

# **ARAPAHOE-HOLBROOK Public Schools Student-Parent Handbook 2024-2025**



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**WELCOME**

The members of the Board of education, faculty and administration welcome you to the 2024-2025 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/parent/guardian a ready reference to the rules, regulations, and general information about Arapahoe-Holbrook 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. Our hope is 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** for all the latest news, including lunch menus, activity calendars, and daily announcements.

**MISSION STATEMENT**

OUR ONGOING MISSION IS TO EDUCATE, SUPPORT, CHALLENGE AND EMPOWER  
ALL STUDENTS

## **GOALS AND OBJECTIVES**

The primary goals and objectives of the AHPS shall be to provide all children of the Arapahoe-Holbrook 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-Holbrook 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-Holbrook School District will be responsible to the statutes of the State of Nebraska and the United States of America.

## **NON-DISCRIMINATION STATEMENT**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410
- (2) Fax: (202) 690-7442; or
- (3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

## **TITLE IX SEXUAL DISCRIMINATION GRIEVANCE PROCEDURES**

### **GENERALLY**

All employees are responsible for helping to prevent sexual harassment. Employees, or students, who believe they have been subjected to, or believe they have witnessed sexual harassment should follow these procedures:

1. Directly inform the person engaging in the discrimination or harassment that such conduct is offensive and must stop.
2. For employee reporters, contact your principal or supervisor, the principal or supervisor of the offending person, or the Title IX Coordinator if you do not wish to communicate directly with the person whose conduct is offensive or if direct communication with the offending person has been ineffective.
3. Report the matter to the Title IX Coordinator if the offending conduct continues or has not been resolved to your satisfaction after you have reported the matter to a principal or supervisor.
4. For student reporters, contact any teacher, counselor, or administrator.
5. Report to the Title IX Coordinator if you are the adult to whom the student has made a report so that the matter can be properly resolved. The Title IX Coordinator may file a formal complaint and begin the following complaint procedure.

Allegations of sexual harassment or discrimination shall be investigated and, if substantiated, corrective or disciplinary action taken, up to and including dismissal from employment if the offender is an employee, or suspension and/or expulsion, if the offender is a student. Retaliatory action will not be taken against an employee or student for reporting discrimination or harassment.

### **RESPONSE TO A FORMAL COMPLAINT**

1. *Filing Formal Complaint:* An employee or student can allege sexual harassment by filing a formal complaint in writing with the Title IX Coordinator in person or by mail, or by electronic mail using the following contact information:

#### TITLE IX COORDINATOR CONTACT INFORMATION

Mr. Robert Drews  
610 Walnut Street, Arapahoe NE 68922  
(308) 962-5458  
[bob.drews@arapahoewarriors.org](mailto:bob.drews@arapahoewarriors.org)

The formal complaint must be signed by the complainant or by the Title IX Coordinator. **The following procedures apply only in the event that a formal complaint is filed. All other allegations of sexual harassment shall be resolved using the general complaint procedure. Any timelines set forth in the following procedures may be extended by the Title IX Coordinator with notice to the parties.**

2. *Immediate Actions upon Receipt of Formal Complaint:* Upon receipt of a formal complaint, the Title IX Coordinator shall provide the following to all known parties of (A): The complaint procedure as outlined in this regulation; and (B): Notice of the allegations of sexual harassment, including: (i) the identities of the parties involved, if known; and (ii) the conduct allegedly constituting sexual harassment; and (iii) the date and location of the alleged incident. The parties to the formal complaint may select an advisor of their choice, who may be, but is not required to be, an attorney.
3. *Investigation of Formal Complaint:* Upon receipt of a formal complaint, the Title IX Coordinator shall notify the Investigator. The Investigator will promptly investigate all complaints of discrimination, even if an outside entity or law enforcement agency is investigating a complaint involving the same facts and allegations. The Investigator will not wait for the conclusion or outcome of a criminal investigation or proceeding to begin an investigation required by this complaint procedure. If the allegation(s) involves possible criminal conduct, the District will notify the complainant of his or her right to file a criminal complaint, and District employees will not dissuade the complainant from filing a criminal complaint either during or after the District's investigation. The Investigator will aim to complete its investigation within a reasonable time frame, as determined by the Title IX Coordinator. The factors to determine a reasonable time frame include, but are not limited to, the allegations of the formal complaint, the number of witnesses that may need to be interviewed, and whether the police are also conducting an investigation into the allegations. The time frame originally set by the Title IX Coordinator may be extended by the Title IX Coordinator, upon notice to the parties, as he or she deems necessary to complete the investigation. Periodic status updates will be given to the parties, when appropriate.
  - a. *Neutrality:* The Title IX Coordinator, investigator, decision-maker, or any person designated by the District to facilitate this complaint procedure, shall not have any conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent. The District shall ensure that Title IX Coordinators, investigators, decision-makers, and any persons who facilitate this complaint procedure shall receive training on the definition of sexual harassment in accordance with this regulation, the scope of the District's education program or activity, how to conduct an investigation and complaint process including hearings, appeals, and informal resolution processes, as applicable, and how to serve impartially, including by avoiding prejudgment of the fact at issue, conflicts of interest, and bias. The District shall ensure that the individuals involved in the complaint procedure receive training on issues of relevance of questions and evidence and on issues of relevance to create an investigative report that fairly summarizes relevant evidence.
  - b. *Burden of Production:* It shall be the Investigator's burden to gather evidence sufficient to reach a determination regarding responsibility. To reach a determination, the investigation will include, but is not limited to:
    - i. Providing the parties with the opportunity to present witnesses and provide evidence.
    - ii. An evaluation of all relevant information and documentation relating to the alleged discriminatory conduct.

- iii. For allegations involving harassment, some of the factors the District will consider include: 1) the nature of the conduct and whether the conduct was unwelcome, 2) the surrounding circumstances, expectations, and relationships, 3) the degree to which the conduct affected one or more students' education, 4) the type, frequency, and duration of the conduct, 5) the identity of and relationship between the alleged harasser and the suspect or suspects of the harassment, 6) the number of individuals involved, 7) the age (and sex, if applicable) of the alleged harasser and the alleged victim(s) of the harassment, 8) the location of the incidents and the context in which they occurred, 9) the totality of the circumstances, and 10) other relevant evidence.
    - iv. A review of the evidence using a "preponderance of the evidence" standard (based on the evidence, is it more likely than not that discrimination, harassment, or retaliation occurred?)
  - c. Rights of the Parties: The respondent is entitled to a presumption that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the complaint process.
    - The Investigator must provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence.
    - The Investigator shall not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence.
    - The Investigator shall provide the parties with the same opportunities to have others present during any complaint proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice if the Investigator deems appropriate. However, the Investigator may establish restrictions regarding the extent to which the advisor may participate in the proceedings, if the restrictions apply equally to both parties.
    - The Investigator shall provide to all witnesses expected to attend a meeting notice of the date, time, location, participants, and purpose of all hearings within two (2) days of the meeting.
    - Up until the conclusion of the investigation, the parties shall have an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint. This includes the evidence upon which the Investigator does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence obtained from any source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation.
    - The District retains the right to place an employee on administrative leave during the pendency of an investigation. The District also retains the right to remove a student from the District's educational program prior to the conclusion of the

investigation. In the event of a removal, the respondent shall have the opportunity to challenge the decision for removal.

- d. **Conclusion of Investigation:** Prior to the conclusion of the investigation, the investigator shall send each party and the party's advisor, if any, the evidence that is subject to inspection and review in an electronic format or a hard copy. The parties shall then have ten (10) days to submit a written response, which the investigator will consider. Once the investigator has considered the written statements of the parties, if any, and any questions of the parties, if any, the investigator shall create an investigative report that fairly summarizes relevant evidence. The investigator shall then submit the written investigation report to the decision-maker. The parties shall each receive a copy of the final investigative report at the same time as the decision-maker.

**4. Decision of Responsibility:** The decision-maker shall review the investigative report. Prior to coming to a determination regarding responsibility, the decision-maker shall provide ten (10) days for each party to submit written, relevant questions that a party wants asked of any party or witness, provide each party with answers, and allow for additional, limited follow-up questions from each party.

Once the decision-maker has considered the written questions of the parties, if any, the decision-maker shall issue a written determination regarding responsibility by a preponderance of the evidence within a reasonable time frame as determined by the Title IX Coordinator. The decision-maker shall consider all relevant evidence, including inculpatory and exculpatory evidence, and will not consider the credibility of the evidence to be based on a person's status, such as complainant, respondent, or witness. The decision-maker shall provide the written determination to both parties simultaneously. The written determination must include:

- a. Identification of the allegations potentially constituting sexual harassment;
- b. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather evidence;
- c. Findings of fact supporting the determination;
- d. Conclusions regarding the application of each recipient's code of conduct to the facts;
- e. A statement of, and rationale for, the results as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the recipient imposes on the respondent, and whether remedies designed to restore or preserve equal access to the recipient's education program or activity will be provided by the recipient to the complainant; and
- e. The recipient's procedures and permissible bases for the complainant and respondent to appeal.
- f. The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. Sec. 11232g; 34 C.F.R. Part 99, permits the District to disclose relevant information to a student who was discriminated against or harassed.

**5. Supportive Measures and Disciplinary Actions:** Throughout the investigation, either party may be entitled to supportive measures. Supportive measures are nondisciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and



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

At the conclusion of the investigation, the decision-maker may institute disciplinary measures to the respondent if the decision-maker determines that the respondent engaged in sexual abuse or harassment. Disciplinary measures may include, but are not limited to, in-school suspension, out- of-school suspension, expulsion, and in the case of an employee, disciplinary action up to and including dismissal from employment. This policy does not limit or prohibit the District from instituting disciplinary measures if, in the course of the investigation, it determines that the complainant or respondent violated the student code of conduct. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

#### APPEALS

If either party is not satisfied with the outcome of the investigation and the decision of the decision- maker, they may appeal on the following basis:

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

The request for an appeal shall be in writing and submitted on the appropriate document. The appeal document shall be submitted to the Superintendent of Schools. Upon notice of an appeal by either party, the Superintendent of Schools shall notify the other party in writing when the appeal is filed and of the appeal procedures, which apply equally to both parties.

The Superintendent of Schools shall give both parties a reasonable and equal opportunity to submit a written statement in support of, or challenging the outcome. The Superintendent of Schools shall review the investigative report, decision-maker's determination, and written statements of the parties and then issue a written decision describing the result of the appeal and the rationale for the result. The Superintendent of Schools shall provide the written decision simultaneously to both parties.

### INFORMAL RESOLUTION

If a formal complaint is filed, the District may offer the complainant and respondent the opportunity to participate in an informal resolution process. The informal resolution process may take place at any time prior to reaching a determination regarding responsibility. The informal resolution process shall only take place upon:

1. Written notice to both parties disclosing: the allegations, the requirements of the informal resolution process, including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the resolution process and resume the complaint process with respect to the formal complaint, and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;
2. The parties' voluntary written consent to the informal resolution process; and
3. That the allegations of the formal complaint do not involve any allegations that an employee sexually harassed a student.

### RECORD KEEPING

The District will maintain relevant documentation obtained during the investigation and documentation supportive of the findings and any subsequent determinations, including the investigative report, witness statements, interview summaries, any transcripts, or audio recordings pertaining to the investigative and appeal proceedings for a period of seven (7) years.

### **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).

### TITLE I PARENTAL AND FAMILY ENGAGEMENT POLICY:

The written District Parent and Family Engagement Policy has been developed jointly with, updated periodically and distributed to parents and family members of participating children and the local community in an understandable and uniform format. This policy agreed on by such parents describes the means for carrying out the requirements as listed below.

1. Parents and family members of all students are welcomed and encouraged to become involved with their child's school and education; this includes parents and family members that have limited English proficiency, limited literacy, are economically disadvantaged, have disabilities, racial or ethnic minority background or are migratory children. Information related to school and parent programs, meetings, school reports and other activities are sent to the parents of participating children in a format, and to the extent practicable, in a language the parents can understand.
2. Parents are involved in the planning, review, evaluation and improvement of the Title I program, Parent and Family Engagement Policy and the School-Parent Compact at an annual parent meeting scheduled at a convenient time. This would

include the planning and implementation of effective parent and family involvement activities.

3. Conduct, with meaningful parent and family involvement, an annual evaluation of the content and effectiveness of the Parent and Family Engagement Policy. Use the evaluation findings to design evidence-based strategies for more effective parental involvement, and to revise the Parent and Family Engagement Policy.
4. Opportunities are provided for parents and family members to participate in decisions related to the education of their child/children. The school and local educational agency shall provide other reasonable support for parental involvement activities.
5. Parents of participating children will be provided timely information about programs under this part, a description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards. The school will provide assistance, opportunities, and/or materials and training to help parents work with their children to improve their children's academic achievement in a format, and when feasible, in a language the parents and family members can understand.
6. Educate teachers, specialized instructional support personnel, principals, and other school leaders, with the assistance of parents in the value and utility of contributions of parents, how to reach out to, communicate with and work with parents as equal partners.
7. Coordinate and integrate parental involvement programs and activities with other Federal, State and local programs, including preschool programs that encourage and support parents in more fully participating in the education of their children.

### **ADMISSION TO SCHOOL**

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. However, if parents/guardians have an objection to this requirement, Nebraska State Law provides a waiver to these requirements. These waivers must be filled out completely and turned into the office.

**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:** 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. (2:30 pm on Friday) Students should arrive at the school grounds no earlier than 7:30 a.m.

AHPS Jr/Sr High School 2024-2025 Regular Bell Schedule (M-TH)		AHPS Jr/Sr High School 2024-2025 Friday (2:30) Bell Schedule		AHPS Jr/Sr High School 2024-2025 1:30 Dismissal Bell Schedule (PT Conf/Inservice)	
Period 1	8:00 - 8:50	Period 1	8:00 - 8:43	Period 1	8:00 - 8:40
Period 2	8:50 - 9:40	Period 2	8:43 - 9:26	Period 2	8:40 - 9:15
Period 3	9:40 - 10:30	Period 3	9:26 - 10:09	Period 3	9:15 - 9:50
Period 4	10:30 - 11:20	Period 4	10:09 - 10:52	Period 4	9:50 - 10:25
Period 5	11:20 - 12:10	Period 5	10:52 - 11:35	Period 5	10:25 - 11:00
Period 6	12:10 - 1:30 <small>* JH Lunch A 12:15-12:45 / JH Lunch B 12:30-12:50 * HS Lunch A 12:25-12:55 / HS Lunch B 12:30-1:00</small>	Period 6	11:35 - 12:18	Period 6	11:00 - 11:35
Period 7	1:30 - 2:20	Period 7	12:18 - 1:31 <small>* JH Lunch A 12:18-12:48 / JH Lunch B 12:30-12:50 * HS Lunch A 12:25-12:55 / HS Lunch B 12:30-1:00</small>	Period 7	11:35 - 12:10
Period 8	2:20 - 2:50 (Warrior Time)	Period 8	1:31 - 1:47 (Warrior Time)	Period 9	12:10 - 1:30 <small>* JH Lunch A 12:15-12:45 / JH Lunch B 12:30-12:50 * HS Lunch A 12:25-12:55 / HS Lunch B 12:30-1:00</small>
Period 9	2:50 - 3:40	Period 9	1:47 - 2:30		

## **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 ABSENCE:** 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. PowerSchool Codes:*

"S" - School Activity  
"CV" - College Visit  
"ADM" - Administration Excused  
"ISS" - In-School Suspension  
"OSS" - Out of School Suspension  
"RL" - Remote Learning (Present - not an absence)  
"PA" - Present Alt-Site (Present - not absence)

*c. Other absences as determined by the principal or the principal's designee.*

NOT SCHOOL ABSENCE: 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.

*3. PowerSchool Codes:*

"PCA" - Parent Excuse Absence - Parent Called  
"APPT" - Appointment  
"USC" - Unexcused 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.

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.

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:

1. 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
2. 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 AHPS or resides in the AHPS District and is enrolled in a private, denominational, or parochial school. The exit interview shall be personally attended by:

1. The child, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable;
2. the person who has legal or actual charge or control of the child who requested the exit interview;
3. the Superintendent or Superintendent's designee;
4. 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
5. 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 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:** 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. 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

6. Assisting the family in working with other community services. If the parent/guardian refuses to participate in such a meeting, the principal shall place documentation of such refusal in the child's attendance records.

REPORTING AND RESPONDING TO EXCESSIVE ABSENTEEISM: 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."

***Parents will be notified by letter when their child has incurred 5 cumulative absences, 8 cumulative absences and 10 cumulative absences in a semester as well as 20 cumulative absences in a school year. An Attendance Improvement Plan meeting will be held with the building principal when a student accumulates 8 absences during any one semester. When a student accumulates more than 10 absences in any one semester, the building principal will notify the County Attorney in writing.***

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 ten (10) absences per semester or twenty (20) absences per year. The school shall notify the child's family in writing prior to making the referral to the county attorney.

REPORTING ABSENCES: If a student is absent from school, a parent/guardian must call the school (308-962-5458) 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. 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 the student's teachers. Each day that a student is absent from class they will be given one day plus an additional day to make-up work unless it is under an in- or out-of-school suspension. Maximum total of ten (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.



**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.

### **GUIDANCE AND COUNSELING SERVICES**

It is the aim of Arapahoe-Holbrook 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 (back the years) are kept in the Guidance Office and District Office so they are readily accessible for the students, parents, teachers and counselor. Cumulative Records over ten years old are electronically stored. 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.

### **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-Holbrook 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-Holbrook 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 AHPS 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-Holbrook 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 AHPS is to maintain a school atmosphere that is conducive to learning. In order to achieve this, AHPS will continue to review and distribute a set of reasonable and fair rules and policies.

#### PREGNANCY/PARENT LEAVE OF ABSENCES:

Pregnant and parenting students will be permitted to attend to their own health care, their child's medical care, or other pregnancy- or parenting related appointments with the benefit of having any such absences or tardiness excused. A student will be permitted to take a leave of absence for pregnancy, childbirth, and any other pre- and post-natal related medical needs, along with recovery therefrom for the duration that is deemed medically necessary by the student's licensed health care provider. At the conclusion of the leave of absence, a student will be immediately enrolled in the district at the same grade and status as when the leave began. Pregnant and parenting students shall be allowed to participate in all activities including extracurricular activities throughout the student's pregnancy and thereafter unless the district deems such participation poses a substantial risk of injury to the student or to others. A pregnant and parenting student may be asked to obtain certification from the student's licensed healthcare provider regarding the student's safe participation in an extracurricular activity when such certification is required of students for other conditions which require the attention of a licensed healthcare provider.

#### **HOMELESS STUDENTS**

The District shall ensure that homeless children and youths shall have equal access to the same free, appropriate public education, including public preschool education, as provided to other children and youths. Definitions:

1. "School of Origin" shall mean the school that a child or youth attended when permanently housed or the school in which the child or youth was last enrolled, including preschool. School of origin shall also include any designated receiving school for the next grade level for all feeder schools when a student completes the final grade level served by the school of origin.
2. "Homeless children and youths" shall mean any individuals who lack a fixed, regular, and adequate nighttime residence; and includes:

- a. Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;
  - b. Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
  - c. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
  - d. Migratory children who qualify as homeless because they are living in circumstances described in (1-3).
- 3. "Unaccompanied youth" shall mean a homeless child or youth not in the physical custody of a parent or guardian.
- 4. School Selection: Each school shall presume that keeping a homeless child or youth enrolled in the child's or youth's school of origin is in the child's or youth's best interest, except when doing so is contrary to the request of the child's or youth's parent or guardian or, in the case of an unaccompanied youth, the youth. To overcome the presumption that a child or youth should remain in his/her school of origin, the school shall consider student-centered factors including: the impact of mobility on achievement, education, health, and safety of homeless children and youth, giving priority to the request of the child's or youth's parent or guardian or, in the case of an unaccompanied youth, the youth.
- 5. Enrollment: Once the school is selected in accordance with the child's or youth's best interest, that child or youth shall be immediately enrolled even if the child or youth is unable to produce records normally required for enrollment including, but not limited to, previous academic records, immunization or other health records, proof of residency or has missed any application or enrollment deadlines during any period of homelessness.
- 6. Transportation: If the child or youth continues to attend his or her school of origin, transportation shall be provided promptly even if there is a dispute pending regarding which school is in the child's or youth's best interest to attend. Transportation will continue to be provided to and from the school of origin for the remainder of any academic year during which the child or youth becomes permanently housed.
- 7. Records: Any record ordinarily kept by the school, including immunization or medical records, academic records, birth certificates, guardianship records, and evaluations for special services or programs, regarding each homeless child or youth shall be maintained:
  - a. Such that all records are available, in a timely fashion, when a child or youth enrolls in a new school or school district;
  - b. Any information about a homeless child's or youth's living situation shall be treated as a confidential student education record, and shall not be deemed to be directory information; and
  - c. In a manner consistent with the Federal Education Rights and Privacy Act.

8. Services The Local Education Agency Liaison shall identify an appropriate staff person to be the Local Educational Liaison (LEL) for all homeless children and youth attending school in the District. The LEL responsibilities shall include, but are not limited to:

- a. Ensure homeless children and youth are identified through outreach and coordination activities including coordination with the Nebraska Department of Education Homeless Education Liaison, community, and school personnel responsible for education and related services to homeless children and youths;
- b. Receive appropriate time and training in order to carry out the duties required by law and this policy;
- c. Ensure homeless families and homeless children and youths are referred to health care, dental, mental health, substance abuse, housing and any other appropriate services;
- d. Ensure that homeless children and youths:
- e. Are enrolled in school which includes attending classes and participating fully in school activities;
  - i. Have a full and equal opportunity to meet the same challenging State academic standards as other children and youths;
  - ii. Receive individualized counseling from counselors to prepare and improve their readiness for college, including college selection, application, financial aid, and on-campus supports.
  - iii. Unaccompanied youths are informed of their status as independent students under the Higher Education Act of 1965 and may obtain assistance from the LEL to receive verification of such status for purposes of the Free Application for Federal Student Aid.
  - iv. Ensure that public notice of the educational rights and available transportation services of the homeless children and youths is disseminated in locations frequented by parents or guardians of such youths and unaccompanied homeless youths, including schools, shelters, public libraries, and soup kitchens, in a manner and form that is easily understandable.
  - v. Ensure the dispute resolution process identified below is carried out in accordance with the law and district policy.

9. Dispute Resolution

- a. The dispute procedure must be available for disputes over eligibility, as well as school selection or enrollment.
- b. In the event of a dispute regarding where a child or youth should enroll, the child or youth shall be immediately enrolled in the school in which enrollment is sought pending final resolution of the dispute, including all available appeals. The District shall immediately provide the child's parent or guardian or, in the case of an unaccompanied youth, the youth a written explanation of the decision made regarding the school selection including the right to appeal such decision. Said writing shall be provided in a manner and form understandable to such parent, guardian, or unaccompanied youth

and also include the LEL contact information. The LEL shall carry out the dispute resolution process within 30 calendar days from the date of said writing pursuant to 92 Nebraska Administrative Code 19-005.02.

- c. Appeals: Any parent, guardian or other person having legal or actual charge of a homeless child or youth that is dissatisfied with the decision of a school district after the dispute resolution process may file an appeal with the Commissioner within thirty calendar days of receipt of the decision by following the process in 92 Nebraska Administrative Code 19-005.03 and 19-005.03C.

## **PREGNANT AND PARENTING STUDENTS**

Arapahoe-Holbrook Public School recognizes that pregnant and parenting students have the right and responsibility to attend school. This attendance right and responsibility applies to students regardless of their marital or parental status. Further, the District will educate pregnant and parenting students and will provide reasonable accommodations to support and encourage all pregnant and parenting students to obtain their high school diploma. No student will be excluded from, denied the benefit of, or discriminated against under any educational program or activity because of pregnancy or parenting responsibilities.

Any absences accumulated due to pregnancy or pregnancy-related conditions, or care for an ill child, should not count towards any district policies in effect under compulsory attendance requirements. Pregnant and parenting students with excused absences or tardiness shall be treated like all other students with excused absences or tardiness for any other medical reasons. Pregnant and parenting students will be provided with assignments, classwork and any additional support needed to ensure that the student can keep up with class requirements when absent for pregnancy or parenting-related absences.

**ALTERNATIVE MEANS TO COMPLETE COURSE WORK:** The District will provide at least one alternate method, in addition to traditional classroom instruction, to keep pregnant and parenting students in school. Such accommodation(s) may include accessing coursework online, home-based independent study, or at-home tutoring. Alternative methods of instruction or other alternative program for pregnant and parenting students are voluntary for the student who may elect whether to engage in an alternative method of instruction or the traditional methods of instruction available to their peers. Pregnant and parenting students shall be allowed to attend their regular classrooms and complete regular coursework.

**LACTATION:** The district will provide reasonable time and space to accommodate lactating students to express breast milk or breastfeed during the school day. Such accommodations will be in a location, other than a bathroom or closet that is private, clean, has an electrical outlet, a chair and is reasonably accessible. Students shall also be provided a food safe refrigerator to store breast milk safely.

## **MARRIED STUDENTS**

Married students shall have the same educational opportunities in this school system as unmarried students. There shall be no discrimination on the basis of an individual's protected status. To enforce this prohibition, aggrieved persons shall use the District's anti-discrimination policies.

CHILD CARE: If in-school child care is not provided, a list of qualified licensed child care providers will be provided upon request to pregnant or parenting students. Such list will be updated annually and include providers that participate in the quality rating and improvement system and meet all of the quality rating criteria for at least a step-three rating pursuant to the Step Up to Quality Child Care Act. Nothing in this policy is intended to prohibit or limit any referral for a student or a student's child to an early head start program or any other available community resources.

PRIVACY AND CONFIDENTIALITY: Pregnant and parenting students have the right to have their health and personal information kept confidential in accordance with law. School staff will make every effort to keep personal information and health records confidential and in compliance with Nebraska and federal law. Information about students' pregnancies and related conditions will not appear in their cumulative records and will not be used when they are being considered for educational or job opportunities, awards or scholarships.

OTHER ACCOMMODATIONS: Pregnant and parenting students may request additional reasonable accommodations to ensure continued participation and enrollment in school. Accommodation requests will be evaluated on a case-by-case basis. Such accommodations may include but are not limited to: additional frequency allowed for bathroom breaks, additional time allowed in between class periods, a larger desk or additional work space, and adjustments to requirements for physical education as needed. Students seeking additional reasonable accommodation should make such requests to the building principal.

BULLYING AND HARASSMENT: Pregnant and parenting students have the same rights as other students to be free from discrimination, bullying, and harassment. Such school policies are incorporated herein and apply to all students.

## **HARASSMENT AND BULLYING POLICY**

The Arapahoe Public School District hereby gives this statement of compliance and intends to comply with all state and federal laws prohibiting discrimination. This school district intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination. The Arapahoe Public School District does not discriminate on the basis of an individual's protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Students: Mr. Robert Drews, Superintendent, 610 Walnut St,  
Arapahoe, NE 68922 (308) 962-5458  
(bob.drews@arapahoewarriors.org ).

Employees and Others: Mr. Robert Drews, Superintendent, 610  
Walnut St, Arapahoe, NE 68922 (308) 962-5458  
(bob.drews@arapahoewarriors.org ).

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights in the U.S. Department of Education (OCR), please contact OCR at One Petticoat Lane, 1010 Walnut Street, 3rd Floor, Suite 320, Kansas City, Missouri 64106, (816) 268-0550 (voice), Fax (816) 268-0599, (800) 877-8339 (telecommunications device for the deaf), or [ocr.kansascity@ed.gov](mailto:ocr.kansascity@ed.gov).

PROHIBITED HARASSMENT, DISCRIMINATION, AND RETALIATION OF EMPLOYEES, STUDENTS AND OTHERS.

1. Purpose: The Arapahoe-Holbrook Public School District is committed to offering employment and educational opportunity to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination, harassment and retaliation of any kind by District employees, including, co-workers, non-employees (such as volunteers), third parties, and others is strictly prohibited and will not be tolerated.

Harassment is a form of discrimination and includes verbal, non-verbal, written, graphic, or physical conduct relating to an individual's protected status that is sufficiently serious to deny, interfere with, or limit a person's ability to participate in or benefit from an educational or work program or activity, including, but not limited to:

- a. Conduct that is sufficiently severe or pervasive to create an intimidating, hostile, or abusive educational or work environment, or
- b. Requiring an individual to endure the offensive conduct as a condition of continued employment or educational programs or activities, including the receipt of aids, benefits, and services.

Educational programs and activities include all academic, educational, extracurricular, athletic, and other programs of the school, whether those programs take place in a school's facilities, on a school bus, at a class or training program sponsored by the school at another location, or elsewhere.

Discriminatory harassment because of a person's protected status, may include, but is not limited to:

- a. Name-calling
- b. Teasing or taunting
- c. Insults, slurs, or derogatory names or remarks
- d. Demeaning jokes
- e. Inappropriate gestures
- f. Graffiti or inappropriate written or electronic material
- g. Visual displays, such as cartoons, posters, or electronic images
- h. Threats or intimidating or hostile conduct
- i. Physical acts of aggression, assault, or violence, or
- j. Criminal offenses

The following examples are additional or more specific examples of conduct that may constitute sexual harassment:

- a. Unwelcome sexual advances or propositions,
- b. Requests or pressure for sexual favors,
- c. Comments about an individual's body, sexual activity, or sexual attractiveness,
- d. Physical contact or touching of a sexual nature, including touching intimate body parts and inappropriate patting, pinching, rubbing, or brushing against another's body,
- e. Physical sexual acts of aggression, assault, or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking), against a person's will or where a person is incapable of giving consent due to the victim's age, intellectual disability, or use of drugs or alcohol,
- f. Requiring sexual favors or contact in exchange for aids, benefits, or services, such as grades, awards, privileges, promotions, etc., or g. Gender-based harassment; acts of verbal, nonverbal, written, graphic, or physical conduct based on sex or sex-stereotyping, but not involving conduct of a sexual nature.

If the District knows or reasonably should know about possible harassment, including violence, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred (see section entitled "Grievance Procedures," below), and take appropriate interim measures, if necessary. If the District determines that unlawful harassment occurred, the District will take prompt and effective action to eliminate the harassment, prevent its recurrence, and remedy its effects, if appropriate. If harassment or violence that occurs off school property creates a hostile environment at school, the District will follow this policy and grievance procedure, within the scope of its authority.

All District employees are expected to take prompt and appropriate actions to report and prevent discrimination, harassment, and retaliation by others. Employees who witness or become aware of possible discrimination, including harassment and retaliation, must immediately report the conduct to his or her supervisor or the compliance coordinator designated to handle complaints of discrimination (designated compliance coordinator).

2 Anti-retaliation: The District prohibits retaliation, intimidation, threats, coercion, or discrimination against any person for opposing discrimination, including harassment, or for participating in the District's discrimination complaint process or making a complaint, testifying, assisting, or participating in any manner, in an investigation, proceeding, or hearing. Retaliation is a form of discrimination.

The District will take immediate steps to stop retaliation and prevent its recurrence against the alleged victim and any person associated with the alleged victim. These steps will include, but are not limited to, notifying students, employees, and others that they are protected from retaliation,



ensuring that they know how to report future complaints, and initiating follow-up contact with the complainant to determine if any additional acts of discrimination, harassment, or retaliation have occurred. If retaliation occurs, the District will take prompt and strong responsive action, including possible discipline, including expulsion or termination, if applicable.

3. Grievance (or Complaint) Procedures: Employees or students should initially report all instances of discrimination, harassment or retaliation to their immediate supervisor or teacher or to the compliance coordinator designated to handle complaints of discrimination (designated coordinator). If the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student may report the alleged discrimination, harassment or retaliation ("discrimination") to the designated coordinator, or in the case of students, to another staff person (such as a counselor or principal).

Other individuals may report alleged discrimination to the designated coordinator. If the designated coordinator is the person alleged to have committed the discriminatory act, then the complaint should be submitted to the Superintendent for assignment. A discrimination complaint form is attached to this grievance procedure and is available in the office of each District building, on the District's website, and from the designated coordinators.

Under no circumstances will a person filing a complaint or grievance involving discrimination be retaliated against for filing the complaint or grievance.

*a. Level 1 (Investigation and Findings):*

Once the District receives a grievance, complaint or report alleging discrimination, harassment, or retaliation, or becomes aware of possible discriminatory conduct, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred. If necessary, the District will take immediate, interim action or measures to protect the alleged victim and prevent further potential discrimination, harassment, or retaliation during the pending investigation. The alleged victim will be notified of his or her options to avoid contact with the alleged harasser, such as changing a class or prohibiting the alleged harasser having any contact with the alleged victim pending the result of the District's investigation. The District will minimize any burden on the alleged victim when taking interim measures to protect the alleged victim.

The District will promptly investigate all complaints of discrimination, even if an outside entity or law enforcement agency is investigating a complaint involving the same facts and allegations. The District will not wait for the conclusion or outcome of a criminal investigation or proceeding to begin an investigation required by this grievance procedure. If the allegation(s) involve possible criminal conduct, the District will notify the complainant of his or her right to file a criminal

complaint, and District employees will not dissuade the complainant from filing a criminal complaint either during or after the District's investigation.

The District will aim to complete its investigation within **ten (10) working days** after receiving a complaint or report, unless extenuating circumstances exist. Extenuating circumstances may include the unavailability of witnesses due to illness or incapacitation, or additional time needed because of the complexity of the investigation, the need for outside experts to evaluate the evidence (such as forensic evidence), or multiple complainants or victims. If extenuating circumstances exist, the extended timeframe to complete the investigation will **not exceed ten (10) additional working days without the consent of the complainant, unless the alleged victim agrees to a longer timeline.** Periodic status updates will be given to the parties, when appropriate. The District's investigation will include, but is not limited to:

- i. Providing the parties with the opportunity to present witnesses and provide evidence.
- ii. An evaluation of all relevant information and documentation relating to the alleged discriminatory conduct.
- iii. For allegations involving harassment, some of the factors the district will include:
  - 1) the nature of the conduct and whether the conduct was unwelcome,
  - 2) the surrounding circumstances, expectations, and relationships,
  - 3) the degree to which the conduct affected one or more students' education,
  - 4) the type, frequency, and duration of the conduct,
  - 5) the identity of and relationship between the alleged harasser and the suspect or suspects of the harassment,
  - 6) the number of individuals involved,
  - 7) the age (and sex, if applicable) of the alleged harasser and the alleged victim(s) of the harassment,
  - 8) the location of the incidents and the context in which they occurred,
  - 9) the totality of the circumstances, and
  - 10) other relevant evidence.
- iv. A review of the evidence using a "preponderance of the evidence" standard (based on the evidence, is it more likely than not that discrimination, harassment, or retaliation occurred?)

The designated compliance coordinator (or designated investigator) will complete an investigative report, which will include:

- i. A summary of the facts,
- ii. Findings regarding whether discrimination, harassment or other inappropriate conduct occurred, and
- iii. If a finding is made that discrimination, harassment or other inappropriate conduct occurred, the recommended remedy or remedies necessary to eliminate discrimination, harassment or other inappropriate conduct.

If someone other than the designated compliance coordinator conducted the investigation, the compliance coordinator will review, approve, and sign the investigative report. The District will ensure that prompt, appropriate, and effective remedies are provided if a finding of discrimination, harassment, or retaliation is made. The District will maintain relevant documentation obtained during the investigation and documentation supportive of the findings and any subsequent determinations, including the investigative report, witness statements, interview summaries, and any transcripts or audio recordings, pertaining to the investigative and appeal proceedings.

The District will send concurrently to the parties written notification of the decision (findings and any remedy) regarding the complaint within **one (1) working day** after the investigation is completed. The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 11232g; 34 C.F.R. Part 99, permits the District to disclose relevant information to a student who was discriminated against or harassed.

- b. Level 2 (Appeal to the Superintendent): If a party is not satisfied with the findings or remedies (or both) set forth in the decision, he or she may file an appeal in writing with the Superintendent within five (5) working days after receiving the decision. The Superintendent will review the appeal and the investigative documentation and decision, conduct additional investigation, if necessary, and issue a written determination about the appeal within ten (10) working days after receiving the appeal. The party who filed the appeal will be sent the Superintendent's determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. [If the Superintendent is the subject of the complaint, the party will file the appeal directly with the Board.]*
- c. Level 3 (Appeal to the Board): If the party is not satisfied with the Superintendent's determination, he or she may file an appeal in writing with the Board of Education within five (5) working days*

*after receiving the Superintendent's determination. The Board of Education will review the appeal, the Superintendent's determination, the investigative documentation and decision, and allow the party to address the Board at a Board meeting to present his or her appeal. The party will be allowed to address the Board at the Board's next regularly scheduled Board meeting (unless the Board receives the appeal within one week of the next regularly scheduled Board meeting) or at a time and date agreed to by the Board, designated compliance officer and the party. The Board will issue a written determination about the appeal within thirty (30) days after the party addresses the Board. The party who filed the appeal will be sent the Board's determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. The Board's determination, and any actions taken, will be final on behalf of the District*

4. Confidentiality: The identity of the complainant will be kept confidential to the extent permitted by state and federal law. The District will notify the complainant of the anti-retaliation provisions of applicable laws and that the District will take steps to prevent retaliation and will take prompt and strong responsive actions if retaliation occurs.

If a complainant requests confidentiality or asks that the complaint not be pursued, the District will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or the request not to pursue an investigation, as long as doing so does not prevent the District from responding effectively to the harassment and preventing harassment of other students. If a complainant insists that his or her name or other identifiable information not be disclosed to the alleged perpetrator, the District will inform the complainant its ability to respond may be limited. Even if the District cannot take disciplinary action against the alleged harasser, the District will pursue other steps to limit the effects of the alleged harassment and prevent its recurrence, if warranted,

5. Training: The District will ensure that relevant District employees, including but not limited to officials, administrators, teachers, substitute teachers, counselors, nurses and other health personnel, coaches, assistant coaches, paraprofessionals, aides, bus drivers, and school law enforcement officers, are adequately trained so they understand and know how to identify acts of discrimination, harassment, and retaliation, and how to report it to appropriate District officials or employees.

6. Designated Compliance Coordinators: Designated compliance coordinators will be responsible for:

- a. Coordinating efforts to comply with anti-discrimination, anti-harassment, and anti-retaliation laws and regulations.
- b. Coordinating and implementing training for students and employees pertaining to anti-discrimination, anti-harassment and

anti retaliation laws and regulations, including the training areas listed above.

- c. Investigating complaints of discrimination (unless the coordinator designates other trained individuals to investigate).
  - d. Monitoring substantiated complaints or reports of discrimination, as needed (and with the assistance of other District employees, if necessary), to ensure discrimination or harassment does not recur, and that retaliation conduct does not occur or recur.
  - e. Overseeing discrimination complaints, including identifying and addressing any patterns or systemic problems, and reporting such patterns or systemic problems to the Superintendent and the Board of Education.
  - f. Communicating regularly with the District's law enforcement unit investigating cases and providing current information to them pertaining to anti-discrimination, anti-harassment, and anti-retaliation standards and compliance requirements.
  - g. Reviewing all evidence in harassment or violence cases brought before the District's disciplinary committee or administrator to determine whether the complainants are entitled to a remedy under anti-discrimination laws and regulations that was not available in the disciplinary process.
  - h. Ensuring that investigations address whether other students or employees may have been subjected to discrimination, including harassment and retaliation.
  - i. Determining whether District employees with knowledge of allegations of discrimination, including harassment and retaliation, failed to carry out their duties in reporting the allegations to the designated compliance coordinator and responding to the allegations.
  - j. Recommending changes to this policy and grievance procedure.
  - k. Performing other duties as assigned. The designated compliance coordinators will not have other job responsibilities that may create a conflict of interest with their coordinator responsibilities.
7. Preventive Measures: The District will publish and widely distribute on an ongoing basis a notice of nondiscrimination (notice) in electronic and printed formats, including prominently displaying the notice on the District's website and posting the notice at each building in the District. The District also will designate an employee to coordinate compliance with anti-discrimination laws (see Designated Compliance Coordinator section, above, for further information on compliance coordinator), and widely publish and disseminate this grievance procedure, including prominently posting it on the District's website, at each building in the District, reprinting it in District publications, such as handbooks, and sending it electronically to members of the school community. The District will provide training to employees and students at the beginning of each academic year in the areas (B.6.a-g) identified in the Training section, above. The District also may distribute specific harassment and

violence materials (such as sexual violence), including a summary of the District's anti-discrimination, anti-harassment, and anti-retaliation policy and grievance procedure, and a list of victim resources, during events such as school assemblies and back to school nights, if recent incidents or allegations warrant additional education to the school community.

## **STUDENT CONDUCT**

It shall be the policy of the Arapahoe-Holbrook Public Schools, in order to comply with the Student Discipline Act, 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 5035 "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 (electronic nicotine delivery systems), 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. Possessing, consuming, purchasing or distributing an electronic delivery system for nicotine or drugs (the device will be confiscated and destroyed regardless of ownership).
4. Knowing, aiding, abetting, assisting, or concealing the possession, consumption, purchase, or distribution of any alcoholic beverage, tobacco product (including electronic nicotine delivery systems), drug, or narcotic by any other student or students. (The police department will be called and the parents notified of such action.)
5. Stealing or unauthorized possession of school property.
6. Fighting or provoking a fight.
7. Possessing any weapons.
8. Forging or presenting false papers.
9. 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.
10. Disruptive or disrespectful language.
11. Profanity or obscene language.
12. Gambling or extortion.
13. Public display of affection.
14. Verbal abuse to a member of the school faculty or staff.
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 (for purposes of this policy, the term "dangerous weapon" includes any personal safety or security device [such as tasers, mace and pepper spray]) 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-Holbrook 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.

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**: 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. Wearing apparel that is sexually suggestive or that features crude, vulgar or profane language or pictures that depict tobacco (including electronic nicotine delivery systems), alcohol, or other drugs, racial or ethnic slurs, double-meaning or gang affiliations is not allowed. Clothing which is unnecessarily distracting to the learning environment is not permitted. (e.g. 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, *skirts and shorts* that are too short, shirts that are cut too low as to allow for the showing of cleavage, 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: 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. 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. 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:

1. Soliciting others for membership in any gangs;
2. Requesting any person to pay for "protection" or otherwise intimidating or threatening any person;
3. Committing any illegal act or violation of school district policies; or
4. Inciting another person to act with physical violence upon any other person.
5. Wallet chains are not permitted and will be confiscated.
6. Electronic devices, such as *smart watches* and cellular phones, will be confiscated if misused.
7. Piercings that become a disruption to the school environment.
8. Bagging and Sagging Pants are not allowed in Arapahoe-Holbrook Public School. Clothing worn in this manner can present a threat to the safe and orderly learning environment of the school.
9. 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.
10. Some school activities require semi-formal (dress slacks, *collared shirt* or dress) or formal dress (suit and tie, tuxedos or gown).

Sponsors may determine what is appropriate for their activity. Listed below are some activities for which the administration has set dress code guidelines. In any 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.

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: 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 *five (5)* 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. Incoming 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. Outgoing 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 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 (for purposes of this policy, the term "dangerous weapon" includes any personal safety or security device [such as Tasers, mace and pepper spray]).

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.) In the event that a student desires to carry or possess a personal safety or security device, the student must obtain prior approval from the building principal before bringing such device on school grounds. If a student obtains prior approval from the building principal, the student must store the device during the school day in the main office or in another secure location designated by the building principal. A student shall not carry a personal safety or security device during the school day.

## **TRANSPORTATION**

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.

## **ACADEMIC INTEGRITY**

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:

"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 engages in cheating if, after having taken a test, the student informs other students in a later section of the questions that appear on the test.
3. Use of Unauthorized Materials: Using notes, A.I (ie ChatGPT) textbooks, pre-programmed formula 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 engages 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 may engage in cheating if the student looks at another student's paper during a test. A student also engages in cheating if the student tells another student answers during a test or while exiting the testing room, or knowingly allows another student to look at the student's answers on the test paper.
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.
7. Papers: (includes papers, essays, lab projects, and other similar academic work):
  - a) 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.
  - b) 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.
  - c) 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.
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 no higher than a 70%.
    - 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:

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

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

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

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. Teachers are to follow the "5/10 Rule" (students should only be given a pass in the first five [5] minutes of class and the last ten [10] minutes) in order to protect the academic time.
2. Students are expected to bring ***their chromebook, student planner,*** 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 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. Making/Throwing snowballs is prohibited.

## **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.

**SEARCH AND SEIZURES:** When it is determined based on searches that a person has violated a Board policy, administrative regulation, building rule, student conduct rule or personnel expectation, or the law, the person shall be subject to appropriate disciplinary action and a report to law enforcement may be made. Student lockers, desks and other such property are owned by the school. The school exercises exclusive control over school property. Students should not expect privacy regarding items placed in or on school property because school property is subject to search at any time by school officials. Periodic, random searches of student lockers may be conducted at the discretion of the administration. The following procedures will be used for conducting searches:

1. School officials may conduct a search if there is a reasonable basis to believe that the search will uncover evidence of a crime or rule violation. The search must be conducted in a reasonable manner under the circumstances.
2. Random searches of student lockers, desks, and other similar school property provided for use by students may be conducted at the discretion of the administration.
3. School officials may search offices and storage devices provided to or used by employees where permitted by law, such as where reasonable grounds exist for suspecting that a search will turn up evidence that the employee has committed work-related misconduct, or that a search is necessary for a non-investigatory work-related purpose, such as to retrieve a file.
4. Searches of the District's computer system may be conducted at the discretion of the administration at any time. The following procedures will be used for the removal of personal property:
  - a) Illegal items or other items reasonably determined to be a threat to the safety of others or a threat to educational purposes may be seized by school officials. Any illegal drugs, firearm or dangerous weapon (for purposes of this policy, the term "dangerous weapon" includes any personal safety or security device [such as Tasers, mace and pepper spray]) shall be confiscated and delivered to law enforcement as soon as practicable. Electronic drug or nicotine delivery devices shall be confiscated and destroyed regardless of ownership.

- b) Items which have been or are reasonably expected to be used to disrupt or interfere with the educational process may be removed from student possession.
- c) The District is not responsible for the security or safety of personal property which employees, students, or other building users may bring to school.

**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 addition to the parent or guardian is to attend the conference.
- 5. A student who is 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:** 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:** 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.

**EMERGENCY EXCLUSION:** A student may be excluded from school in the following circumstances:

- a. If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health or safety of the school community; or
- b. If the student's conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education. Any emergency exclusion shall be based upon a clear factual situation warranting it and shall last no longer than is necessary to avoid the dangers described above. If the emergency exclusion will be for five school days or less, the procedures for a short-term suspension shall be followed. If the Superintendent or his or her designee determines that an emergency exclusion shall extend beyond five days, a hearing is to be held and a final determination made within ten school days after the initial date of exclusion. Such procedures shall substantially comply with the procedures set forth in this policy for a long-term suspension or expulsion, and be modified only to the extent necessary to accomplish the hearing and determination within this shorter time period.

**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 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.

#### GROUND 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 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 an individual's protected status.
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 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. For purposes of this policy, the term "dangerous weapon" includes any personal safety or security device (such as Tasers, mace and pepper spray). In the event that a student desires to carry or possess a personal safety or security device, the student must obtain prior approval from the building principal before bringing such device on school grounds. If a student obtains prior approval from the building principal, the student must store the device during the school day in the main office or in another secure location designated by the building principal. A student shall not carry a personal safety or security device during the school day.

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 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.

### **RECORDING OF OTHERS**

To ensure the privacy and confidentiality of student information, no person is authorized to record or transmit any sound or image of any person (including themselves) without the prior consent or authorization of either

- (1) the person or person being recorded or whose image or sound is being transmitted or
- (2) the Superintendent or Superintendent's designee.

This prohibition applies to all persons, including staff, students and community members, regardless of the content or context of the image or sound; however, this provision shall not apply to District-sponsored athletic or activity events where the focus of the recording or transmission is on the student performances or activity. Nothing in this provision shall prohibit the recording of an Individualized Education Program meeting if the recording is necessary to ensure that the parent understands the IEP or the IEP process or to implement other parental rights guaranteed by the Individuals with Disabilities Education Act.

### **LAW VIOLATIONS:**

1. Any act of a student which is a basis for expulsion and which the principal or designee knows or suspects is a violation of Nebraska Criminal Code will be reported to law enforcement as soon as possible. Conduct to be reported for law enforcement referral includes conduct that may constitute a felony, conduct which may constitute a threat to the safety or well-being of students or others in school programs and activities, and conduct that the legal system is better equipped to address than school officials. Conduct that does not need to be reported for law

enforcement referral includes typical adolescent behavior that can be addressed by school administrators without the involvement of law enforcement. In making the decision of whether to report, consideration should be given to the student's maturity, mental capacity, and behavioral disorders, where applicable. When appropriate, it shall be the responsibility of the referring administrator to contact the student's parent of the fact that the referral to legal authorities has been or will be made. The foregoing reporting standards shall be reviewed annually by the school board on or before August 1 of each year, be annually reviewed in collaboration with the County Attorney each year, be distributed to each student and his or her parent or guardian at the beginning of each school year, or at the time of enrollment if during the school year, and shall be posted in conspicuous places in each school during the school year.

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.

## **STUDENT FEES**

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

### **Definitions.**

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



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

Safety Equipment and Attire: The district will provide students with all safety equipment and attire that is required by law. Building administrators will assure that (a) such equipment is available in the appropriate classes and areas of the school buildings, (b) teachers are directed to instruct students in the use of such devices, and (c) students use the devices as required. Students are responsible for using the devices safely and as instructed.

Personal or Consumable Items: The district does not provide students with personal or consumable items for participation in courses and activities including, but not limited to, pencils, paper, pens, erasers and notebooks. Students who wish to supply their own personal or consumable items may do so, as long as those items comply with the requirements of the district. The district will provide students with facilities, equipment, materials and supplies, including books. Students are responsible for the careful and appropriate use of such property. Students will be charged for damage to school property caused by the student and will be held responsible for the reasonable replacement cost of any school property that they lose.

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

Technological Devices: The district will provide students with the technological devices necessary to complete all basic curricular projects. To the extent that a student is not required by the district's curriculum to utilize a device off district property, the district may charge students a convenience fee to take the device off district property. The maximum dollar amount of this convenience fee charged by the district will be \$50.00.

As with all school property, students may be charged for damage to such devices. To protect against such potential losses, students and parents may, but are not required, to purchase insurance coverage for the devices. The maximum dollar amount of this insurance coverage facilitated by the district will be \$100.00. The district may also charge a damage deposit which will be returned or may be rolled

to cover the damage deposit for the next year if it is not needed to cover the costs of any damage to the device. The maximum dollar amount of this damage deposit will be \$50.00.

Additionally, the district may allow students to purchase technological devices by arranging for the students to purchase these devices through a single, or series of, payments.

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

The following list details the maximum dollar amount of all extracurricular activities fees and the specifications for any equipment or attire required for participation in extracurricular activities:

- Student Activity Card: \$30.00
  - Covers admission to all extracurricular events
- Student Participation Fee: \$30.00
  - Required of all students who participate in athletics and/or other extracurricular activities
- National Honor Society: \$50.00
- Cheerleading, Drill Team, Flag Corps: \$50.00
  - Students must purchase uniforms and shoes selected by the sponsor and/or student group. The maximum dollar amount charged by the school district for these items will be: \$500.00
- Football: \$ 25.00
  - Students must provide their own football shoes, undergarments, and mouthguards
- Golf: \$25.00
  - Students must provide their own golf shoes, undergarments, and clubs
- Track, Volleyball, and Wrestling: \$25.00
  - Students must provide their own shoes and undergarments
- FFA: \$50.00
  - Students must purchase their own jackets and pay dues
- FCCLA: \$50.00
- National Art Honor Society: \$50.00
- Spanish Club: \$25.00

Post-Secondary Education Costs: Some students enroll in postsecondary courses while still enrolled in the district's high school. As a general rule, students must pay all costs associated with such post-secondary courses. However, for a course in which students receive high school credit or a course being taken as part of an approved accelerated or differentiated curriculum program, the district shall offer the course without charge for tuition, transportation, books, or other fees. Students who choose to apply for post-secondary education credit for these courses must pay tuition and all other fees associated with obtaining credits from a post-secondary educational institution. The costs of these items will naturally vary, but the maximum dollar amount of the fee is anticipated to be \$400.00 per course.

Transportation Costs: The district will charge students reasonable fees for transportation services provided by the district to the extent permitted by federal and state statutes and regulations. The maximum dollar amount of the transportation fee charged by this district shall be \$100.00.

Copies of Student Files or Records: The district will charge a fee for making copies of a student's files or records for the parents or guardians of such student. The Superintendent or the Superintendent's designee shall establish a schedule of student record fees. Parents of students have the right to inspect and review the students' files or records without the payment of a fee, and the district shall not charge a fee to search for or retrieve any student's files or records. The district will charge a fee of \$0.20 per page for reproduction of student records.

Participation in Before-and-After-School or Pre-Kindergarten Services: The district will charge reasonable fees for participation in before-and-after school or pre-kindergarten services offered by the district pursuant to statute.

The maximum dollar amount charged by the district for these services shall be \$8.00 per day.

Participation in Summer School or Night School: The district will charge reasonable fees for participation in summer school or night school and may charge reasonable fees for correspondence courses.

The maximum dollar amount charged by the district for summer and night school shall be \$100.00.

Charges for Food Consumed by Students: The district will charge for items that students purchase from the district's breakfast and lunch programs. The fees charged for these items will be set according to applicable federal and state statutes and regulations. The district will charge students for the cost of food, beverages, and the like that students purchase from a school store, vending machine, booster club or from similar sources. Students may be required to bring money or food for field trip lunches and similar activities.

The maximum dollar amount charged by the district for the breakfast and lunch programs is as follows:

Breakfast Program – Grades K-8

Regular Price        \$2.25

Reduced Price        \$0.45

Lunch Program - Grades K-8

Regular Price    \$3.50

Reduced Price    \$0.75

Breakfast Program – Grades 9-12

Regular Price        \$2.50

Reduced Price        \$0.45

Lunch Program - Grades 9-12

Regular Price    \$3.75

Reduced Price    \$0.75

Charges for Musical Extracurricular Activities: Students who qualify for fee waivers under this policy will be provided, at no charge, the use of a musical instrument in optional music courses that are not extracurricular activities. The following list details the maximum dollar amount of all musical extracurricular activities fees and the equipment or attire required for participation in musical extracurricular activities:

- Band: \$25.00
  - Students must provide their own instruments and marching band shoes, which must be white, rubber-soled sneakers
- High School and Junior High Select Choirs: \$25.00
  - Students must purchase outfits and shoes selected by the sponsor and/or student group. The maximum dollar amount charged by the district for these materials will be \$150.00

Contributions for Junior and Senior Class Extracurricular Activities: Students are eligible to participate in a number of unique extracurricular activities during their last two years in high school, including prom, various senior recognitions, and graduation. In order to fund these extracurricular activities, the school district may ask each student to make a contribution to their class's fund. This contribution is completely voluntary. Students who chose not to contribute to the class fund are still eligible to participate in the extra activities. The suggested donation to the class fund will be \$25.00.

Waiver Policy: Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for (1) participation in extracurricular activities, (2) materials for course projects, and (3) the use of a musical instrument in optional music courses that are not extracurricular activities. Actual participation in the free or reduced-price lunch

program is not required to qualify for the waivers provided in this section. The district is not obligated to provide any particular type or quality of equipment or other material to eligible students. Students who wish to be considered for waiver of a particular fee must submit a completed fee waiver application to their building principal.

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

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

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

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

### **NOTIFICATION OF RIGHTS UNDER FERPA**

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 to 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. Washington, D.C. 20202-4605

**MILITARY RECRUITERS:** The District will provide access to routine directory information to each student in a high school grade upon a request made by a military recruiter, unless the student's parent or guardian has submitted a written request that the student's information not be shared with a military recruiter. The District will provide military recruiters with the same access to a student in a high school grade as the District provides to postsecondary educational institutions or to prospective employers of such students. If a parent or guardian does not want his or her student's information to be provided to a military recruiter, the parent must submit a written request to the Superintendent.

**NOTICE CONCERNING DIRECTORY INFORMATION:** 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 AHPS.

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 include 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 noneducation 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.

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

### **INTERNET/FIBER OPTIC USAGE BY STUDENTS**

Before a student is given the privilege to be on the internet or take a class via distance learning technology, a Computer and Network Usage and Agreement Form 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:**

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.

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.
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.

**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 intended to make the computers and the network more reliable for users. They are also intended to minimize the burden of administering 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.

1. 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.

### **SEVERE WEATHER**

In case of severe weather, it might be necessary to cancel school. This information will be broadcast over multiple public and digital media sites, which may include 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. 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.

### **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 front 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.

### **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 sent 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**

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. All visitors will be required 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. If approved, administration will determine the length, time and date of the student visit.

### **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**

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, TORNADO AND STANDARD RESPONSE PROTOCOL PROCEDURES:** 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 knows 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.
2. 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.
3. The teacher will be the last person to leave the room.
4. The first two students reaching the outside doors are to hold them open until relieved by a custodian or faculty member.

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. 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.

Tornado drill exit plans are posted in all classrooms.

## **SCHOOL TRANSPORTATION**

### **TRANSPORTATION SAFETY**

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 at the south entrance of the school building, the driveway zone to the south 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. Students riding the buses will load and unload at the west end of the school. No cars are allowed in the bus loading zone. Student parking is located in the northwest lot. This is for student parking only. The faculty parking area will be located in the northeast parking lot. 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. Use of storm routes will be at the discretion of the bus driver and will be communicated to those riding that bus by the driver. 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 made with school personnel beforehand.
  - 12. Students and parents must assume that bus transportation is a privilege, not a right.
  - 13. 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.

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### **EARLY CHILDHOOD/PRESCHOOL MISSION STATEMENT**

Our mission is to encourage and nurture the cognitive, physical, social and emotional development of preschool children through developmentally appropriate activities and a collaborative team effort of school and community. We believe that all children, regardless of ability, can find some successful adventure and have the ability to communicate that adventure with others.

The long-range goals of our curriculum is as follows:

1. Develop the child's ability to make decisions about what he is going to do and how he is going to do it, and to plan use of time and energy.
2. Develop the child's self-discipline and his ability to identify personal goals and to pursue and complete self-chosen tasks.
3. Develop the child's ability to work with other children and adults so that work done is a result of group planning, cooperative effort, and shared leadership.
4. Develop the child's ability to use a variety of skills in the arts, physical movement, and knowledge of objects as a base of educational concepts.
5. Develop the child's ability to express himself-to speak, write, dramatize, and graphically represent his experiences and communicate these experiences to others.
6. Develop the child's ability to comprehend others' self-expression by reading their writing and understanding artistic and graphic representations.
7. Develop the child's ability to apply the reasoning capacity he had developed in a wide range of naturally occurring situations and with a variety of materials.
8. Develop the child's spirit of inquiry and of openness to knowledge and the points of view of other people. (Develop creativity and self-starting skills)

## **ADMISSION**

Children must be 3 years of age on or before July 31<sup>st</sup> of the new school year to be eligible to attend the AHPS Early Childhood Program.

Arapahoe-Holbrook Public School administration retains the right to approve or deny any parental request for their child to attend preschool if they turn 3 years of age after the July 31<sup>st</sup> date. Note: Child must be toilet trained to attend preschool.

## **ATTENDANCE**

The AHPS Early Childhood Program will run two sessions. Our first session is from 8:00 - 11:15 a.m. and the second session is from 11:20 a.m. - 3:30 p.m. The AHPS Early Childhood Program will follow the AHPS Public School Calendar. Classes will run Monday thru Thursday.

## **BIRTH CERTIFICATE**

All parents must provide the school with a certified copy of their child's birth certificate. The State of Nebraska requires that a birth certificate be on file in order for a child to attend school.

## **GENERAL INFORMATION**

Cost: A registration fee of \$50 will be required on this day and will go towards the August tuition. The cost is \$6.00/day for all days preschool is in session even if your child does not attend. Prepayment is required each month for scheduled days and adjustment for days canceled by the district will be credited the following month. If you need to make payment arrangements, please contact the office.

It will be most convenient for you to enter through the northeast door by the preschool.

❖ It is important that the school be able to contact parents in case of illness, emergency or accident. Emergency information is on file at the school office. Please be sure to update any changes of doctor, sitters, or contacts that would be helpful if we need to reach you. If a student develops symptoms of illness or is injured in school, parents, guardians or other persons designated on the emergency card will be notified.

❖ When students require medication during the day, the teacher should be informed. All medications need to be brought in their original containers with dosage directions attached. If medication is not brought in this way, it is against school policy to distribute the medication.

❖ Two of the more serious activities your child will participate in during the school term are fire and tornado drills. It is important that students know what to do, therefore, drills will be held throughout the year.

- ❖ Your child will be active indoors and outdoors. It is important for your child to be dressed in comfortable clothes that allow for movement and to be as independent as possible. During cold weather, make sure your child has gloves, hat, heavy coat, and appropriate footwear.
- ❖ Please do not allow your child to bring money, candy or food unless otherwise requested by staff. NO PLAY GUNS OR WEAPONS will be allowed at school.

### **HOME VISITS**

We are required by the Nebraska Department of Education to make a home visit to each of our students' homes. The Preschool teacher will be in contact with each parent to schedule a visit during the summer or just prior to school starting. Keep in mind this IS NOT an Arapahoe-Holbrook Public School policy it is directly from the Nebraska Department of Education.

### **HEALTH / SICKNESS**

Please do not send your child to school if any of the following symptoms are present:

1. Fever over 100 in the last 24 hours.
2. Vomiting or diarrhea in the last 12 hours.
3. Sore throat with fever.
4. Earache with discharge or fever.
5. Child is uncomfortable enough to be able to accomplish normal preschool activities.

Students will be sent home with notification of parent/guardian if any of the following are present:

1. Vomiting
2. Fever of 100 or more
3. Too ill to function
4. Accident at school requiring medical attention.

### **IMMUNIZATIONS: required for school attendance:**

- 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

### **LUNCH**

Lunch is served from 10:50 - 11:15 for the first session and from 11:25 - 11:50 for the second session. The first session of students may also participate in our morning breakfast program.

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:**

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.

## **NON-DISCRIMINATION STATEMENT (Policy No. 5401)**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410
- (2) Fax: (202) 690-7442; or
- (3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

## **PRESCHOOL CLOSING INFORMATION**

- ❖ If AHPS is closed, there is no preschool.
- ❖ If AHPS has a late start, P.M. preschool will run as scheduled.
- ❖ If AHPS is dismissed early afternoon, the A.M. preschool will run as scheduled.
- ❖ Look and Listen for closing information on NTV, Channel 13, Channel 51 and KRVN 93.1 FM or 880 AM
- ❖ NTV web-site and click weather, and select weather closing at [www.nebraska.tv/](http://www.nebraska.tv/)
- ❖ Register for School Beacon on the AHPS Website ([arapahoewarriors.org](http://arapahoewarriors.org)) will have school announcements via text messaging and/or email.

## **SCHEDULE**

Both morning and afternoon classes will consist of the following activities: Pledge of Allegiance, weather chart, and calendar time.

Center Time: This allows the students an opportunity to experience play areas and learning centers. While at these centers students will use language, problem solving skills and working and cooperating with others. To some this may only look like play, but to a child, it is their work.

Outdoor Time: we will always spend time moving big muscles. Preferably this is done outside on our playground, but on rainy, or inclement days we will go to the gym.

Music Time: Music is a very powerful learning tool so we spend time everyday singing, working with rhythm, moving to music, and playing musical games.

Structured instruction time: Children are always learning with everything they do, however, we will have some part of the day, which we work with certain skills. For example, the older children will be concentrating on the exposure to letters and the sounds they make. We will use many different ways to experience letters, sounds and vocabulary. Younger children will be working with foundational skills like colors, shapes, opposites, and the use of language to express themselves. These are just a few of the things we will be covering.

Story Time: Preschool children love to be read to and we do lots of it! Every day we will have a story or be participating in activities relating to the story we have read.

One great aspect of having the preschool in the building is the fact that we can utilize other classes to help us with activities. Often the high school Family and Consumer Science classes (Home Econ.) assist us with projects as does other elementary and Jr. High groups.

## **WHAT TO BRING TO PRESCHOOL...**

1. A regular sized backpack. The little ones are super cute but not effective in taking home papers and projects.
2. Please pack an extra pair of underwear, socks and pants. Even though your child is potty-trained, accidents can happen as well as spills or wet slides on the playground.

3. A box of crackers each quarter to share for snack time 4. 1 package of napkins

Be sure to provide your child with a coat or jacket if the temperature is questionable. Send hats and mittens in the wintertime.

THIS HANDBOOK IS A GENERAL GUIDELINE FOR THE PRESCHOOL PROGRAM. PARENTS AND STUDENTS WILL UTILIZE THE INFORMATION IN THIS HANDBOOK AS WELL AS THE POLICIES AND PROCEDURES OF THE Arapahoe-Holbrook PARENT/STUDENT HANDBOOK.

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## **ABSENCES**

If a child is going to be absent from school, parents are expected to call the office before 8:30 a.m., explaining the reason the child will be absent. If we do not hear from a parent by this time, the school secretary will call the parents. We want to make sure all of our students are safe. If your child has an appointment, please send or fax documentation of the visit to the school. This documentation is very important if attendance becomes an issue later on in the school year.

Elementary attendance is taken twice a day (a.m. and p.m.). If a student is gone for more than ½ of the session, then they are counted as absent for that session.

Students needing to leave the building during school hours, must check out through the front office and be picked up by a parent/guardian approved person. Parents are asked to contact the school if someone other than a listed emergency contact will be picking up their child.

## **ACTIVITIES RULES**

Unacceptable behavior, such as running, throwing items, etc., will not be tolerated at any school functions on the school campuses. Students are reminded that there will be no playing on the football field or in the end zones at games. Students are also reminded that there will be no running across the gym floor during the volleyball and basketball seasons. Students must be on their best behavior when attending any school sponsored event. Running or climbing on tables in the Commons will not be allowed. Repeated violations may result in a student not being allowed to attend future events. Let's represent our school with pride!

## **ATTENDANCE AWARDS**

While we do give an award for Perfect Attendance (0 days absent), we do not want students to attend school when they are ill. We recognize that students may have to be gone due to illness, funerals, family emergencies, etc. Students will also be recognized for Excellent Attendance (.5 – 2 days absent) and Outstanding Attendance (2.5 – 4 days absent).

## **ATTENDANCE OFFICER**

Each building principal is designated as an attendance officer for the district. Each building principal, at his or her discretion, may delegate these responsibilities to any other qualified individual. The attendance officer is responsible for enforcing the provisions of state law relating to compulsory attendance. This responsibility includes but is not limited to filing a report with the county attorney of the county in which a student resides. Prior to any report to the county attorney, the parent will receive written correspondence detailing their child's absences. Attendance letters will be sent out at 5, 8, 10, 15, and 20 days absent. A meeting will be requested at the 8 day notice letter or sooner. The district wants to work with parents to discuss and remove barriers that may be impeding regular attendance.

## **BEGINNING/ENDING THE SCHOOL DAY:**

The school day for elementary students will be from 8:00 a.m. to 3:40 p.m.

Children may enter the building beginning at 7:30 a.m. Students should go directly to the north gym to the area that is designated for their class. After placing their bags, books, etc. in the bleachers, students can then go to breakfast. Breakfast will be served from 7:30 a.m. to 7:55 a.m. From 7:40 a.m. to 7:50 a.m., students may go outside to a supervised recess time (weather permitting). After the Pledge of Allegiance at 7:55 a.m., teachers will take their students to the classrooms.

Students may not leave the school grounds during the day without permission from the principal and the parents. Written notes or phone call from Parent/Guardian to the main office from the parents are required.

No student is to leave the classroom without permission from the teacher. Class is considered in session until released by the teacher.

## **BICYCLES**

Bicycles must be parked in the racks provided. The school is not responsible for damage or theft of parts while bicycles are on school property

## **BULLYING OR HARASSMENT**

One of the missions of the Arapahoe-Holbrook Public School District is to provide safe and secure environments for all students and staff. Positive behaviors (non-violence, cooperation, teamwork, understanding, and acceptance of others) are encouraged in the educational program and required of all students and staff. Inappropriate behaviors (bullying, intimidation and harassment) are to be identified and corrected. Students and staff are to avoid such behaviors. Strategies and practices are implemented to reinforce positive behaviors and to discourage and protect others from inappropriate behaviors.

"Bullying" is repeated behavior where one person or group engages in harmful action towards another person or group acting on a real or perceived imbalance of power or view of superiority. The behavior typically includes verbal (e.g. teasing or name calling) and physical aggression (e.g., hitting, pushing), threatening, excluding or ignoring, spreading rumors, defacing or destroying the property of others.

"Harassment" includes the same actions, though not necessarily from a standpoint of perceived power. Harassment is prohibited. Bullying and harassment is a violation of student conduct rules and appropriate disciplinary measures, up to expulsion, will be enforced. When bullying or harassment is done on the basis of gender, disability, race, or other protected status, it is considered a very serious offense for which expulsion may be a consequence depending on the severity of the conduct. Students who are the victim of bullying or harassment or who observe such occurrences are to promptly report the problem to their teacher or to the Principal so the problem can be addressed. Students must self-advocate and seek help from an adult.

## **BUS RULES**

All students riding on school transportation vehicles are subject to the policies governing student conduct within the student handbook and school board policies. Also, students will show respect to the bus driver and follow his/her rules and guidelines. Riding on school transportation vehicles is an extension of the normal school day. Students who violate the conduct code while riding on school transportation may be denied bus/vehicle privileges from one day to permanent removal from the school transportation vehicle.

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 made with school personnel beforehand.
12. Students and parents must assume that bus transportation is a privilege, not a right.
13. 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.

### **CELL PHONE POLICY STUDENT IN GRADES 6 AND BELOW**

Students in 6th grade or below will not be allowed to use cell phones during the school day. We encourage parents not to send electronic devices to school with their child(ren). If a student chooses to violate this policy, their cell phone will be taken to the Elementary Principal's office where the student can get it at the end of the day. Repeated violations will result in a phone call to parents and other possible disciplinary measures.

### **COMMUNICABLE DISEASES**

Students showing any symptoms of a contagious disease at school must, by State Statute 79-4,177, be sent home pending a report from the student's personal physician. Fevers, sore throats, coughs, and skin rashes are signals for parents to consider keeping their children home.

### **DRESS CODE FOR SCHOOL**

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 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. Students will not be permitted to mark themselves or others with pens or markers for any reason. Those doing so will be asked to wash the markings off.

Consideration will be made for students who wear special clothing as required by religious beliefs, disability, or to convey a particularized message protected by law. The final decision regarding attire and grooming will be made by the Principal or Superintendent. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school's guidelines, the student should contact the Principal for approval. Coaches, sponsors, or teachers, may have additional requirements for student who are in special lab classes, students who are participants in performing groups or students who are representing the school as part of an extra curricular activity program. These are just examples, as an administration we reserve the right to ask students or teachers to change if we feel the clothing that they are wearing could effect the learning environment.

### **FIELD TRIPS AND FIELD DAY**

Field trips and similar activities are considered part of the instructional program of the school. Students are expected to be in attendance and participate as a regular school day. Parent permission forms are required as a means of notification when we take students beyond the district boundaries.

The district provides transportation only for students on a school sponsored activity. Students who ride school buses to school sponsored activities **MUST** return to the school on the bus. The only exception will be when a student rides home with parents. The sponsor must be contacted by the parent before this exception to the rule can be allowed and an alternative transportation form must be completed.

### **FIGHTING/VIOLENCE:**

A student may have detention or suspension 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.

## **GENERAL SCHOOL RULES FOR CHILDREN**

All students will be expected to:

1. Walk in hallways, stairways, and throughout the building.
2. Use appropriate language.
3. Use appropriate voice levels.
4. Respond courteously to others.
5. Be respectful to their teachers and their fellow students.
6. Take good care of school property.
7. Remove all hats or caps while they are in the building.
8. Maintain playground safety, which includes no tackle football or any other games that are rough in nature.

## **HALLWAY CONDUCT**

Because of the chance of injury and because of the general confusion it causes, running, fighting, pushing or general horseplay, as well as excessive and unnecessary noise in the halls, will NOT be tolerated. This includes morning, noon, dismissal, or while passing to and from classes or meetings.

## **HAND SIGNS**

Students are not allowed to use negative hand gestures directed to others; this includes gestures in school pictures. Students shall face detention and/or suspension when violating this policy.

## **HOMEWORK**

As a general rule, students should have no more homework than 10 minutes times their grade level (ie. Third grade < 30 minutes). Most homework is limited to that work that a student does not complete during the school day. More work may be required to be done at home for students who have been absent. When an absence is anticipated, the school work should be completed prior to the absence.

## **LUNCHROOM RULES**

- 1) Use inside voices
- 2) Be respectful of others
- 3) No throwing food or other items
- 4) Do not take things from another student's tray
- 5) Do not put things on another student's tray
- 6) Do not break the silverware whether it be metal or plastic

## **IMPROPER OR ABUSIVE LANGUAGE**

The use of profane or obscene language or the drawing and writing of obscenities will not be tolerated. Students shall face detention and/or suspension when violating this policy.

## **INSUBORDINATION**

Insubordination is defined as refusal to obey a school rule, regulation, or request of a teacher or school official. Consequences may include detention, in-school suspension, or out-of-school suspension.

## **LOST AND FOUND**

Each student should check the lost and found rack outside the office if they are missing something. Parents are encouraged to look over the items when they are in the building for conferences, sporting events, etc.

## **NUISANCE ITEMS**

Nuisance items such as toys, games, baseball cards, and other items may cause disruption and may be damaged or lost. These items are NOT the responsibility of the school and students are discouraged from bringing such items to school. Toy guns, knives, slingshots, and other hazardous implements are not to be brought to school.

## **PETS**

Students are responsible for obtaining specific prior approval from their teacher before pets may be brought to school. Pets are to be brought to school by a parent or guardian for a specified amount of time.

## **PLAYGROUND RULES**

The primary purpose of developing rules regarding the playground is to eliminate or reduce playground accidents. Remember, students are under the supervision of the teacher, assigned teacher, or playground supervisor and are responsible to each of them. We want everyone to be able to have fun without getting hurt. Playground rules will be posted and all students are expected to follow these rules or have playground privileges taken away for a period of time. Rules:

1. No games involving physical contact will be permitted on the playground during the noon hour or recess. This includes dodge ball, war ball, and tackle football.
2. No throwing of any objects other than balls. Snowballing on school property is prohibited.
3. Students will respect playground equipment.
4. Students will not leave the playground without permission.
5. Students will not use profanity or foul language.
6. No hard baseballs, skateboards or scooters will be permitted.
7. No climbing over or crawling under fences.
8. No sharp objects such as knives are to be brought from home.
9. When students line up to return to the building, they will be quiet before entering and in the halls.
10. The teacher or aide on duty will be respected and totally in charge on the playground.

### **POP, FOOD, GUM & CANDY**

Students will not be permitted to have food or candy of any kind from outside of our school lunch program on school premises at any time unless special permission is granted for a special occasion. No drinks purchased outside of the school building will be allowed in the building. Gum chewing during school hours is not allowed.

### **REGISTRATION FOR NEW PUPILS OTHER THAN KINDERGARTEN**

Parents of new pupils must complete the enrollment forms which are available in the building office. Parents of incoming pupils will be asked to sign a form to permit the school to obtain records from the previous school. Students moving into the district from out of state are required by state law to have a physical before starting school.

### **SCHOOL ENTRANCE AND REGISTRATION - KINDERGARTEN**

Preschool registration for children entering kindergarten is held each spring. Letters stating the specific day and time will be made public through the school's social media outlets. All students entering kindergarten in the Nebraska schools must have reached their fifth birthday on/or before the 31st of July. Nebraska State Law 79-444 requires evidence of specific immunizations and physical examinations of all students prior to entering Kindergarten and 7th grade. By law students not complying with the requirements of this statute may not be permitted to attend school until the matter has been resolved.

During pre-registration, the dates and time for Kindergarten Kamp will be announced. Specific screening of students must be requested at this time by the parent.

### **SEARCH AND SEIZURE**

Student lockers, desks, and other such property are owned by the school. The school exercises exclusive control over school property. Students should not expect privacy regarding items placed in or on school property because school property is subject to search at any time by school officials. Random searches of student books and book bags with reasonable suspicion may be conducted at the discretion of the administration. These searches may include drug dog searches of school lockers and book bags. The following rules shall apply to the search and the seizure of items in a student's possession or control:

School officials may conduct a search if there is a reasonable suspicion to believe that the search will uncover evidence of a crime or rule violation. Illegal items or other items reasonably determined to be a threat to the safety of others or a threat to educational purpose may be seized by school officials. Any firearm shall be confiscated and delivered to law enforcement as soon as practicable. Items which are used to disrupt or interfere with the educational process may be removed from student possession.

## **STANDARD RESPONSE PROTOCOL**

In the case of an emergency, the school will be using the following:

- A. HOLD! In your room or area. Clear the halls.
- B. SECURE! Get inside. Lock outside doors.
- C. LOCKDOWN! Locks, lights, out of sight.
- D. EVACUATE! (A location may be specified)
- E. SHELTER! Hazard and safety strategy

Tornado, Fire, Bus Evacuation, Lockdown and other safety drills will be conducted throughout the school year.

## **STEALING AND EXTORTION**

Students who steal, extort, or attempt to extort on school property, at any school activity, home or away, will pay restitution and be subject to suspension. Law authorities may be notified.

## **STUDENT CONDUCT AND DISCIPLINE**

Student conduct rules are established to maintain a school atmosphere which is conducive to learning, to aid student development, to further school purposes, and to prevent interference with the educational process. Violations of the rules will result in disciplinary action. Violations will not be limited to the discipline and consequences listed in this booklet. In dealing with problems for which suspension is a disciplinary action, the school administration may at any time take a lesser summary action, such as reprimand or detentions based on the severity and/or frequency of the problem. A student who is seldom disruptive in the classroom may receive a lesser punishment than the student who has been referred frequently for the same offense. In this way, it is possible to allow for administrative discretion without altering the basic principles of uniform and impartial disciplinary action. The administration will also take into account the severity of violations, the intent, and attitude in which the violation was committed, which may increase or decrease consequences. Continual violations of student policies will have increased consequences.

Student conduct and appearance are expressions of the student as an individual and as a representative of his/her school. Student conduct on campus, in the building, on the buses, and at school and community activities should be at all times characteristic of a group of young men and women who are proud of themselves, their school, and their community.

Teachers will always have the right to establish fair and reasonable rules in their classrooms to enable them to maintain an effective teaching-learning atmosphere. Be sure you understand the rules each teacher has established to govern your conduct and behavior in the classroom.

Showing respect to other students, school staff, and guest of our school will be expected. Being disrespectful to others will not be tolerated.

## **STUDENT DROP OFF AND PICK UP**

Parents are asked to use the loop south of the school for the purpose of dropping off or picking up their child. Please be aware of other children in the area and try not to stop too long in the drop off zone. There should be no cars or other vehicles in the bus loading/unloading zone to the west of the school. Students that are walking to school should use crosswalks that are manned by a crossing guard.

## **STUDENT ILLNESS OR INJURY**

Students with the following health condition(s) shall be excluded from school: Oral temperature of 100 degrees or higher, elevated (or possibly normal) temperature combined with severe cold symptoms, excessive coughing, swollen glands, or skin rash, eyes inflamed with purulent discharge, drainage from ears, skin lesions such as impetigo or scabies until under treatment, vomiting, diarrhea (2 or more loose stools), and/or communicable disease.

Students will be readmitted after being fever free for 24 hours without the use of a fever reducing medication. If your child is sent home with a fever, they may not return to school until fever free for 24 hours without fever reducing medication. Students with some conditions may return to school after being treated for 24 hours with an antibiotic.

If a student incurs a serious injury while at school, parents will be notified and an Accident/Illness Report will be mailed home.

## **STUDENTS MOVING FROM THE DISTRICT**

If you anticipate moving out of the district, please notify your child's teacher as soon as possible. Early notice of an impending move will enable the classroom teacher to assist in making the change smooth, academically and emotionally.

## **SUPPORT PROGRAMS**

The following programs are available through the Arapahoe-Holbrook Public School District to assist an eligible student with developing identified skills.

Title 1 - This is a federally funded program which is offered to students in grades K-6 who have specific academic needs in the areas of Reading and/or Math. The program is designed to help each student gain and retain basic skills in either or both of these areas.

Special Education and Related Services – These services are offered to students Pre-K through 21 who have been found eligible for specially designed instruction to meet their academic and functional needs.

Counseling – Counseling service is provided to individuals and groups. Individual counseling may be requested by the teacher, parent or student themselves. Paperwork affirming parental consent is required prior to any counseling sessions.

**TARDY POLICY**

The school strives to teach promptness. Students are required to be at school by 8:00 a.m. A student entering school after 8:05 a.m. will be counted tardy. All students that are late need to check in with the front office before proceeding to class. Tardiness to school may result in a conference with the Elementary Principal and/or detention time after school. If a student continues to be late for school, parents will be contacted by telephone.

**TEXTBOOK AND MATERIAL FINES**

It is the responsibility of each student to give proper care to instructional equipment, materials and supplies. Whenever carelessness leads to destruction or loss of equipment or materials beyond normal use, the student and parent will be assessed the cost of replacement.

**VANDALISM**

Vandalism is the willful and pointless destruction or defacing of school property. Any student found guilty of such activity will be held liable for damages and be subject to suspension. Law authorities may be notified.

**VISITORS**

- 1. Parents or legal guardians of students are encouraged to visit school.
- 2. All visitors are asked to report to the school office at the beginning of their visit.
- 3. All visitors other than parents or legal guardians must obtain approval of the principal.
- 4. Children may not attend school as visitors except on a short-term basis (for a period of one-hour) and with prior permission of the principal.
- 4. Parents are asked not to bring small children as they can distract students.

*(The rules/regulations in this section may not be all encompassing. Students will still be held accountable to all District/Board Policies that apply to all K-12 students at Arapahoe-Holbrook Public Schools.)*

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### **HIGH SCHOOL CLASS SPONSORS**

SENIOR CLASS - L.Crosley / D.Kronhofman / A.Picquet  
JUNIOR CLASS - P.Blackmore / R.Dirgo / J.Pierce / A.Sharp  
SOPHOMORE CLASS - C.Gunderson / A.Huxoll / R.Stagemeyer  
FRESHMAN CLASS - C.Hambidge / S.Hoefs / V.Leising / J.Strand

### **GUIDANCE AND COUNSELING SERVICES**

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.

### **DAILY ANNOUNCEMENTS**

All announcements are due to the office by 7:45 a.m. Make sure they have sponsor approval. All announcements must be approved by the building principal. They are available through PowerSchool.



## **GRADING SYSTEM**

The grading system of Arapahoe-Holbrook Public Schools shall be as follows:

1. Grading periods of approximately nine (9) weeks shall be used four (4) times per year for grades K-8. Grading periods of approximately sixteen (16) weeks (semester) shall be use for grades 9-12 with progress reports showing grades shall be provided approximately nine (9) weeks after the start of each semester.
2. The grading and conversion scale are as follows:

93-100 A  
86-92 B  
78-85 C  
70-77 D  
BELOW 70 F  
INCOMPLETE\* I

**INCOMPLETES:** Incompletes may be given when a student's work for the term is not complete. Incompletes will be given only in cases 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 of the grading period. 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 all classes. The semester test is worth a maximum of 10% of the semester grade.

## **REGISTRATION AND SCHEDULE CHANGES**

Changes are ONLY Permitted during the first 3 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%

## **GRADE ADVANCEMENT FOR 7TH-8TH GRADE STUDENTS**

Students in grades 7th and 8th must pass two semesters of their core courses in order to progress to the next grade level. Core courses include Math, Science, Social Studies and Science.

## **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.

## **GRADUATION GUIDELINES**

In order to participate in the Commencement Ceremony the students **must have completed the following:**

1. Complete all credits required by Arapahoe/Holbrook Public Schools.
2. Take care of all financial obligations and return all school equipment.
3. Complete all Community Service requirements established by the Board of Education.
4. Attend all graduation practices.

Students will need to bring their decorated mortar board should they want to wear it at graduation. Those not wishing to decorate their mortar boards will not need to bring it. Students will not be allowed to wear a decorated mortar board unless it has been received by the Building Principal one week prior to graduation. (design must be approved two weeks prior)

The Valedictorian and Salutatorian will be given the opportunity to give a speech during the ceremony.

Seniors will be required to dress appropriately, semi formal. No jeans, tennis shoes, flip-flops, shorts or t-shirts.

Graduates will be allowed to wear the following academic attire:

1. National Honor Society Honors
2. Valedictorian and Salutatorian Honors
3. Grade Point Average Cords
4. Military Stoll

Senior Honors and Awards will be noted with an insert to the Commencement Program.

## CLASS REQUIREMENTS:

Each student must successfully complete work in the following areas:

### Science

30 Semester Hours

1. Life Science
2. Physical Science

### Mathematics

30 Semester Hours

Required Courses must include Algebraic and Geometrical Courses

### Social Science

30 Semester Hours

1. World Geography/World History/Sociology
2. American History
3. American Government

### Language Arts

40 Semester Hours

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

### Vocational Education

20 Semester Hours

Business Area - 10 Semester Hours

Industrial Arts, Voc. Agriculture, Family & Consumer Science - 10 Semester Hours

### Physical Education or Fine Arts

10 Semester Hours

Physical Education, Art, Music – 10 Semester Hours

### Speech

5 Semester Hours

Beginning Speech

### Comprehensive Health, Careers, and Drug Education

5 Semester Hours

Comp. H, C, & D

### Basic Computer Keyboarding and Operation

5 Semester Hours

1. Computer Applications or Basic Computer

AHPSs strongly recommends 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: 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 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 AHPS Board of Education in order to receive a diploma. Students who have met the requirements for graduation, all classes completed (no incompletes), Community Service Requirements completed and all financial obligations met by the seniors last day shall be eligible to participate in the graduation ceremony. In addition, students must attend graduation practice. 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.

STUDENT EXPECTATIONS AT AHS DANCES: 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. Any out of

town guest must be approved by the principal. Students must have a completed Out of Town Guest Form by the deadline established by the building principal. 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 fun and safe dances with our student body. AHPSS 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.

## **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.
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, northwest lot west of the bus barn/maintenance buildings; the northeast parking lot is designated as staff parking. Entrance can be gained from the north before and after school. Students may NOT park south of the 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. 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 and enter and exit from the main entrance
7. When school is dismissed, students are urged to drive with caution. Please remember that the elementary school children are walking home.
8. 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.

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.

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

**DISMISSAL FROM CLASS FOR DISCIPLINARY REASONS:**

If a student's conduct in a class or student advisory 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.

**First Offense** – Parents will be notified. Student will serve detention with the teacher at the end of the school day.

**Second Offense** – Parents will be notified. Student will receive a one-day in school suspension (8 class periods), commencing immediately.

**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.*

**BEFORE SCHOOL-DURING LUNCH-AFTER SCHOOL:**

Before School: A pass from a teacher is required to access any other area before 8:00.

DURING LUNCH: Senior High is a closed campus. 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. Students shall not leave school campus during the school day without permission from the principal.

If a student becomes ill at school, the student 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.

## **EXCESSIVE ABSENCES**

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 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.

## **TARDY TO CLASS**

Tardiness is rarely excusable. 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. A tardy requires 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.

**TARDY VIOLATIONS:** The student will serve a 30-minute detention at the end of the school day or the next morning. If the student fails to complete the assigned detention, the student will serve 60 minute detention with the teacher. Students who fail to serve their 60 minute detention will be assigned one day in-school suspension.

### **ADVISOR BASE PERIOD**

All students will report to their Advisor Base teacher for 8th period. Advisor Base Period will be treated like all other regular classes in regards to discipline, attendance and the like. There will be NO practices or the like during the Advisor base Period, this time will be used strictly for organizational meetings and academic purposes. During the Advisor Base Period students will work on their homework or missed assignments. Teachers will have the opportunity to have students report to their class to make up any missed assignments/projects or to complete assignments/projects. No student will leave the Advisor Base period classroom unless requested by another teacher or given permission from the receiving teacher. Each Monday, the Student Advisory teacher will do grade checks with each of their students. In addition, the Student Advisory teacher will work with each student to develop short term (weekly) and long term (quarterly & semester) academic goals.

### **CELL PHONE POLICY**

**STUDENTS IN GRADES 7-12 *CELL PHONES:*** May be used during the following:

- Before school, until classes commence.
- Cell Phones will not be allowed in the breakfast eating area.
- At lunch in the cafeteria. (Fridays will be PHONE-FREE Fridays and cell phones will not be allowed during lunch. We want students to utilize this time to converse with each other.)
- After school when dismissed from class by the classroom teacher.

**VIOLATIONS:** Any alarm or ringer going off during class or Use of cell phone at times other than those authorized.

### **CONSEQUENCES:**

- 1st Violation – Staff member turns cell phone in to office and student may pick it up after school. Warning no detention.
- 2nd Violation – Staff member turns cell phone in to office and student may pick it up after serving 30 minute office detention. Parent is notified by student.
- 3rd Violation - Staff member turns cell phone in to office and student may pick it up after serving 60 minute office detention. Parent is notified by student. Any further violations will result in the assignment of In School Suspension.



**SUMMER SCHOOL FOR GRADES 7-12**

Will be available to any APS student to make up credit from proceeding school year/s. It will be run for 4 weeks during the month of June. Attendance is mandatory and will run from 8:00am-12:00pm, Monday thru Thursday. The curriculum will be online using Edgenuity. Students will have a timeline so that they will know how they should progress in order to complete their class by the end of the program. The class will meet in the Distance Learning Room at APS.

Cost of the program will be \$100, regardless of the number of credits being recovered. If a student successfully completes their class by the end of the program their fee will be refunded.

If a student cannot complete their class/es by the end of the program, an extension appeal may be made to the building principal. No extension will be granted past the end of July. Students who are granted an extension will not have their fee refunded.

If a student has to take credit recovery due to excessive classroom absences, the fee will be based on the amount of credit to be made up:

- 1/2 credit - \$25
- 1 credit - \$35
- 2 credits - \$50

Students must attend every day until the class is completed and they have made up the time they have missed. The time will be determined by the Building Principal. The Building Principal will work with the classroom teacher to determine the adequate units of instruction that will be assigned that will correspond with the time of instruction that the student missed. There will be no refund if a student is making up credit due to excessive classroom absences.

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## **ARAPAHOE HIGH SCHOOL ACTIVITY SPONSOR ASSIGNMENTS**

Phone - (308) 962-5458

Mascot - WARRIORS

Colors - BLUE, WHITE and BLACK

Conference - REPUBLICAN PLAINS ACTIVITIES CONFERENCE

Class - D1

Superintendent - Mr. Robert Drews

Principal/Activities Director - Mr. Rudy Perez

Athletic Director - Dustin Kronhofman

Annual - Riley Dirgo

Flag Team - Allison Sharp

Cheerleaders - Bailey schneider

FCCLA - Kaitlin Spaulding

FFA - Chandler Hambidge

Instrumental Music - Allison Sharp

Vocal Music - Valerie Leising

Musical - Valerie Leising

A-Club - Head Coaches & Athletic Director

Student Council - Ashley Picquet

National Honor Society - LeAndra Monie

Academic Teams - Katie Helms (Elem/JH) / Cali Gunderson ( HS)

Speech - Ashley Picquet

Prom Director - Lynn Crossley

## **HIGH SCHOOL COACHING ASSIGNMENTS**

Cross Country - Cali Gunderson

Football - Dustin Kronhofman

Volleyball - Katie Helms

Unified Bowling - Angie Moore

Boys Basketball - John Strand

Girls Basketball - Preston Blackmore

Wrestling - Brandon Mues

Bowling - Angie Moore

Track - Dustin Kronhofman

Golf - Preston Blackmore

## **JUNIOR HIGH COACHING ASSIGNMENTS**

Football - Chandler Hambidge

Volleyball - Kaitlin Spaulding

Boys Basketball - Chandler Hambidge

Girls Basketball - Kaitlin Spaulding

Wrestling - Brandon Mues

Track - Kaitlin Spaulding

## **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

## **EXTRACURRICULAR ACTIVITY**

**EXTRACURRICULAR ACTIVITY PHILOSOPHY:** 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.

ARAPAHOE 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:

ELIGIBILITY FOR EXTRA-CURRICULAR ACTIVITIES FOR ARAPAHOE PUBLICSCHOOLS:

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. An eligibility committee composed of teachers, coaches, administrators, and school board members has established the following eligibility requirements. 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. Grading Period Eligibility: 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. The student will remain ineligible until the next grading period (semester).
2. Weekly Eligibility: Each Monday at 9:00 the building principal will check all grades for students in grades 7-12. The students failing one subject will be eligible to participate in activities for that week.
  - a. A high school 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. A Junior high student is deemed ineligible for the week's activities if they are FAILING ONE core subject (Math, English, Science, Social Studies) or 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.
3. 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.
- 4. 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 away contests. The ineligible student should be required to sit on the bench or sideline during home contests to support their teammates. The committee strongly discourages students from attending any activities they are not eligible to participate in.
- 5. 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 the Principal, who will make sure a time gets set up.

**ATHLETIC COMPETITIONS:**

Football, Boys & Girls Basketball, Wrestling, Bowling Volleyball, Unified Bowling, Boys & Girls Track, Golf , Cross Country

**NON-ATHLETIC/COMPETITIONS:** Instrumental Music, Vocal Music, Speech Team, Cheerleading, National Honor Society, Student Council, FCCLA, FFA, Flag Team, National Art Honor Society, Class Competitions Academic Decathlon/Quiz Bowl Team

**TRIPS, CLUBS, AND PERFORMANCES:** School Plays/Musical, Class Field Trips, Prom, Activities, Homecoming Activities, School Dances, Senior Sneak, Class Field Trips and/or Competitions (if graded, alternative class-work will be assigned for students who are ineligible for class trip or competition).

## **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.

## **EXTRACURRICULAR ACTIVITY CODE OF CONDUCT:**

**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, Quiz Bowl, 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 a 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.

GROUND FOR EXTRACURRICULAR ACTIVITY DISCIPLINE ) 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 (including electronic nicotine delivery systems), 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 (arriving 15 minutes after the start of 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 an individual's protected status.
  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 AHPS 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 except when the player is representing the school at another school sponsored activity. In each case 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:** 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 as 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**

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 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 seventy-five percent (75%) 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 10 days in the case of a first violation.
    - 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(e.g. completes the season in good standing).

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 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 a staff member of violating one of the standards of the Code of Conduct and the Principal determines 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:** The following procedures are established for suspensions from participation in extracurricular activities related to violations of the "Drug and Alcohol Free Policy": **ENFORCEMENT PROCEDURE FOR DRUG AND ALCOHOL VIOLATIONS – DISTRICT RELATED:** 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 consultation with the school administrator, the administrator will determine if, when and who may need to be 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:** 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. These violations will be addressed in the following manner:

1. When the administration 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, disciplinary actions will follow

**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:** 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 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:** Student participants are expected to meet the following attendance expectations:

1. Attend school regularly. Students who have "excessive absences" as determined under the schools' 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 (arriving 15 minutes after the start of school going home sick during the day). A student who is not in attendance the full day is ineligible for the contest, performance, or activity.

Exceptions may be made for extenuating circumstances, such as doctor/dentist appointments or family emergencies. The exception must be approved by the Principal or Superintendent..

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.

### **NATIONAL HONOR SOCIETY**

The National Honor Society chapter of Arapahoe-Holbrook 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 93% 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.

#### 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.

### **Title IX (Policy 3057)**

**Nondiscrimination.** The school district does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates including in admission and employment. Inquiries about Title IX may be referred to the school district's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both. The school district's Title IX Coordinator may be contacted at: Title IX Coordinator, Superintendent Robert Drews, Arapahoe-Holbrook Public Schools 610 Walnut Street, Arapahoe, NE 68922, 308-962-5458, bob.drews@arapahoewarriors.org. The school district's nondiscrimination policy and grievance procedures are included in this policy, or can be accessed at: [www.arapahoewarriors.org](http://www.arapahoewarriors.org). To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please contact the Title IX Coordinator.

**Publication Notice.** The school district will include the following notice on its website and in each handbook, catalog, announcement, bulletin, application form, and other places as required by law:

The school district prohibits sex discrimination in any education program or activity that it operates and individuals may report concerns or questions to the Title IX Coordinator. The school district's Title IX policy, notice, and other information may be accessed at the following link: [AHPS Board Policy](#)

**Retaliation Prohibited.** Retaliation, including peer retaliation, is prohibited in the school district's education program or activity. If the school district has information about conduct that reasonably may constitute retaliation under Title IX, it may be required to treat it as an allegation of sex discrimination. Upon receiving a complaint alleging retaliation, the school district will initiate its grievance procedures or informal resolution process.

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

**Complainant** means an employee, a student, or a parent, guardian, or other individual with the legal right to act on behalf of a complainant who is alleged to have been subjected to conduct that could constitute sex discrimination, including sex-based harassment; or any other person who may have been subjected to sex discrimination when that person was participating or attempting to participate in the school district's education program or activity.

**Complaint** means an oral or written request to the school district that objectively can be understood as a request for the school district to investigate and make a determination about alleged sex discrimination under Title IX.

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

**Respondent** means a person who is alleged to have violated the school district's prohibition on sex discrimination. When a sex discrimination complaint alleges that the school district's policy or practice discriminates on the basis of sex, the school district is not considered a respondent.

**Sex-based harassment** prohibited by this part is a form of sex discrimination and means sexual harassment and other harassment on the basis of sex that is:

**Quid pro quo harassment.** An employee, agent, or other person authorized by the school district to provide an aid, benefit, or service under the school district's education program or activity explicitly or impliedly conditioning the provision of such an aid, benefit, or service on a person's participation in unwelcome sexual conduct;

**Hostile environment harassment.** Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the school district's education program or activity (i.e., creates a hostile environment). Whether a hostile environment has been created is a fact-specific inquiry that includes consideration of the following:

- The degree to which the conduct affected the complainant's ability to access the school district's education program or activity;
- The type, frequency, and duration of the conduct;
- The parties' ages, roles within the school district's education program or activity, previous interactions, and other factors about each party that may be relevant to evaluating the effects of the conduct;
- The location of the conduct and the context in which the conduct occurred; and
- Other sex-based harassment in the school district's education program or activity.

**Sexual assault** meaning an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation;

**Sex Offenses, Forcible**—Any sexual act directed against another person, without the consent of the victim including instances where the victim is incapable of giving consent.

- **Rape**—(Except Statutory Rape) The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.
- **Sodomy**—Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity
- **Sexual Assault With An Object**—To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of

the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity

- **Fondling**—The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

**Sex Offenses, Non-forcible**—(Except Prostitution Offenses) Unlawful, non-forcible sexual intercourse.

- **Incest**—Non-Forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law
- **Statutory Rape**—Non-Forcible sexual intercourse with a person who is under the statutory age of consent

**Dating violence** meaning violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on a consideration of the length and type of relationship and the frequency of interaction between the persons involved in the relationship;

**Domestic violence** meaning felony or misdemeanor crimes committed by a person who:

- Is a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction of the school district, or a person similarly situated to a spouse of the victim;
- Is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner;
- Shares a child in common with the victim; or
- Commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction

**Stalking** meaning engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or suffer substantial emotional distress.

### **Response to Sex-based Harassment.**

**All Employees.** All school district employees must notify the Title IX Coordinator when the employee has information about conduct that

reasonably may constitute sex discrimination, including sex-based harassment under Title IX.

**Title IX Coordinator.** The school district will designate and authorize at least one employee as the school district's "Title IX Coordinator," to coordinate the school district's efforts to comply with its responsibilities under Title IX and this policy. The superintendent or Title IX Coordinator is authorized to delegate specific duties to one or more designees.

For conduct that could constitute sex-based harassment, the Title IX Coordinator must take the following actions:

- Offer and coordinate supportive measures for the complainant and for the respondent;
- Notify the complainant or the individual who reported the conduct of the grievance procedures and, if appropriate, the informal resolution process.
- Take other appropriate steps to avoid the recurrence of sex discrimination and restore or maintain equal access to the school district's programs and activities.

**Supportive Measures.** The school district will provide supportive measures, as appropriate, in cases involving sex-based harassment. These measures may include but are not limited to: counseling; extending deadlines; increased supervision; no-contact directives; leaves of absence; changes in class, work, or activities, regardless of whether there is a comparable alternative; and training and education programs related to sex-based harassment. Supportive measures may be continued, modified, or discontinued at the conclusion of any grievance process. Supportive measures will not be disclosed to anyone other than the person to whom they apply and others, including school officials, who need to know the supportive measures to implement them.

**Requests to Modify Supportive Measures.** A complainant or respondent may request modification or reversal of the school district's decision to provide, deny, change, or terminate supportive measures applicable to them. Requests must be made to the Title IX Coordinator in writing, and an impartial individual will review the request.

**Students with Disabilities.** If the complainant or respondent is a student with a disability, the Title IX Coordinator will consult with one or more members of the student's IEP or Section 504 team to determine compliance with those laws while implementing supportive measures and all other requirements of this policy and Title IX.

**Emergency Removal.** The school district is authorized to remove a respondent from the school district's education program or activity on an emergency basis, provided that the school district undertakes an individualized safety and risk analysis; determines that an imminent and serious threat to the health or safety of a complainant or other persons arising from the allegations of sex discrimination justifies removal; and provides the respondent with notice and an opportunity to challenge the decision immediately following the removal.

**Administrative Leave.** The school district is authorized to place an employee respondent on administrative leave from employment responsibilities during the pendency of the school district's grievance procedures.

**Informal Resolution.** The school district may offer an informal resolution process unless the complaint includes allegations that an employee engaged in sex-based harassment of a student or informal resolution would be contrary to law. Prior to initiating informal resolution, the parties will be provided with notice of the allegations. Participation in informal resolution is voluntary, and any informal resolution will include consent from the complainant and respondent, the ability to withdraw from the process, and the right to resume the grievance process. If an agreement is reached, it precludes the parties from initiating or resuming the grievance process.

The informal resolution facilitator will not be the same person as the investigator or the decisionmaker in the school district's grievance procedures. Potential terms that may be included in an informal resolution agreement include but are not limited to restrictions on contact, restrictions on participation in programs or activities, and disciplinary sanctions.

If informal resolution is offered, the school district will maintain all evidence gathered, communications about the informal resolution process, and the agreement reached. This information will be disclosed to outside individuals only as permitted by law and if required to implement the requirements of the agreement or Title IX. If no agreement is reached, only relevant and permissible evidence received during the informal resolution process will be considered during the grievance process.

**Grievance Procedures to Resolve Complaints of Sex Discrimination.** Any person designated as Title IX Coordinator, investigator, or decision maker will not have a conflict of interest or bias for or against any party, generally or specifically. The decision maker may be the same person as the Title IX Coordinator or investigator.

**Complaint.** Complaints of sex-based harassment may only be made by a complainant; a parent, guardian, or other individual with the legal right to act on behalf of a complainant; or the Title IX Coordinator. Complaints of sex discrimination (excluding complaints of sex-based harassment) may be made by any person who was participating or attempting to participate in the school district's education program or activity at the time of the alleged sex discrimination.

**Complaint by Coordinator.** In the absence of a complaint made by any other individual, the Title IX Coordinator will determine whether to initiate a complaint of sex discrimination. The Title IX Coordinator must consider, at a minimum, the following factors:

- The complainant's request not to proceed with the initiation of a complaint;
- The complainant's reasonable safety concerns regarding the initiation of a complaint;
- The risk that additional acts of sex discrimination would occur if a complaint is not initiated;
- The severity of the alleged sex discrimination, including whether the discrimination, if established, would require the removal of a respondent from campus or imposition of another disciplinary sanction to end the discrimination and prevent its recurrence;
- The age and relationship of the parties, including whether the respondent is an employee of the school district;
- The scope of the alleged sex discrimination, including information suggesting a pattern, ongoing sex discrimination, or sex discrimination alleged to have impacted multiple individuals;
- The availability of evidence to assist a decisionmaker in determining whether sex discrimination occurred; and
- Whether the school district could end the alleged sex discrimination and prevent its recurrence without initiating its grievance procedures.

If the Title IX Coordinator initiates a complaint, they will notify the complainant prior to doing so and address reasonable concerns about the complainant's safety or the safety of others, including by providing supportive measures.

**Consolidation of Complaints.** The school district may consolidate complaints of sex discrimination against more than one respondent, or by more than one complainant against one or more respondents, or by one party against another party, when the allegations of sex discrimination arise out of the same facts or circumstances. When more than one complainant or more

than one respondent is involved, references in this section to a party, complainant, or respondent include the plural, as applicable.

**Basic Procedures.** This grievance procedure is governed by the following basic requirements:

- A respondent is presumed not responsible for the alleged sex discrimination until a determination is made at the conclusion of the grievance procedure;
- The school district will treat the complainant and respondent equitably throughout the grievance process;
- The school district will take reasonable steps to protect the privacy of individuals participating in the grievance process in a manner that does not restrict the parties from obtaining and presenting evidence, speaking to witnesses, consulting with family members or advisors, or otherwise participating in the grievance process;
- The District will use the following timelines for each complaint, but the Title IX Coordinator or designee may extend them as needed:

Major Stage	Target Duration (calendar days)
Completion of the school district's decision whether to dismiss or investigate a complaint of sex discrimination	1-15
Investigation	1-30
Determination	1-30
Appeal	1-20

**Notice of Allegations.** Upon initiation of the grievance procedure, the school district will provide notice of the allegations to the parties whose identities are known. The notice will include a copy of this policy; the parties involved in the incident(s); the conduct alleged to constitute sex discrimination; and the date(s) and location(s) of the alleged incident(s), if available. Retaliation is prohibited.

If the school district decides to investigate additional allegations of sex discrimination that are not included in the initial notice, the school district will provide notice of the additional allegations to the parties.

**Complaint Investigation.** The burden is on the school district to conduct an investigation that gathers sufficient evidence to determine whether sex



discrimination occurred. The individual investigating and deciding the complaint will:

- Provide an equal opportunity for the parties to present fact witnesses and relevant and permissible evidence;
- Objectively review all evidence gathered through the investigation and determine what evidence is relevant and permissible;
- Provide each party with an accurate description of the relevant and permissible evidence, and upon request, copies of this evidence;
- Provide the parties a reasonable opportunity to respond to the evidence;
- Use a process that enables the decisionmaker to question parties and witnesses to adequately assess a party's or witness's credibility, but credibility will not be based upon any individual's status as a complainant, respondent, or witness; and
- Take reasonable steps to prevent and address the parties' unauthorized disclosure of information and evidence obtained solely through the grievance procedures. For purposes of this paragraph, disclosures of such information and evidence for purposes of administrative proceedings or litigation related to the complaint of sex discrimination are authorized.

**Relevant and Permissible Evidence.** The school district will consider relevant and permissible evidence. Relevant evidence is evidence related to the allegations of sex discrimination under investigation as part of the grievance procedure. Questions are relevant when they seek evidence that may aid in showing whether the alleged sex discrimination occurred, and evidence is relevant when it may aid a decisionmaker in determining whether the alleged sex discrimination occurred.

Generally relevant evidence is permissible, but does not include:

- Evidence that is protected under a privilege as recognized by Federal or State law;
- A party's or witness's records that are made or maintained by a physician, psychologist, or other recognized professional in connection with the provision of treatment to the party or witness unless the school district obtains that party's or witness's voluntary, written consent for use in this grievance procedures; and
- Evidence that relates to the complainant's sexual interests or prior sexual conduct, unless that evidence is offered to prove that someone other than the respondent committed the alleged conduct or is evidence about specific incidents of the complainant's prior sexual conduct with the respondent that is offered to prove consent to the alleged sex-based harassment. The fact of prior consensual sexual conduct between the

complainant and respondent does not by itself demonstrate or imply the complainant's consent to the alleged sex-based harassment or preclude a determination that sex-based harassment occurred.

**Determining Whether Sex Discrimination Occurred.** The school district will:

- Use the preponderance of the evidence standard of proof, that it is more likely than not, to determine whether sex discrimination occurred;
- Use only relevant and permissible evidence to reach a determination;
- Notify the parties in writing of the determination whether sex discrimination occurred, including the rationale for such determination, and the procedures and permissible bases for the complainant and respondent to appeal, if applicable;
- If there is a determination that sex discrimination occurred, coordinate and provide remedies to restore equal access, coordinate the imposition of any disciplinary sanctions on a respondent, including notification to the complainant of any such disciplinary sanctions, and require the Title IX Coordinator to take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur;
- Not discipline a party, witness, or others participating in a school district's grievance procedures for making a false statement or for engaging in consensual sexual conduct based solely on the school district's determination whether sex discrimination occurred.

**Dismissal of a Complaint.** A complaint of sex discrimination made through the grievance procedure may be dismissed for any of the following reasons:

- The school district is unable to identify the respondent after taking reasonable steps to do so;
- The respondent is not participating in the school district's education program or activity and is not employed by the school district;
- The complainant voluntarily withdraws any or all of the allegations in the complaint, the Title IX Coordinator declines to initiate a complaint, and the school district determines that without the complainant's withdrawn allegations, the remaining alleged conduct would not constitute sex discrimination even if proven;
- The school district determines the conduct alleged in the complaint, even if proven, would not constitute sex discrimination under Title IX. Before dismissing the complaint under this paragraph, the school district must make reasonable efforts to clarify the allegations with the complainant.

Upon dismissal, the school district will promptly notify the complainant of the basis for the dismissal. If the dismissal occurs after the respondent has been

notified of the allegations, then the school district must also notify the respondent of the dismissal and the basis for the dismissal promptly following notification to the complainant, or simultaneously if notification is in writing.

The school district will notify the complainant that a dismissal may be appealed and provide the complainant with an opportunity to appeal the dismissal. If the dismissal occurs after the respondent has been notified of the allegations, then the school district must also notify the respondent that the dismissal may be appealed on the bases set out in this policy. Upon the dismissal of a complaint, at a minimum, the school district will:

- Offer supportive measures to the complainant, and offer supportive measures to the respondent if the respondent has been notified of the complaint;
- Require its Title IX Coordinator to take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur within the school district's education program or activity.

**Appeal.** The school district will provide the parties the opportunity to appeal the decision maker's written determination or a dismissal of a complaint, on the grounds identified below. The school district will implement appeal procedures equally for the parties, including a reasonable and equal opportunity to make a statement in support of or challenging the outcome being appealed. Appeals under Title IX, like other comparable proceedings, will be handled consistent with the school district's general complaint policy.

**Time for Appeal.** Appeals may only be initiated by submitting a written Notice of Appeal to the superintendent within three (3) calendar days of the party's receipt of (1) the written determination of whether sex discrimination occurred from which the appeal is taken, or (2) the written dismissal of the complaint from which the appeal is taken.

**Notice of Appeal Filed By Party.** The Notice of Appeal must include (a) the name of the party or parties appealing, (b) the determination, dismissal, or portion thereof being appealed, and (c) a concise statement of the specific grounds (from the following subsection) upon which the appeal is based. A party's failure to timely submit a Notice of Appeal will be deemed a waiver of the party's right to appeal under this policy and Title IX.

**Appeals of Dismissals.** If a dismissal is appealed, the school district will provide notice of the allegations to the complainant and respondent if not provided previously.

**Appeal Decision.** The decision maker for the appeal will be an individual who did not take part in the investigation, determination, and/or decision to dismiss the complaint. The appeal decision maker will notify the parties of the result of the appeal and the rationale for the result.

**Disciplinary Sanctions and Remedies.** If it is determined that sex-based harassment occurred, the school district may impose disciplinary sanctions that may include suspension, expulsion, mandatory reassignment, adverse employment action up to and including termination, or any other actions regarding student behavior that are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include counseling of students, parent conferences, referral to restorative justice practices or services, 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.

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










**Recordkeeping.** The school district will maintain the following documents for a period of at least seven years:

- For each complaint of sex discrimination, records documenting the informal resolution process or grievance procedures and the outcome.
- Records documenting the actions the school district took to meet its obligations under Title IX for any allegation of sex discrimination.
- All materials used to provide training as required by this policy. The school district will make these training materials available upon request for inspection by members of the public.

Approved 1/8/24

## 2024-2025 School Calendar

## PERIOD SCHEDULES

	No School		Monday thru Thursday Schedule
	1:30pm Dismiss - Inservice		2:30pm Dismiss (Friday Schedule)
	NSAA Moratorium		1:30pm Dismiss - PT Conf 2:00-5:00/5:30-8:00
	Staff Workday/In-Service		End of Quarter
			PK Start and End

178 Student Days  
184 Certified Staff Days