bring "nuisance items" to school. A nuisance item is something that is not required for educational purposes and which would cause a distraction to the student or others.
10. Students are to stand back from the entry steps and doors in the mornings before school and at noon before the bell so that others may pass in and out of the entry doors.
11. Snow handling is prohibited.

Law Violations (Policy No. 5410):

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 engage in any of the following behaviors on school grounds or at a school sponsored event:

## Students

- 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.

Conduct in the Building:

Any activity that can be defined as rowdy or a threat to other people's welfare is prohibited in the school building. Examples would be running in the halls, throwing an object, fighting or shoving, swearing, and vulgarity.

Conduct at School Events:

Codes of conduct for students are the same at after school events as they are during the school day. School sponsored events such as pep rallies, plays, musicals, athletic events, concerts, etc. are a continuation of the classroom and school day. The same rules, regulations, and restrictions apply.

Conduct on Activity Trips:

1. On all activity trips, students shall ride both ways on the bus assigned, unless previous arrangements have been made with the principal or sponsor. A note from the parent is required. School rules, regulations, and restrictions apply.

Snowballing:

Snowballing on school property is prohibited.

Care of Building and Equipment:

Pride in our building, the grounds, and our facility is the responsibility of each student and faculty member. All trash and debris should be thrown in trash receptacles available.

Intentional destruction of school property will not be tolerated. Students will be required to pay replacement costs in destruction cases. Possible suspension or expulsion might also be forthcoming. If you break something unintentionally, report it to the principal immediately.

Leaving School While School is in Session:

(Policy No. 5009)

If a student wishes to confer with a teacher or counselor during a period, he/she should have that teacher issue a pass prior to the period to present to the teacher. This will allow the student to check out of class to confer with the teacher.

## STUDENT FEE POLICY

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

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

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

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. The District does so by setting forth the following guidelines and policies. This policy is subject to further interpretation or guidance by administrative or Board regulations that may be adopted from time to time. The Policy includes Appendix "XII," which provides further specifics of student fees and materials required of students for the 2016-17 school year. Parents, guardians, and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

### Meal Charge Policy (Policy No. 3012):

Each school will notify the student, parent, or guardian that the balance is getting low when the balance is close to a negative \$10. If the balance becomes a negative \$20, no further regular breakfasts or lunches will be offered. Rather an alternate meal will be provided to the student as approved by the Nebraska Department of Education Nutrition Services, or a sack lunch may be brought from home.

Students who qualify for free meals will not be denied a reimbursable meal, even if they have accrued a negative balance from other food purchases.

School staff may prohibit any students from charging a la carte or extra items if they do not have cash in hand or their account has a negative balance. If a student repeatedly lacks funds to purchase a meal, has not brought a meal from home, and is not enrolled in a free meal program, the district will use its resources and contacts to protect the health and safety of the student. Failure or refusal of parents or guardians to provide meals for students may require mandatory reporting to child protection agencies as required by law.

### Collection of Delinquent Meal Charge Debt

## Students

The school district is required to make reasonable efforts to collect unpaid meal charges. The building principal or his or her designee will contact households about unpaid meal charges and notify them again of the availability of the free and reduced meal program and/or establish payment plans and due dates by telephone, e-mail, or other written or oral communication. If these collection efforts are unsuccessful, the school district may pursue any other methods to collect delinquent debt as allowed by law. Collection efforts may continue into a new school year.

Guidelines for non-specialized attire:

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

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

### Personal or Consumable Items & Miscellaneous

Extracurricular Activity:

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

Courses:

## 1. General Course Materials.

Items necessary for students to benefit from courses will be made available by the District 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.

Damaged or Lost Items:

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

## Students

Materials Required for Course Materials:

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

Music Course Materials:

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

Parking:

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

Extracurricular Activities:

Specialized equipment or attire. Extracurricular activities means student activities or organizations which are supervised or administered by the District, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the District. The District will generally furnish students with specialized equipment and attire for participation in extracurricular activities. The District is not required to provide for the use of any particular type of equipment or attire. Equipment or attire fitted for the student and which the student generally wears exclusively, such as dance squad, cheer leading, and music/dance activity (e.g. choir or show choir) uniforms and outfits, along with T-shirts for teams or band members, will be required to be provided by the participating student. The cost of maintaining any equipment or attire, including uniforms, which the student purchases or uses exclusively, shall be the responsibility of the participating student. Equipment that 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, mouthpieces, 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, such as musical instruments, or specialized attire, or for paying a reasonable usage cost for such equipment or attire.

Extracurricular Activities:

Any fees for participation in extra-curricular activities for the 2017-18 school year are further specified in Appendix XI Admission fees are charged for extracurricular activities and events.

## Students

Postsecondary education costs:

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

Transportation Costs:

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

Copies of Student Files or Records:

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

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.

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.

Breakfast and Lunch Programs:

Students shall be responsible for items which students purchase from the District's breakfast and lunch programs. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations. Students are also responsible for the cost of food, beverage, and personal or consumable items, which the students purchase from the District or at school, whether from a "school store," a vending machine, a booster club or parent group sale, a book order club, or the like. Students may be required to bring money or food for field trip lunches and similar activities.

Waiver Policy:

The District's policy is to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. Students who qualify for free or reduced price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee



## Students

waiver (Policy No. 5416.F1) or be provided the necessary materials or equipment without charge for:

1. participation in extracurricular activities and
2. use of a musical instrument in optional music courses that are not extracurricular activities. Participation in a free-lunch program or reduced price lunch program is not required to qualify for free or reduced price lunches for purposes of this section.

Students or their parents must request a fee waiver prior to participating in or attending the activity, and prior to purchase of the materials.

Distribution of Policy:

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

Student Fee Fund:

The School Board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund not funded by tax revenue, into which all money collected from students and subject to the Student Fee Fund shall be deposited and from which money shall be expended for the purposes for which it was collected from students. Funds subject to the Student Fee Fund consist of money collected from students for:

1. participation in extracurricular activities,
2. post-secondary education costs, and
3. summer school or night school.

Certification:

On the 10<sup>th</sup> day of July 2017, the school board held a public hearing at a meeting of the school board on a proposed student fee policy. Such public hearing followed a review of the amount of money collected from students pursuant to, and the use of waivers provided in, the student fee policy for the 2017-18 school year. The foregoing student fee policy was adopted after such public hearing by a majority vote of the school board at an open public meeting in compliance with public meeting laws.

Superintendent or Other Authorized School Official Legal References:

Neb. Rev. Stat. §§79-2,125 to 79-2,135 and Laws 2003, LB 249 (The Public Elementary and Secondary Student Fee Authorization Act)

Neb. Constitution, Article VII, section 1.

Neb. Rev. Stat. §§79-241, 79-605, and 79-611 (transportation) Neb. Rev. Stat. §79-2,104 (student files or records)

Neb. Rev. Stat. §79-715 (eye protective devices)

Neb. Rev. Stat. §79-737 (liability of students for damage to school books) Neb. Rev. Stat. §79-1104 (before-and-after-school or pre-kindergarten services)

Students

Neb. Rev. Stat. §§79-1106 to 79-1108.03 (accelerated or differentiated curriculum program)  
Adopted July 10, 2017

## Students

## NOTIFICATION OF RIGHTS UNDER FERPA

## Policy No. 5202

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official 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. 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.

Contractors, consultants and volunteers are 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.

The District forwards education records (may include academic, health and discipline records) to schools that have requested the records and in which the student seeks or intends to enroll, or where the student has already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education 400 Maryland Avenue, S.W.

## Students

Washington, D.C. 20202-4605

Notice Concerning Directory Information:

(Policy No. 5202.2)

The District may disclose directory information. The types of personally identifiable information that the District has designated as directory information are as follows:

1. Student's name, address, telephone listings, (if not unlisted) e-mail address, and work or other contact information of the student's parent/guardian or other adult acting in loco parentis or with authority to act as parent or guardian in educational matters.
2. School and dates of attendance;
3. Student's current grade level;
4. Student's enrollment status (e.g., full-time or part-time);
5. Student's date of birth and place of birth;
6. Student's extra-curricular participation;
7. Student's achievements, honors or awards received;
8. Student weight and height if a member of an athletic team;
9. Student's photograph,; and
10. School or district the student attended before he or she enrolled in [Name] Public Schools.

Notwithstanding the foregoing, the District does not designate as directory information personally identifiable information from students' education records where the District determines that the disclosure to the potential recipient poses a risk to student safety or well-being. These potential risks including but are not limited to circumstances where the potential recipient is a registered sex offender and the personally identifiable information would permit the potential recipient to communicate with or otherwise contact the student.

A parent or eligible student has the right to refuse to let the District designate information about the student as directory information. The period of time within which a parent or eligible student has to notify the District in writing that he or she does not want information about the student designated as directory information is as follows: two weeks from the time this information is first received. Please contact the Superintendent's office to indicate your refusal to have your child's information designated as directory information.

The District may disclose information about former students without meeting the conditions in this section.

Additional Notice Concerning Directory Information:

The district's policy is for education records to be kept confidential except as permitted by the FERPA law, and the district does not approve any practice which involves an unauthorized disclosure of education records. In some courses, student work may be displayed or made available to others. In addition, some teachers may have persons other than the teacher or school staff, such as volunteers or fellow students, assist with the task of grading student work and returning graded work to students. The District designates such student work as directory information and as non-education records. Each parent and eligible student shall be presumed to have accepted this designation in the absence of the parent or eligible student giving notification to the District in writing in the manner set forth above pertaining to the designation of directory information. Consent will be presumed to have been given in the absence of such a notification from the parent or eligible student.

Students

Notice Concerning Designation of Law Enforcement Unit:

The District designates the Furnas County Sheriff as the District's "law enforcement unit" for purposes of:

1. enforcing any and all federal, state or local law,
2. maintaining the physical security and safety of the schools in the District, and
3. maintaining safe and drug free schools.

## STUDENT AND ATHLETIC INSURANCE

Student Insurance – A packet of information will be distributed to each student at the beginning of the school year. The coverage is explained on the policy. Those students who desire to take this insurance should fill out the information required and return it with the correct amount of money to FNB Assurance. In order to reduce the chance of error, separate checks for each student would be appreciated.

Athletic Insurance – Students are required to provide their own medical insurance in case of injury during an athletic practice or event. Injuries and accidents do occur at school, and it is best if the students and their parents are prepared to meet financial responsibilities.

## SEVERE WEATHER

In case of severe weather, it might be necessary to cancel school. This information will be broadcast over radio station KRVN (880) in Lexington, KICX (96.1) in McCook, over television stations NTV (channel 13), over NTV's website at <http://nebraska.tv/weather/closings> under weather closings, and via the schools instant messaging system "School Beacon". If inclement weather develops during the day, the buses will be sent out to take students home early. The decision will be broadcast over the above stations. Parents are urged to develop plans with their children so they will know what to do and where to go when school is dismissed early.

## TELEPHONE ANNOUNCEMENT LINE

(308) 962-7799

Parents are encouraged to use the telephone announcement line for getting weekly updates about school breakfast, lunch, scheduled events and emergency information. Information is updated weekly or as weather demands.

## LUNCH PROCEDURES

The Arapahoe School has an automated lunch program. Parents are to send money in advance each month for their children. A minimum of \$10.00 must be sent per family account. A family account will keep track of all lunches and/or breakfasts purchased by the children in their family. Students are issued an ID number and they will key the number into the computer in the lunch line. Parents will be notified when their family account balance is low (see: Lunch Charge Policy).

## LOST AND FOUND ARTICLES

A lost and found department is maintained in the principal's office in the elementary building and in the secretary's office in the high school building. Any article misplaced shall be taken to these offices for claim by identification. Parents are encouraged to label their children's personal belongings. This will aid in returning lost or misplaced articles.

## DAILY ANNOUNCEMENTS

All announcements are due to the office by 8:20 a.m. Make sure they have sponsor approval. All announcements must be approved by the building principal. They are available through PowerSchool.

## Students

**REPORT CARDS**

Report cards will be sent home with students unless Parent/Teacher Conferences are scheduled. In that case, the parent may pick up their child/children's report card(s).

**PROGRESS REPORTS**

Progress reports/Down Slips will be mailed to parents/guardians once per week as deemed necessary by the teacher. It is hoped that attention to a problem that might exist will improve performance. Please feel free to contact appropriate teachers in order to discuss any problems that might be present.

**TEACHER ASSISTANCE**

If you have an assignment, you do not understand or the work is too difficult, your teacher will be glad to help you before and after school. Teachers are in the building from 7:45 a.m. until 4:00 p.m. or later if necessary. Remember that you, the student, must take the initiative to seek help if you are having difficulty in class.

**VISITORS**

(Policy No. 1010)

**Parents:**

Parents are always welcome to visit school. Generally, contact with the school prior to a visitation helps the teacher to provide a more meaningful experience for the parents.

**High School:**

Visitors are asked to report to the main office upon entering the building. Students that wish to have a friend visit school must receive permission from the building principal before the visit is scheduled.

**STUDENT VISITS ARE LIMITED TO ONE DAY ONLY AND NOT DURING THE FIRST AND LAST TWO WEEKS OF A SEMESTER.**

## ARAPAHOE HIGH SCHOOL ACTIVITIES

Arapahoe High School has a wide and varied activity offering. Students are encouraged to participate and enjoy the benefits received in activity programs. The following is a list of the activities that are offered at A.H.S.

Annual Staff	FFA	FCCLA
A Club	School Musical	Instrumental Groups
All School Play	Student Council	Flag Team
Academic Team	National Honor Society	Speech/Drama
Team Cheerleaders	Play Production	Track (Boys & Girls)
Vocal Groups	Volleyball	Wrestling
Basketball (Boys & Girls)	Golf	Cross Country
Football	Trap (Club Activity)	

### Eligibility for Extra-Curricular Activities for Arapahoe Public Schools:

(Policy No. 5103.9)

An eligibility committee comprised of teachers, coaches, administrators, and school board members has established the following eligibility requirements:

1. Maintain passing grades in all courses. A student who is not passing two or more classes at progress reporting times will be ineligible to participate in extracurricular activity contests or performances if the grade remains below passing one week after progress reporting time. The student will remain ineligible until the student is passing all classes.
2. Every quarter constitutes a fresh start for every student. Beginning the 3<sup>rd</sup> Monday of every quarter eligibility requirements must be met to participate in any activities for that week. The next eligibility period will start over the following Monday.
3. Each Monday at 9:00 the building principal will check all grades for students in grades 7-12. If a student is FAILING ONE subject they will be required to call home and inform their parents/guardians they are failing a subject. The students failing one subject will be eligible to participate in activities for that week. However, the committee feels its important that parents are made aware that your child is in danger of not being eligible in the near future.
4. A student is deemed ineligible for the week's activities if they are FAILING TWO OR MORE subjects on Monday during the weekly grade check. Students will be brought to the office to call home and let their parents/guardians know that they are ineligible for the coming week's activities. That student will remain on the ineligible list the entire week. The next chance for that student to become eligible is the next grade check which is the following Monday. If your child is ineligible several times they will continue to call you every Monday to make sure there is no miscommunication.
5. Activities include all athletic contests, music programs (including the musical), band programs, speech contests, FFA activities, FCCLA activities, student council activities, dances, homecoming quiz bowl, and prom. Students will be allowed to practice during this time. However, the ineligible student will not be dismissed from school to travel with the team, and will not be allowed to sit on the bench or be on the sidelines with the team during home or away contest. The committee strongly discourage students from attending any activities they are not eligible to participate.
6. Ninth (9<sup>th</sup>) hour is available to students but NOT REQUIRED. Students can NO LONGER attend



Students

Ninth (9<sup>th</sup>) hour for eligibility. Ninth (9<sup>th</sup>) hour will now be for those students who need some quiet time to get homework completed for the day. Ninth (9<sup>th</sup>) hour will take place in the library Monday-Thursday until 4:30 with Mr. Braithwait. If a student needs to work with a teacher directly, the student will need to arrange a time to meet with that respective teacher. If the student is having difficulty arranging a time, they will need to arrange a time through Mr. Braithwait, who will make sure a time gets set up.

The following list represents the Arapahoe Public School's Activities:

Non-Athletic/Competitions:

Instrumental Music	National Honor Society	Speech Team
School Plays/Musical	Homecoming Activities	Cheerleading
FCCLA	FFA	Flag Team
Senior Sneak	Vocal Music	Student Council
Prom Activities	Quiz Bowl Team	School Dances
Homecoming Candidate	Prom Candidate	

Class Field Trips and/or Competitions (if graded, alternative class-work will be assigned for students who are ineligible for class trip or competition).

Arapahoe School Academic Eligibility Policy:

To be eligible to represent the Arapahoe Public Schools in any of the activities (see list below) outside of the classroom, the student must meet the following criteria

Athletic Competitions:

Basketball	Cross Country	Wrestling
Football	Golf	Track
Volleyball		

Clubs:

Trap Team

## LIBRARY REGULATIONS

The following rules apply concerning the use of the library and materials:

1. All books will be checked out through the librarian or designee.
2. No one except the librarian or assigned personnel will be allowed in the librarian's office or in the stockroom beyond the office.
3. Fines will be paid to the librarian when a book or magazine is lost or not returned.
4. No book or magazine will leave the library without proper documentation by the librarian or designee.
5. The library will be open from 8:00 a.m. to 3:45 p.m. for student use.
6. All reference books or books on closed reserve will not be allowed to leave the library.
7. Students going to the library should go for the purpose of research only. There is to be no visiting in the library. It is an area designated for quiet study.

## EMERGENCY PROCEDURES

(Policy No. 5610)

It is important that the school be able to contact parents in cases of illness, emergency or accident. Emergency information is on file at the school office and in the classrooms. Please be sure to update any changes of doctor, sitters, or contact that would be helpful if we needed to reach you. If a student develops symptoms of illness or is injured in school, parents, guardians, or the other person designated on the emergency card will be contacted. Parents will be requested to come to get the child. In case of emergency the physician listed on the emergency card may be called.

When students require medication during the school day, the teacher should be informed. It is a State Law that all medications be kept in their original containers with dosage and directions attached. The school should also be advised of all allergies, chronic illnesses or serious physical problems of students. No medicines will be administered unless advised by the parents or guardians by a telephone call or a written note.

**THE SCHOOL WILL NOT ADMINISTER ASPIRIN AND TYLENOL.**

### Fire and Tornado Regulations:

Two of the more serious activities in which you will participate during the school term are fire drills and tornado drills. It is important that each student know exactly what to do during any given time during the school day. Each of your teachers will give you instructions in the procedures. The method of exit from the building is posted in each room. Below are some general instructions that we will follow for all drills.

1. Walk rapidly, but orderly. Do not push, run, or talk. Be prepared to listen to emergency instructions.
1. Students will leave each room, one row at a time, starting with the row nearest the door and will proceed down the hallway and stairway in an orderly fashion.
2. The teacher will be the last person to leave the room.
3. The first two students reaching the outside doors are to hold them open until relieved by a custodian or faculty member.
4. In the event of an actual fire, it is important that students be far enough from the building so that the last students out can also reach the sidewalks that are parallel to the street.

## Students

5. When the drill has been completed, and the all-clear signal has been given, students are to return to their classrooms in an orderly manner.
6. Tornado drill exit plans are posted in all classrooms.

## SCHOOL TRANSPORTATION

### Transportation Safety (Policy No. 5501)

A crossing guard is provided at the Highway 283 crossing and in front of the elementary school before and after school. Please encourage children to take advantage of this safety feature. A school district employee supervises the loading of buses and departure of students, walking or riding, from the elementary building at the end of the school day. To ensure an even safer loading and unloading from cars and buses at the south entrance of the elementary building, the area from the bus loading zone to the east school ground boundary will be used exclusively for cars bringing students in the morning and picking them up after school. This plan will be more effective if drivers remember to approach the school from the east and depart to the west. The faculty parking area will be west of the bus loading area for the elementary building and immediately behind the high school building for the high school teachers. Students may ride bicycles to and from school. Bicycle storage racks are provided. Students who ride their bicycles to school do so at their own risk.

### Bus Transportation:

Bus routes will be established only on improved and well-maintained county and state roads.

Bus routes during inclement weather, school vehicles will travel on storm routes only. Parents/Guardians are expected to meet the school vehicles at a pre-arranged site during this time.

### Expectations for Bus Riders:

While riding on a school bus, students are expected to abide by the following rules:

1. Students shall be on time at the approved bus stop. Bus schedules will not permit waiting.
2. Students should stay clear of the path of the bus. Wait for the bus to come to a complete stop before attempting to load.
3. The driver is in full charge of the bus and the students. Passengers shall comply with his/her requests.
4. The driver may assign seats to passengers.
5. Students should throw all trash, etc., in the waste cans provided. Nothing is to be thrown out of the windows.
6. Food and drink will not be allowed on the bus except for specific trips and with permission from the coach or sponsor.
7. No part of the body should be extended through the bus windows.
8. Students are required to be quiet while the bus is stopped for railroad crossings.
9. Students shall not leave the bus from the emergency door unless a real emergency exists.
10. Students unloading from the bus shall not cross in front of the bus until the driver gives the signal.
11. Students will be unloaded only at approved school bus stops unless arrangements have been

## Students

12. made with school personnel beforehand.
13. Students and parents must assume that bus transportation is a privilege, not a right.
14. The riding privilege of a student may be revoked for violation of the rules or for conduct that is detrimental to the safe operation of the bus.

### STUDENT AUTOMOBILES

Students that drive a motor vehicle to school must know and obey the following rules:

1. Driving from the school grounds during school hours is not permitted without office permission (Policy No. 5507).
2. Speeding or careless driving on the school grounds and on streets bordering the school is not permitted.
3. Sitting in cars during the school day is not allowed. (This includes the noon period.) If students wish to get into their cars for any reason during the day, they should get permission from the principal or his/her designee.
4. Students must leave their cars after arrival at school.
5. Students will park in the designated parking area, north of the building and west of the football field. Entrance can be gained from the north (Cedar Street.) Students may park south of the High School building on Walnut St. Students that park so that other students may not safely and conveniently move their car from the parking lot will be issued a one-hour detention.
6. When school is dismissed, students are urged to drive with caution. Please remember that the elementary school children are walking home.
7. Students violating safe driving practices may be suspended and will be prohibited from driving their vehicles to school.
8. During school hours, students may only ride in cars driven by parents or with written permission that has been approved by the office.
9. Students may not drive behind the high school building between the hours of 7:30 a.m. and 4:30 p.m. Students must park in the designated parking lot.

**PLEASE REMEMBER THAT CHILDREN WILL BE WALKING HOME AFTER SCHOOL AND THEIR SAFETY IS OUR PRIMARY CONCERN.**

#### Before School-During Lunch-After School:

Before School: Students may enter the building before school provided they go directly to the designated area, which is the gym. A pass from a teacher is required to access any other area before 8:00.

#### During Lunch:

Senior High is a closed campus (Policy No. 5125).

The school campus will be closed from 8:00 am to 3:40 pm. All students will be expected to remain at school over the lunch period. Students may eat school lunch or bring their lunch. All lunches must be eaten in the lunchroom. Students are allowed to go home for lunch ONLY when a parent/guardian picks them up and returns them to school. Students are NOT allowed to drive or walk home for lunch. Following lunch, students will have a designated area in which they may congregate to relax and socialize; senior high students may assemble in the high school gym or out front of the high school gym not in the lobby. Students shall not leave school campus during the school day without permission from the principal. If a student becomes ill at school, the student

## Students

must check with the principal or report to the office where arrangements will be made for the student to leave school.

Students may leave the building at other times during the school day with permission from a school administrator. A note or phone call from the student's parent or guardian will be required before permission to leave the campus will be granted.

Any student who leaves the school campus without administrator permission shall be subject to detention or other school disciplinary action (see Disciplinary Actions pg. 40).

Motor vehicles and the parking lots are off limits during the school day. Any students who need to go to their vehicles must have permission from the principal.

Driving to Appointments:

If a student has a medical appointment during the course of the school day, the student must bring a note signed by a parent or guardian (or a phone call from the parent or guardian) before leaving for the appointment.

## INTERNET/FIBER OPTIC USAGE BY STUDENTS

Before a student is given the privilege to be on internet or take a class in the fiber optic room an information sheet must be signed by the student and parent/guardian. The information sheet will be passed out to the student by the principal or teacher.

### Network, E-mail, Internet and Other Computer Use Rules:

#### General Rules:

1. The network is provided to staff and students to conduct research and communicate with others. Access to network services is given to staff and students who have agreed to act in a responsible manner. Parental permission is required for student use. Access for all staff and students is a privilege and not a right.
2. Individual users of the district network are responsible for their behavior, actions, problems, and communications involving and over the network. Users will comply with district rules and will honor the agreements they have signed. Beyond clarification of such rules, the district is not responsible for restricting, monitoring, editing, or controlling the information, equipment or communications of individuals utilizing the network or the end product or result of such utilization.
3. Network storage areas shall be treated like school lockers for students. Network administrators may review files, information, equipment, message and communications of staff and students to maintain system integrity and insure that users are using the network system responsibly. Users should not expect that files or any information stored or otherwise used or retained on the network, district servers, or in computers, will be private. No reasonable expectation of privacy shall exist in relation to network use.
4. Users should not expect, and the district does not warrant, any information or products obtained from the network, that files or information stored, obtained or used on the network will be private, and use of the network waives and relinquishes all such privacy rights, interests or claims to confidentiality the user may have under state or federal law.
5. The district will not be liable for, and does not warrant in any way, purchases made by any user over the network. Users shall not make purchases of goods and/or services via the district's network.

#### Policy and Rules – Acceptable Use of Computers and the Network:

The following policy and rules for acceptable use of computers and the network, including Internet, shall apply to all district administrators, faculty, staff and students. The term "Users", as contained herein, shall apply to all such individuals. The Superintendent, or the Superintendent's designee, is hereby delegated all authority and is the ultimate person in charge of the district network and technology resources or equipment, and the same shall be under the direct supervision of the site or building administrator where located, sometimes herein called "network administrators."

1. Users shall not erase, remake, or make unusable anyone else's computer, information, files, programs or disks. In addition to any other disciplinary action or legal action that may occur, any user violating this rule shall be liable for any and all damage to the computer, information, files, programs or disks.
2. Users shall not let other persons use their name, account, log-on password, or files for any reason (except for authorized staff members).
3. Users shall not use or try to discover another user's account or password.

## Students

4. Users shall not use the computers or network for non-instructional or non-administrative purposes
5. Users shall not use the computer for unlawful purposes, such as illegal copying or installation of unauthorized software.
6. Users shall not copy, change, or transfer any software or documentation provided by teachers, or other students without permission from the network administrators.
7. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code, software or information designed to self-replicate, damage, or otherwise hinder the performance of the network or any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
8. Users shall not use the computer to annoy or harass others with language, image, or threats. Users shall not access, accept, create or send any obscene, vulgar, lewd, tasteless, or objectionable message, information, language, or image.
9. Users shall not damage the network or equipment, damage information belonging to others, misuse network resources, or allow others to misuse network resources. In addition to any other disciplinary action or legal action that may occur, any user violating this or any other rule shall be liable for any and all damage to the computer, network, information, files, programs or disks.
10. Users shall not tamper with computers, networks, printers, or other associated equipment except as directed by the teacher or network administrator.
11. Users shall not take technology equipment (hardware or software) from the school grounds or remove such from computer work areas without written permission of the administrator.

Policy and Rules – Etiquette for Use of Computers and the Network:

All users of computers and the network are expected to abide by the generally accepted rules of network etiquette. Informal rules of behavior have evolved for the use of and communication on the network, Internet and other on-line services. Breaches can result in harsh criticism by others. These rules of behavior include (but are not limited to) the following:

1. Be polite. Do not become abusive in your message to others.
2. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language, message, information or image.
3. Do not reveal your personal account, address or phone numbers, or that of other students or colleagues.
4. Note that electronic mail (e-mail) is specifically not guaranteed to be private. People who operate the system do have access to mail. Message relating to or in support of illegal activities may be reported to the authorities. Message which violate the rules will result in disciplinary action.
5. All communications and information accessible via the network should be assumed to be private property of others.
6. Do not place unlawful information on any network system.
7. Keep paragraphs and message short and to the point. Focus on one subject per message.
8. Include your signature at the bottom of e-mail message. Your signature footer should include your name, position, affiliation, and network or Internet address.
9. Other rules may be established by the network administrators or teachers from time to time.

Penalties for Violation of Network and Policy Rules:

All of the policies, rules, and procedures for acceptable use of computers and the network are

## Students

intended to make the computers and the network more reliable for users. They are also intended to minimize the burden of administrating the networks so that more time can be spent on education and enhancing services. Use of the computer and access to telecommunications resources is a privilege and not a right. Violation of the policies, rules, and procedures concerning the use of computers and the network may result in disciplinary action up to, and including, loss of access, suspension and/or expulsion of students from school and loss of access, suspension, termination, non-renewal or cancellation of the contract of administrators, teachers, or other school employees.

- a. Staff, Student and Parent Agreements: Students and parents may be required to sign a computer and network use agreement as a condition of the student being permitted to use such equipment.



APPENDIX I
Attendance Improvement Plan

This collaborative plan has been developed as a result of a meeting or meetings held on the following dates:

Those in attendance included:

The attendees considered the following actions to reduce barriers to improve regular attendance:

1. Illness related to physical or behavioral health of the child:

It was determined that the physical or behavioral health of the child is not a barrier to improve regular attendance.

The child's physical or behavioral health poses a barrier to regular attendance. The following actions will be taken in response:

2. Educational counseling (e.g. curriculum changes):

It was determined that educational counseling is not needed to reduce barriers to improve regular attendance.

Educational counseling has been will be provided, consisting of the following:

3. Educational evaluation:

It was determined that an educational evaluation is not needed to reduce barriers to improve regular attendance.

An educational evaluation has been will be conducted to assist in determining the specific condition, if any, contributing to the problem of excessive absenteeism. The evaluation will include:

4. Referral to community agencies for economic services:

It was determined economic services are not needed to reduce barriers to improve regular attendance.

The family has been will be given information about community agencies which may have economic services available to the family, which includes:

5. Family or individual counseling:

\_\_\_\_ It was determined that family or individual counseling is not needed to reduce barriers to improve regular attendance.

\_\_\_\_ The family \_\_\_\_ has been \_\_\_\_ will be given information about family or individual counseling that is available pertaining to: \_\_\_\_\_

Assisting the family in working with other community services:

\_\_\_\_ It was determined that assistance in working with community services is not needed to reduce barriers to improve regular attendance.

The family \_\_\_\_ has been \_\_\_\_ will be given assistance in working with community services pertaining to: \_\_\_\_\_

Other actions to be taken:

Action	Responsible Person	Date to Complete

Plan completed by:

Signature	Title	Date

APPENDIX II  
SCHOOL FIGHT SONG

WARRIORS, WARRIORS, HATS OFF TO THEE TO OUR COLORS, TRUE WE WILL  
ALWAYS BE, AND EVER ONWARD TO VICTORY  
RAH! RAH! ARAPAHOE  
RAH! RAH! ARAPAHOE FIGHT ON TO VICTORY!

REPEAT FIRST VERSE

W-A-R-R-I-O-R-S (CLAP-CLAP)

W-A-R-R-I-O-R-S (CLAP-CLAP)

W-A-R-R-I-O-R-S (CLAP-CLAP) WARRIORS, WARRIORS!

REPEAT FIRST VERSE

**Appendix III**  
**AFFIDAVIT (For Child Age 6 to Not Attend School)**

The undersigned, being first duly sworn, states upon oath as follows:

I am the parent or guardian of \_\_\_\_\_ (Child's name). The Child's date of birth is

\_\_\_\_\_. The Child has or will reached the age of six prior to January 1 of the current school year, but will not reach age seven prior to January 1 of the current school year.

I elect to not enroll the Child in an accredited school this school year and hereby affirm:

(check or initial appropriate exception for attendance)

\_\_\_\_\_ The child is participating in an education program that the parent or guardian believes will prepare the child to enter grade one for the following school year; or

\_\_\_\_\_ The parent or guardian intends for the Child to participate in a school which has elected or will elect pursuant to law not to meet accreditation or approval requirements and the parent or guardian intends to provide the Commissioner of Education with a statement pursuant to section 79-1601(3) on or before the child's seventh birthday.

IN WITNESS WHEREOF, this affidavit is signed and acknowledged this \_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Parent or Guardian

STATE OF NEBRASKA. (            )

COUNTY OF \_\_\_\_\_ (            )

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_

By \_\_\_\_\_

Notary Public [Legal Reference: Neb. Rev. Stat. section 79-201]



APPENDIX IV
Department of Health and Human Services
Waiver of Physical Examination/Visual Evaluation Requirement

School Name (if desired)

Note to Parent/Guardian: please complete and return to the school health office if you wish to have your child waived from these requirements as allowed by Nebraska law. If you have questions, please contact the school nurse or the school office. Thank you.

Table with 2 columns: As a Parent/Guardian of - Student Name, Student ID#, School Name, Grade

I object to the following requirements for school entry as legislated in Nebraska Revised Statutes 79-214 and 79-220.

Check which apply:

- Physical examination by a licensed physician, physician assistant or advance nurse practitioner within six months prior to school entry.
Visual evaluation by a licensed physician, physician assistant, advanced nurse practitioner, or vision professional (optometrist or ophthalmologist) within six months prior to school entry.

I understand that I may request information to assist me in receiving information about reduced-cost vision examination as required by NRS 79-220.

I understand provisions in the law allow me to waive the requirement for this examination by my signed statement. SIGN HERE

Signature of Parent/Guardian

Date

Comments:

APPENDIX V

Summary of the School Immunization Rules and Regulations 2017-2018

STUDENT AGE GROUP	REQUIRED VACCINES
Age 2 through 5 years enrolled in a school based program not licensed as a child care provider	4 doses of DTaP, DTP, or DT vaccine 3 doses of Polio vaccine 3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age 3 doses of pediatric Hepatitis B vaccine 1 dose of MMR or MMRV given on or after 12 months of age 1 dose of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. 4 doses of pneumococcal or 1 dose of pneumococcal given on or after 15 months of age
Students entering school (Kindergarten or 1 <sup>st</sup> Grade depending on the school district's entering grade)	3 doses of DTaP, DTP, DT, or Td vaccine, one given on or after the 4th birthday 3 doses of Polio vaccine 3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age 2 doses of MMR or MMRV vaccine, given on or after 12 months of age and separated by at least one month 2 doses of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. If the child has had varicella disease, they do not need any varicella shots.
Student entering 7 <sup>th</sup> Grade	Must be current with the above vaccinations AND receive 1 dose of Tdap (contain Pertussis booster)
Students transferring from outside the state at any grade	Must be immunized appropriately according to the grade entered.

Source: Nebraska Immunization Program, Nebraska Department of Health and Human Services. . For additional information, call 402-471-6423. The School Rules & Regulations are available on the internet: <http://www.hhs.state.ne.us/reg/t173.htm> (Title 173: Control of Communicable Diseases [Policy No. 5409] - Chapter 3; revised and implemented 2011) Updated 1/25/2017

APPENDIX VI Affidavit of Immunization Religious Conflict  
(For School Admission)

The undersigned, being first duly sworn, states upon oath as follows:

This affidavit is submitted for the following child:

I state that I am submitting this affidavit in the position of (initial as appropriate):

\_\_\_\_\_ Self, as I am the child and I am of the age of majority

\_\_\_\_\_ As a legally authorized representative of the child, based on (insert description of legal authority; e.g., parent or legal guardian):

I understand the law requires that the child be protected by immunization against certain contagious diseases prior to enrollment in school. I hereby swear and affirm that such immunization requirements (initial as applicable):

\_\_\_\_\_ Conflict with the tenets and practice of a recognized religious denomination of which the child is an adherent or member; or

\_\_\_\_\_ Conflict with the personal and sincerely followed religious beliefs of the child.

I will not hold Arapahoe Public Schools responsible for any injury or harm caused by or relating to such refusal to obtain immunization for the child.

IN WITNESS WHEREOF, this affidavit is signed and acknowledged this

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

Affiant \_\_\_\_\_

STATE OF NEBRASKA     )  
  )ss.  
COUNTY OF \_\_\_\_\_)

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_ Notary Public

[Legal Reference: Neb. Rev. Stat. sections 79-217 and 79-221; HHS Regulation 173 NAC 3

Students

APPENDIX VII  
PARENT RELEASE (Age 16-17)  
(To Discontinue Enrollment)

The undersigned, being first duly sworn, states upon oath as follows:

I am the parent or guardian of \_\_\_\_\_ (Child's name). The Child's date of birth is \_\_\_\_\_. The Child has reached the age of 16, but was not age 16 as of July 16, 2016, and has not reached the age of 18.

I hereby release the Child from continued enrollment in school. The Child is unenrolled from school effective \_\_\_\_\_ (insert date; if none stated, disenrollment is effective immediately).

NOTICE: Once disenrollment occurs by Parent Release, any future enrollment or re-enrollment must be approved by the Superintendent.

IN WITNESS WHEREOF, this affidavit is signed and acknowledged this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Parent or Guardian

STATE OF NEBRASKA )  
 ) ss.  
COUNTY OF \_\_\_\_\_ )

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, by \_\_\_\_\_

\_\_\_\_\_  
Notary Public



## APPENDIX VIII

### Participation in School Public Relations Activities Consent Form

Students who attend school in Arapahoe Public Schools are occasionally asked to be a part of their school and the District's public relations activities. Some examples: student artwork is sometimes displayed to the public and photographs of students at school are used in school publications including the school webpage.

In order to ensure your consent for your student to participate in such activities, the District asks that you and the student sign and return this form to the school for each of your children.

Consent Form:

I consent to the Student (named below) participating in the Arapahoe Public School District's public relations activities. The District may use the Student's name, image (photograph or video), statements, works or performances (such as artwork, musical recordings and writings) and other such information in its public relations activities. This can be done in the current school year or in the future.

I understand that this means that such information will be made available to the public, including but not limited to in school buildings and at school functions, in public places in the community, in school publications and in local, state and national publications, and on the school's web page. I waive any claims of copyright or ownership to the information that is used and waive any right to be paid or otherwise compensated for use of the information. I release the District and its employees or agents from any liability related to using the Student's information in the public relations activities.

This Consent is given freely and voluntarily. If I wish to rescind this consent I may do so at any time with written notice.

Date of Consent: \_\_\_\_\_

Student's Name: \_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Student's Signature)

\_\_\_\_\_  
(Parent/Guardian: Print Name)

\_\_\_\_\_  
(Parent/Guardian Signature)

**APPENDIX IX**  
**Receipt of the 2017-18 Student-Parent Handbook**  
**Arapahoe Public School**

This signed form acknowledges receipt of the 2017-18 Student-Parent Handbook of the Arapahoe Public Schools. This receipt acknowledges that it is understood that I have read and that I am familiar with the handbook. I understand the handbook contains a disclaimer of contract and that the handbook includes the District's policies of non-discrimination and equity. I also understand the specific complaint and grievance procedures that exist in the handbook and how they should be used for responding to harassment or discrimination and the due process related to disciplinary actions.

---

Parent's Signature

---

Student's Signature

---

Date

Return to:  
Mr. Bob Braithwait, Principal Arapahoe Public Schools  
P.O. Box 360  
Arapahoe, Nebraska 68922

Students

APPENDIX X

Request for Non-Disclosure of High School Student Personal Information  
To Institutions of Higher Education or Military Recruiters  
(Policy No. 5202.3)

I hereby request that the name, address, and telephone listing of \_\_\_\_\_ (name of student), a high school student at Arapahoe Public Schools, not be released without prior parental consent to: (Check One or Both)

\_\_\_\_\_ institutions of higher education

\_\_\_\_\_ military recruiters

Signed by: \_\_\_\_\_ Student    \_\_\_\_\_ Parent (Check One)

\_\_\_\_\_ Signature/Date

\_\_\_\_\_ Print Name

\_\_\_\_\_ Address

\_\_\_\_\_ City/State/Zip Code

*Note to students/parents: This certificate can be signed by either student or a parent. The provision of this form does not reflect the position of Arapahoe Public Schools that the request for non-disclosure should or should not be made.*

“SEC. 9528. ARMED FORCES RECRUITER ACCESS TO STUDENTS AND STUDENT RECRUITING INFORMATION.

(a) POLICY.—

- (1) ACCESS TO STUDENT RECRUITING INFORMATION.—Notwithstanding section 444(a)(5)(B) of the General Education Provisions Act and except as provided in paragraph (2), each local educational agency receiving assistance under this Act shall provide, on a request made by military recruiters or an institution of higher education, access to secondary school students names, addresses, and telephone listings.
- (2) CONSENT.—A secondary school student or the parent of the student may request that the student’s name, address, and telephone listing described in paragraph (1) not be released without prior written parental consent, and the local educational agency or private school shall notify parents of the option to make a request and shall comply with any request.
- (3) SAME ACCESS TO STUDENTS.—Each local educational agency receiving assistance under this Act shall provide military recruiters the same access to secondary school students as is provided generally to post secondary educational institutions or to prospective employers of those students. 20 USC 7908.”

APPENDIX XI

Complaint Form Discrimination, Harassment or Retaliation

The Arapahoe Public School District does not discriminate on the basis of race, color, national origin, sex, disability, religion, age or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. This complaint form is to be used when a person has a complaint related to discrimination, harassment or retaliation on such bases in regard to employment or the programs and activities of the school district.

Refer to Board Policy 4003 and/or 5401 for the particulars of the complaint and grievance process. You may attach additional materials to this form if needed.

The applicable coordinator may be contacted if you have questions about filling out this complaint form:

Students: Dr. George Griffith, Superintendent, 610 Walnut, Arapahoe, NE 68922 (308) 962-5458

(george.griffith@arapahoewarriors.org).

Employees and Others: Dr. George Griffith, Superintendent, 610 Walnut, Arapahoe, NE 68922 (308) 962-5458

(george.griffith@arapahoewarriors.org).

Name: \_\_\_\_\_ Date: \_\_\_\_\_

1. Description of the complaint: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Names of any witnesses to the matter being complained about: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Identify and attach any document supporting the complaint: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Confidentiality: I \_\_\_ do \_\_\_ do not give consent to my identity being shared with the person(s) against whom I am complaining. If I do not give consent, I understand that the investigation may be hindered, but that the District will nonetheless investigate and take prompt and effective action to remediate the concerns I have raised, if appropriate. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Relief requested (what I want done in response to this complaint): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The undersigned states: The facts in this complaint are true to the best of my knowledge, information and belief. I give permission for an investigation to be made into this complaint. I understand that the District will take steps to prevent me being retaliated against for filing this complaint and I am to notify the District if any such retaliation occurs, and that the District will take prompt and strong responsive action if retaliation occurs.

Signature: \_\_\_\_\_ Received by: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

## Students

## APPENDIX XII Fees

<b>Program</b>	<b>General Description of Fee or Material</b>	<b>\$ _____ Amount of Fee (Anticipated or Maximum)<sup>b</sup> or Specific Material Required</b>
<b>Elementary Program</b>		
School Meals		<u>Grades (PREK - 6)</u> <u>Breakfast = \$1.65</u> <u>Lunch = \$2.55</u> <u>Milk = \$0.25</u> <u>Seconds = \$1.00</u> Prices are maximums based on one meal per day, cost will vary depending on the number of meals or items purchased by the student, and may be adjusted during the year.
Physical Education classes	Appropriate clothing (non-specialized attire)	Tennis shoes and white socks, running shorts, T-shirt
Art classes and special projects or events	Appropriate clothing (non-specialized attire)	Old shirt for painting; other clothing which may get paint on it or otherwise be damaged
Music-Optional band Courses	Musical instruments	Musical instruments and accessories (reeds, valve oil, drum sticks, lyres, flip folders, slide grease, reed guards, cleaning swabs, mouthpiece brushes, pad savers, ligatures, and a "gig bag", etc.) Limited instruments available for use by any student.
Classroom supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	<u>No Fee</u> for necessary classroom supplies. These will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists
Field Trips	Transportation and admission costs of field trips	<u>No Fee</u> for costs of school sponsored, class-related field trips. These will be paid for by the school. Parents may be encouraged but not required to pay for field trip costs of up to \$5.00 per student for each field trip to defray costs. (With administrative approval, the requested donation may be up to \$100.00 for special field trips). Meals on field trips will be at the expense of the student. School lunches will be provided as needed for free-reduced lunch eligible students.
Summer school courses	Classes offered during the summer, or at night, if any	\$50 to \$200 per class.

## Students

Copies	Use of school copiers (except for one copy of the student file, which will be provided without charge).	Black & White (when charges apply): Ten cents (\$0.10) per page single sided. Fifteen (\$0.15) for double sided. Color (when charges apply): Fifteen (\$0.15) per page single sided. Twenty (\$0.20) per page double sided)
<b>Secondary Program</b>	<b>General Description of Fee or Material</b>	<b>\$ _____ Amount of Fee (Anticipated or Maximum) or Specific Material Required</b>
<b>School Meals</b>		<p>Grades 7-12 Breakfast = \$1.90 Lunch = \$2.80 Milk = \$0.25 Seconds = \$1.00</p> <p>Prices are maximums based on one meal per day, cost will vary depending on the number of meals or items purchased by the student, and may be adjusted during the year.</p>
Physical Education Classes	Appropriate clothing (non-specialized attire)	Tennis shoes and white socks, running shorts, T-shirt
Art and shop classes and special projects, science classes	Appropriate clothing (non-specialized attire) Goggles-1 pair provided per year. If lost or damaged students are required to purchase a new pair.	Old shirt for painting; other clothing which may get paint on it or otherwise be damaged; protective clothing for shop classes; approved protective goggles for science classes.
Music-Optional band courses	Musical instruments	Musical instruments and accessories (reeds, valve oil, etc.) Limited instruments available for use by any student.
Classroom Supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	None--necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists which may be handed out by the office or individual teachers.
Computer Rental		\$35.00 per year. Student is responsible for all damage not covered in the rental agreement.
Classroom Projects, i.e, Family & Consumer Science, Industrial Technology	Project Cost	Student pays cost that is beyond the standard project provided by the school.

Students

Advanced math or science classes	Specialized calculators	Some calculators will be available at school. If lost or damaged a replacement fee will be assessed at a rate paid by the school. Students are encouraged but not required to purchase such equipment .for their personal use.
Copies	Use of school copiers (except for one copy of the student file, which will be provided without charge)	Black & White (when charges apply): Ten cents (.10) per page single sided. Fifteen (\$0.15) for double sided. Color (when charges apply): Fifteen (\$0.15) per page single sided. Twenty (\$0.20) per page double sided)
Post-secondary education classes	Tuition and fees for college courses taken for credit.	<u>No Fee</u> Any postsecondary education costs are to be paid directly by students to the college.
End of year lost or damaged books	Damage fee or replacement cost	Fees and fines up to \$5.00 for damaged books. Lost books or ruined books are charged replacement cost, generally at a maximum of \$60.00
Yearbooks - Optional	School Book	Yearbooks are published and made available for purchase every year. Cost is generally about \$35
College entrance tests and preparation	Prep programs & tests	Costs of college entrance tests or prep courses, such as ACT preparation tutoring, PSAT test, and ACT test, are optional and to be paid directly to the private companies involved.
Summer school courses	Classes offered during the summer, or at night, if any	Drivers education class: \$150 to \$275
Locker usage	Use of school padlock	\$5.00 fee if damaged or not returned at the end of the year.
<b>Extracurricular and other programs</b>	<b>General Description of Fee or Material</b>	<b>\$ Amount of Fee (Anticipated or Maximum) or Specific Material Required</b>
<b>Athletic Programs</b>		
1. Admission	Spectator fees for admission to events	\$5.00 per event maximum. Students may purchase an Activity Ticket for \$30.00 per year. For District and Conference events hosted by the School, cost to be set by NSAA but not to exceed \$20.00 per event.
2. Athletic Physicals	NSAA required athletic physicals	Cost varies; payable directly to student's physician or clinic.

Students

3. Equipment and Attire	Students are responsible for required equipment and attire appropriate to the sport or activity which are not provided by the school, and are responsible for any optional clothing, equipment, or other items associated with the sport or activity. Uniform items are checked out to students. If lost or damaged students will be assessed fees in the amount of replacement cost.	Required items include athletic undergarments (supporter, bra, socks and undershirts), practice attire, including shorts, shirts, socks and shoes suitable for the activity, and dress attire suitable for team travel. Optional items for which students are responsible include personal athletic bags, hair ties, sweatbands, non-required gloves, swim goggles, towels, forearm pads and personal medical devices (braces, orthopedic inserts, etc.). Additional required items for particular sports or activities include:	
		Basketball	No additional
		Football	Mouthpiece
		Golf	Golf bag & Clubs
		Speech	Dress attire; copies of research
		Track	No additional
		Volleyball	Volleyball knee Pads
		Wrestling	Wrestling head Gear
Cheerleading and Flag Team Squads	Shoes, approved uniforms (top & skirt; jacket), poms and other accessories		
4. Travel meals	Meals	Students are responsible for their own meals while traveling.	
5. Locker use	Padlock for locker	\$5.00 fee if damaged or not returned at the end of the year.	
6. Camps and clinics	Registration and other costs of camps or clinics	Students are responsible for the cost of all clinics, camps and conditioning programs. Any personal items purchased at camps or clinics, such as t-shirts, shall be at the student's expense.	
7. Athletic Clubs	Letterman's club and other clubs supporting the athletic program	Currently no dues required. Annual dues not to exceed \$25.00 per club.	



## Students

8. Marching Band and Musical Groups	Equipment and attire.	Students will be responsible for the same costs as are set out for the athletic program. Students will be responsible for supplying their own musical instruments and accessories and for their own uniforms. Uniforms for the marching band will be supplied by the school; students may be required to pay a refundable band uniform rental fee of up to \$50.00. For High School Band Students an \$8.00 uniform cleaning fee is requested. For Junior High Band Students a \$7.00 uniform cleaning fee is requested. For High School Vocal students a \$6.00 choir robe cleaning fee is requested.
Vocal Music Group	Coordinating group attire	Students will pay for outfits selected by the group. Cost will be based on selection at a maximum of \$130.00
<b>Clubs/Organizations</b>		
Future Farmers (FFA)	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.
Future Career/Community Leaders (FCCLA)	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.
National Honor Society	State & national dues, meals and activities	Currently no dues required. Annual dues not to exceed \$50.00 per club.
Swing Choir	Attire	Students are responsible for purchasing outfits and accessories. Not to exceed \$150.00.
All Girls Swing Choir	Attire	Students are responsible for purchasing outfits and accessories.
Student Council	State & national dues, meals and activities	Currently no dues required. Annual dues not to exceed \$50.00 per club.
Dance Team	Uniforms	Uniforms range up to \$250.00. Camp attendance is optional.
Cheerleading	Uniforms	Uniforms range up to \$500.00. Camp attendance is optional.
<b>Social &amp; Recognition Activities</b>		
School plays, musicals and social activities	Admission to events	\$10.00 per play or activity
2. School dances	Admission to prom, homecoming, etc.	Up to \$10.00 per event

Students

<p>3. Class dues</p>		<p>Currently no dues are assessed. Each of the six secondary classes may assess its members an amount not to exceed \$50.00 annually for rental and decoration of dance facilities, punch and snacks at social activities, memorials and recognition plaques, flowers, and cards, and similar class activities. The payment of such an assessment shall be strictly voluntary, but students who do not pay may be denied admission to extracurricular activities supported by the class dues.</p>
<p>4. Picture Packets</p>	<p>Optional - Pictures are still taken for use in school yearbook.</p>	<p>Students purchase packets as desired and pay directly to photo company.</p>
<p>5. Senior recognition assessment</p>	<p>Optional graduation activities</p>	<p>Participation in class activities attendant to graduation (such as being part of the composite picture, special yearbook page, etc.) is not required in order for students to receive their high school diploma. Students who choose to participate will be required to pay the cost of the items involved in the graduation ceremony and attendant class activities. These may include the rental of graduation robes, caps, tassels, class flowers, one mother's flower, class gift, yearbook picture page, and class composite picture. A single Senior Class Recognition Assessment, not to exceed \$50, will be assessed to those Seniors who elect to participate in such activities. Expenses for above mentioned items will be paid out of the "Class Activity" account until funds are depleted. After this fund is empty, students will be responsible for all optional graduation activity costs.</p>

Students

<p>6. Trips</p>	<p>Transportation, lodging, meals, admission to events, etc.</p>	<p>For the extracurricular and options trip - Seniors' Day Out to Lincoln and Omaha, students will be assessed a \$5.00 fee and will be responsible for meals. Students are responsible for costs of school sponsored trips where the trip is an extracurricular activity. The maximum costs of such trips will be \$2,000 per student.</p> <p>If the trip is not school sponsored, the costs of the trip are not subject to this policy and no fee waivers will apply. A trip is not school sponsored if: it is not supervised or administered by the school, attendance on the trip does not count towards graduation credit or grade advancement, and participation on the trip is voluntary for students.</p>
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