

Greeley County Junior-Senior High School



Student Handbook 2018-2019

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SECTION I -INTRODUCTION:

Dear Greeley County Jr.-Sr. High School Students and Parents,

The Greeley County Jr.-Sr. High School Staff and Administration wish to welcome all students back from what I'm sure was a restful and enjoyable summer vacation. The faculty and administration are here to assure your academic, civic and social needs are met to the best of our ability.

This Student Handbook will acquaint all students – new and returning – about many aspects of Greeley County Jr.-Sr. High School. In these pages, you will see descriptions of our rules governing academic life and our Code of Student Conduct. The code establishes the responsibilities that students have in making this a school that values integrity, professionalism, respect and fairness. I ask that you review these rules and the code and abide by them.

As always, help us keep Greeley County Jr.-Sr. High School a safe and clean school by being the model school citizen we know you can be. We are here to help you enjoy your high school experience. Have a wonderful year!

Sincerely,

Mr. John Niehues / 6-12 Principal

Dear Students,

The faculty, staff, and administration welcome you to Greeley County Jr.-Sr. High School. Your education represents a great opportunity to prepare yourself for success as an adult. Greeley County Schools have provided and will continue to provide a quality education where teachers can teach and students can learn. Our educational team will challenge you to strive for excellence in the areas of character, academics and activities. We wish you much success in all your endeavors, as well as the determination and perseverance to overcome the challenges that may come your way.

Sincerely,

Mr. Stuart Holmes, Superintendent/PreK-5 Principal Greeley County Schools

PURPOSE OF HANDBOOK:

The purpose of this handbook is to provide you; the student, and your parents needed information about the policies and regulations involved in the operation of Greeley County Jr.-Sr. High School. Being familiar with the contents of this handbook will help you understand the high expectations we have for students and the specific rules of our school, as well as the consequences for choosing to violate those rules. Achieving academic success, and promoting student self-discipline that helps our young people become productive citizens are key objectives of our school and of this handbook.

DISTRICT USE OF VIDEO CAMERAS:

Video cameras may be used to record and monitor the conduct of students riding in district vehicles to help ensure orderly and safe operation. Video cameras may also be use to record and monitor student behavior in or around any district facility.

2018-19 Greeley County Jr.-Sr. H. S. Faculty

Ms. Kris Barbier – Music
Mrs. Brandy Clevenger – School Counselor
Mr. Greg Cook – Technology / Psychology / Activities Director
Mr. Kyle Finder – Physical Education
Mr. Andrew Helfrich – Social Studies
Mr. Josh Houston – Industrial Arts
Mr. Paul Jenlink - Science
Mrs. Sara Jenlink – English / Art
Mr. Mark Larkin – Science
Ms. Heather Myers – Interrelated
Mr. Joshua Platt – Mathematics
Ms. Melissa Poet – Vocational Agriculture
Mrs. Rachael Sebastian – Language Arts / Spanish
Mrs. Holly Steele – Mathematics / Physical Education
Mrs. Linda Steele - Interrelated

Administration and Support

Mr. Stuart Holmes – Superintendent / PreK-5 Principal
Mr. John Niehues– 6-12 Principal
Mr. Greg Cook – Activities Director
Ms. Katie Zerr – Board Clerk
Mrs. Debbie Shafer – Jr.-Sr. H.S. Secretary
Mrs. Terra Mangan – GS Secretary / Food Service

Board of Education

Mr. Todd Schmidt – President
Mr. Shanon Schneider – Vice-President
Mrs. Sheryl Crotinger – Member
Mrs. Jeri Farmer-Smith – Member
Mrs. Ginger Gibson – Member
Mr. Ross Kuttler – Member
Mr. Shea Stewart – Member

USD #200 MISSION STATEMENT

Unified School District #200 will prepare its students to live, learn, and work as productive adults and citizens in an ever changing global society in the 21st century. This preparation will be provided through an integrated comprehensive curriculum, dedicated staff and parental and community involvement. Furthermore, it is our goal to provide appropriate learning opportunities for all students and to foster a desire to pursue lifelong learning.

USD #200 EDUCATIONAL PHILOSOPHY

Unified School District #200 will provide an educational environment that recognizes the individual differences of all students; that encourages each individual to develop to his/her highest possible potential mentally, physically, and socially; that promotes a positive self-image, self-discipline, self-respect, respect for others and other's property, a sense of patriotism, respect for authority, and respect for family and community. The district will also provide a broad curriculum that enables individuals to think creatively, critically and constructively; to recognize and solve problems logically; and to function as effective and responsible citizens in a democratic society.

USD #200 GOALS

1. Develop skills in reading, writing, speaking, and listening. (Academic)
2. Develop skills in mathematics and science. (Academic)
3. Develop a positive work ethic, pride in one's work and a feeling of self-worth. (Character Development)
4. Develop a good character, self-respect and time management skills. (Character Development)
5. Learn to respect and get along with people with whom we work and live. (Social Skills)
6. Learn how to be a good citizen. (Social Skills)
7. Learn how to examine and use information. (Academic)
8. Make each student an important part of the school itself. (Social Skills)
9. Learn to respect and get along with people who think, dress, worship and act differently. (Social Skills)
10. Learn how to be a good manager of property, money and resources. (Academic)
11. Understand and practice the skills of family living. (Social Skills)
12. Practice and understand the ideas of health and safety. (Academic)
13. Assure that each student develops specific talents in both the capacity and responsibility to make contributions to the school, the community, and the nation. (Social Skills)
14. Appreciate culture and beauty in the world. (Social Skills)
15. Develop a respect for the inter-relationship of mankind and its environment. (Social Skills)
16. Understand and practice democratic ideas and ideals. (Social Skills)
17. Recognize the role of religious institution, community service, and the family unit in daily lives as an essential element in the education process. (Social Skills)
18. Gain information needed to make job selections. (Academic)
19. Develop skills to enter a specific field of work or post-secondary selection. (Academic)
20. Learn about and try to understand the changes that take place in the world. (Social Skills)
21. Stay abreast of technical advances in our world in general and education in particular. (Academic)
22. Learn how to use leisure time. (Character Development)
23. Recognize the fine arts, (music, art, drama) as an important part of a well-rounded education. (Academic)

Roles and Responsibilities

Role of a Student

Greeley County Schools is a learning place. The primary mission of this school is to help students learn and prepare for a successful and productive future. Students, teachers, and administrators have different, but important, roles in this process. Students are the focus of all efforts in this school. A qualification needed by the student is a willingness and desire to prepare for a successful and productive adult life. Responsibilities of the student are:

1. Attend class and report to class on time.
2. Bring appropriate learning materials to class (paper, pencil, books, and notebooks, laptop.)
3. Treat others with the respect and dignity they deserve.
4. Make challenging academic choices.
5. Establish and pursue personal career goals.
6. Prepare for and participate in the learning process.
7. Work with fellow students, faculty, administration, and parents to establish and achieve common guidelines and expectations.

Student achievement is reported every nine weeks. Semester grades become a part of the student's permanent record. The most accurate evaluation of the job performance of an individual student is success and productivity in adult life.

If a student is absent from school any part of the school day, it is his/her responsibility to contact the necessary teacher(s) to get schoolwork and to make up any assignments missed.

Role of a Parent/Guardian:

A thorough education of any student cannot be complete without a sincere and cooperative interest by parents. The education of students is much more easily achieved if parents recognize the importance of the following: Responsibilities of the parent are:

1. Show a sincere interest in academic and extracurricular performance of their student.
2. Ensure punctual attendance.
3. Establish and maintain openness in communication with the school.
4. Take responsibility for the student's health, personal cleanliness, grooming, and suitable clothing.
5. Assume responsibility in working with school personnel and community agencies in solving behavioral problems.
6. Develop and maintain their student's respect for law, other people, and the property of others.
7. Help the students develop a responsibility for their own actions. Students need encouragement. Encourage them with your positive expectations. Help them aim high.

Role of a Teacher:

Aligned with the five core principles of the National Board for Professional Teaching Standards:

1. Teachers are committed to students and their learning.
2. Teachers know the subjects and how to teach those subjects to students.
3. Teachers are responsible for managing and monitoring student learning.
4. Teachers think systematically about their practice and learn from experience.
5. Teachers are members of learning communities

It is the responsibility of the student's parent and/or guardian to encourage the student to attend school regularly, to inform the school in the event of a student absence, and work cooperatively with the school and the student to solve any attendance problem that may arise. Parents must call the school before 8:30 a.m. to report an absent student.

Role of the School:

It is the school's responsibility to follow and comply with the School Attendance Laws of the State of Kansas; to encourage all students to attend all classes enrolled on a regular basis, to notify the student's parent/guardian in the event of an unexcused absence, and to get verification of an excuse before allowing a student to leave school for any reason.

It is understood by the USD 200 Board of Education that the parent/guardian is primarily responsible for the care of their children and may keep their children home from school. **However, the school administration retains the right and the responsibility to make all determinations as to the excusability of any school absence.**

Excused absences include, but are not limited to: student illness, funeral attendance, doctor appointments verified by a parent/guardian phone call or a doctor's note, adult family travel with the student that is pre-approved by the principal, or special situations approved by the principal at the request of the parent/guardian.

Unexcused absences include but are not limited to: skipping class, shopping, hair appointments, and sleeping in. All students leaving campus or coming to campus after the first tardy bell must check in or out and sign in or out with the high school office.

SECTION II - ACADEMIC POLICIES AND PROCEDURES

SPECIFIC EXPECTATIONS OF STUDENTS:

All students shall comply with the regulations of the school, pursue the required course of study, and respect the authority of the teacher, staff, and administration. In general, there are ten basic rules. When broken, they will receive immediate attention. Students will be advised of these rules at the beginning of the school year. These rules apply to the student during the regular school day as well as during school sponsored activities.

1. No major disruptions
2. No obscenities or profane language
3. Respect all figures of authority (teachers, staff, administration, adult guests)
4. No public displays of affection
5. No false alarms
6. No bullying or fighting
7. No theft or willful vandalism
8. No tobacco (smoking, chewing, snuff)
9. No alcohol or restricted drugs (possession, consumption, sale, distribution, paraphernalia, or evidence, includes electronic cigarettes [e-cigs])
10. No weapons, ammunition, or explosives (possession or use)

ACADEMIC HONESTY / CHEATING:

Cheating on tests and/or classroom assignments is a violation of school policy. Punishment may be the assignment of detention, in-school suspension, and a zero for the assignment. If a student is a member of an organization and is caught cheating, the by-laws of the organization may add additional consequences. Repeated offenses (2 or more) may result in a loss of Good Standing.

COUNSELING:

The purpose of the guidance department is to help promote a better understanding of oneself in relation to his/her aptitudes, interests, and skills through testing, values-clarification, study skills, etc. Some of the major services offered by the guidance department are as follows:

1. Private consultation for students dealing with social, personal, or school related problems.
2. Help with school curriculum planning and advisement.
3. Orientation to the school and its policies for new students.
4. Career awareness, counseling and advisement.
5. The guidance department is in charge of school testing ranging from achievement tests to interest inventories and will give group or individual interpretation of tests.

Help establish parent-student-teacher conferences where needed or requested. GCHS provides guidance services for grade levels K-12 to assist student's development and education plans. Students complete a four-year course of study planner in the 8th grade year with tentative choices as to education and vocational preparation. Students review their projected plans each year with an advisor, and changes are made if plans are revised.

Vocational planning includes testing of aptitudes, personality, interest and ability, assists students to formulate vocational plans and offers current material and information on occupational trends and specific information of occupations of interest. Complete individual testing is provided through the Counselor's office. Test data will be made available to parents and teachers upon request, or if a particular situation dictates a need for such interpretation.

LOST OR DESTROYED BOOKS:

Students are responsible for the books, which are checked out to them. Students will be billed replacement cost for any books that are damaged, lost, or destroyed.

GRADES RECORDED:

A half credit is given for each course taken during the semester. In these courses, credit will be given either as ½ unit or no unit.

DEFINITION OF A STUDENT IN GOOD STANDING:

A student, who follows school guidelines, is academically eligible and serves all time earned within a week from the date that they earned the time, is in Good Standing. A student in Good Standing, is eligible to represent our school as well as participate in and/or attend activities.

DEFINITION OF A STUDENT NOT IN GOOD STANDING:

A student who does not make up all time earned by the end of a week's time after earning the time, or has 3 D's or one or more F's on the weekly eligibility report - is not considered to be in Good Standing. A student not in Good Standing is not eligible to represent our school through participation in activities such as (not an all inclusive list): sports competitions, Scholar's Bowl, FFA competitions that are not required as part of curriculum, the H.S. Play, Prom, other dances, Graduation, and being on the Homecoming Court - or even attend activities, with the following exceptions, if they are not serving other school discipline at the time:

1. A band member may play in the pep band and a band or choir member may participate at a music concert.
2. A student may work at the concession stand with their class or organization.
3. A team member must be on the sidelines with their team for a home event, but may not leave school early to attend an event.
4. A student not in Good Standing may attend an activity to watch a game, a concert, a school play when accompanied by a parent/guardian. They will not be allowed to leave school early to attend the event. They may watch graduation or promotion but will not be able to participate in the ceremony for their class.
5. A student may participate in the Junior High Field Trip and the J.H. Play, as these are part of the curriculum.

PART TIME ENROLLMENT

All students will be enrolled in at least eight (8) hours. Students wishing to enroll as a part time student must submit a written educational plan that includes the student's post secondary plan. The student's plan requires approval of the counselor, Jr.-Sr. High School principal and the superintendent who will decide as a group in order for the student to enroll in less than 8 hours.

COURSE CHANGES:

Care in class enrollment is essential. Personal goals and future education should be considered when enrolling. Course changes at the end of the semester must be coordinated through the parents, the principal, the counselor, and the teachers involved. Course changes must be made within **four class days** after the beginning of each semester. Course changes from year long courses will not be allowed except under extreme hardship cases. If a student changes classes at semester, out of a yearlong class, no semester credit will be given for the yearlong class that was dropped. Class changes after the four-day class change period will be made only for students with an Individual Education Plan (IEP).

HIGH SCHOOL STUDENTS BEING TEACHER'S ASSISTANTS:

Only seniors and juniors may serve as a teacher assistant. All students must be in good standing and have passed all classes the previous year. As this is during class time, students may not be on their cell phones during the class period that they are a teacher assistant.

SENIOR WORK-STUDY PROGRAM:

Seniors desiring Work-Study will make application for the program the spring before their senior year. The student is required to enroll in at least seven subjects and will have the opportunity to work during one hour of the school day. The student's previous school attendance must be acceptable, and the student's grades must be such that they are proceeding toward graduation at a normal pace.

Parental permission must be obtained before enrolling in the work-study program. The student's behavior at school must be acceptable before they can be recommended for this program. Each student will receive a grade and credit for maintaining regular employment with their registered business.

Each registered business will have completed an employer orientation to cover the purpose of the program and the employee's responsibilities. The employer, along with a short description of the work performed will maintain on-the-job attendance records. At the end of the program, the employer, counselor or principal will have a conference to determine the success of the placement. Students must check out in the high school office each time they leave for work-study. No student will be allowed to work for his or her parents, grandparents, or a business owned by either. Each student must give all time sheets to the counselor and arrange their own employment.

EXAMINATION:

Each teacher is encouraged to have culminating exams. If desired, a special testing schedule may be established for nine weeks and semester exams.

INCOMPLETES:

Students desiring an “Incomplete” or requesting an extension must make a written appeal to the principal. A written plan must be developed indicating how the course shall be completed. If no written plan is submitted, the student will receive the grade with zero credit given for assignments not completed.

CORRESPONDENCE / OFF CAMPUS COURSES:

Students may not use the services of another institution to take courses that are currently offered by GCHS without written permission by the building principal and board of education. In the case that a student wishes to take a course that GCHS does not offer, the request to count a class for high school credit must be made through the building principal.

PROGRESS UPDATE: (2018-19)

Each student is expected to maintain adequate academic status at school. Students earning a “D” or “F” in any class will receive a “progress report” in that class. A progress report list will be provided to the principal on the last class day of each week following the first week of each semester. The progress report will be emailed to the parent/guardian(s) on file unless a mailed copy is specifically requested.

MAKE UP WORK: (2018-19)

For Excused and Unexcused absences students absent will have the school day they return plus an additional school day to turn in missed work. For example, a student that misses Monday and returns to class on Tuesday would need to turn in their work at the start of each class on Wednesday or the teacher’s late policy would be in effect. One additional school day will be allowed for each consecutive excused school day absence. For example, if a student is absent two days - the missed work is due at the beginning of class on the third day after returning to school. This way the student has the opportunity to ask the teacher any questions about concepts that they may not understand and complete the work. Obviously, students would be encouraged to turn in their work as soon as possible to stay up with their academic responsibilities.

Homework for students who have been serving OSS will be due the following day after they return to school, to allow them to visit with their teachers to clarify assignments. Extra time to turn in work may be given at the teacher's discretion.

GRADING SCALE: All grades on quarterly report slips will reflect the following scale:

A -	90 – 100%
B -	80 - 89%
C -	70 – 79%
D -	60 – 69%
F -	59% or below

HONOR ROLLS: Honor rolls are determined at the end of each nine weeks. Awards will be given after semester grades are calculated.

4.0 Jackrabbit = 4.0 grade point average

Red Honor Roll = 3.50 to 3.99 grade point average

White Honor Roll = 3.00 to 3.49 grade point average

PROMOTIONS:

A pupil at any level should meet the requirements of that level before he/she is advanced to the next grade level.

Freshman: Student who enters high school for the first time and/or have no credits at the high school level.

Sophomore: Student who completed 6 credits in grade 9 or during the first year of attendance in high school.

Juniors: Student who completed 6 additional units of credit or more in grade 10 and at least 13 credits during high school.

Seniors: Any student who completed 6 additional units of credit or more in grade 11 or during high school. Student must have 18 credits completed.

GRADUATION:

A graduation is an auspicious occasion honoring those students who have fulfilled requirements for graduation. If a senior has failed to qualify for graduation by the end of the fourth nine weeks, or still has time to serve, he/she will not be permitted to take part in the high school graduation ceremony. 26 Units are required to graduate from Greeley County High School.

GRADUATION REQUIREMENTS:

Greeley County High School students are required to enroll in a minimum of eight (8) hours each semester for 4 years of high school. Twenty-six (26) credits shall be required as the minimum number of credits necessary for graduation. A student must have successfully completed the requirements for graduation before participating in the commencement exercises.

Exceptions to these graduation requirements may be provided by alternative graduation requirements as specified in a special education student's I.E.P., or action of the board of education.

1. **Fine Arts** – 1 unit - Student choice (Art, Band, Choir)
2. **Language Arts** – 4 Units – English I, II, III, IV
3. **Mathematics** – 3 Units
4. **Physical Education** – 1 Unit
5. **Practical Arts** – 1 unit – Student Choice (Business, FACS, Industrial Arts, and Vo-Ag)
6. **Science** – 3 Units
7. **Social Science** – 3.5 Units – Geography/US History, World Cultures, U. S. History and American Government – 1/2
8. **Computer Applications** – 1 unit
9. **General Business** – 1 unit

18.5 Units of Required Courses

7.5 Units Elective Courses minimum

26.0 Total Units necessary for a graduating diploma

VALEDICTORIAN/SALUTATORIAN:

To be considered for Valedictorian or Salutatorian, Greeley County High School requires the student to complete all requirements set forth for Graduation by the Kansas State Department of Education and the local Board of Education. The following courses will also be required:

4 Units (credits) of English (no substitutes, such as Practical or Applied English)

3 Units (credits) of Science (2 must be Chemistry, Physics, or Anatomy & Physiology)

3 Units (credits) of Math (1 must be Algebra II or higher)

The Valedictorian and Salutatorian will be determined by computing the grade two decimal places for the qualifying student's grade point average (GPA), i.e. 4.00, 3.99, 3.98 etc. If a tie should occur for Salutatorian, the award will be duplicated. If a tie should occur for Valedictorian, the award will be duplicated and an award for Salutatorian will be given. If the GPA is one/one hundredth or one/one thousandth, difference, the next person in line will be recognized as having high honors. Any exception will be determined by the Administration.

COLLEGE VISITATION POLICY:

In an effort to enhance the career development and planning effectiveness of students at Greeley County High School, the administration and guidance department of U.S.D. #200 has established the following policy for college visitation days:

1. Each senior student will have a maximum of 4 days per year in which to visit the college of their choice, if they have can prove to the counselor that the visitation is a necessity. Juniors are allowed 2 days.
2. Students must contact the counselor at least 2 days prior to the requested visitation with a written permission note from their parents or guardian and arrangements will be made with the college prior to dismissal.
3. Abuse of the college visitation policy will result in the students receiving an unexcused absence from school and the consequences that accompany it.

The college visitation policy is maintained by the provision that the student be allowed to visit and/or make preparation for enrollment at that institution in which he/she plans on, or is seriously considering attending following graduation from Greeley County High School. Approved college visit days will not count towards the 8-day semester limit. Only those students planning on, or seriously considering attendance at a particular school will be excused from school for the college visit. Students may not be accompanied by another student who does not plan to attend or is not seriously considering attending a school. Remember the counselor must pre-approve all college visits.

SECTION III - ACTIVITIES AND ATHLETICS

ACTIVITIES

Representing our school is a privilege that demands the highest level of accountability. Students representing our school are expected to demonstrate positive sportsmanship and citizenship, while maintaining academic achievement and positive role modeling. Students unable to meet the demands that accompany visible representation of our school will forfeit the privilege to do so.

School related activities such as field trips, school competitions and activity events will not be counted as absences. Students must be in attendance from first hour until dismissal in order to participate in activity practice or events including competition on school days. The principal has the discretion to allow a student to participate after missing part of an activity day if the student misses for an excused absence like a funeral, doctor's appointment or for unexcused time like a short tardy. Students who are chronically late or absent in the day following an event jeopardize their Good Standing.

PROGRESS UPDATE:

Each student is expected to maintain adequate academic status at school. Students earning a "D" or "F" in any class will receive a "progress report" in that class. A progress report list will be provided to the principal on the last class day of each week following the first week of each semester. The progress report will be emailed to the parent/guardian(s) of file unless a mailed copy is specifically requested.

ELIGIBILITY POLICY:

Eligibility for participation in all school sponsored extracurricular activities will be determined on a weekly basis based on the following criteria:

1. Eligibility reports will be generated every Thursday morning at 8:00 a.m., except the first two Thursdays of each semester – allowing students a two-week grace period at the beginning of each semester. If school is in session Friday for an eligibility-reporting week, they will instead be generated Friday morning at 8:00 a.m.
2. Any student who has one (1) F or three (3) D's on his/her eligibility report will be deemed ineligible for the next week's activities beginning at 11:59 p.m. Saturday evening until 11:59 p.m. the following Saturday.
3. Grades will be cumulative for the semester and will not start over the 2nd and 4th nine weeks.
4. All students are subject to this policy, including those with an IEP.
5. Academic eligibility requirements do not apply to interscholastic activities that are graded performances such as music contests.

ACTIVITIES AND PROJECTS:

All class or club activities, including sales, and projects must be approved by the sponsor, athletic director, and the principal before the activity, project, or sale commences.

ACTIVITY MEETING:

Club meetings, class meetings, and activity meetings should be held before school, after school, or during lunch. Any meetings held during the school day must have prior approval from the principal.

ACTIVITY ACCOUNTING PROCEDURES:

All monies for sale of projects will be turned in to the school secretary or sponsor of the project. The sponsor with final approval of the principal will coordinate purchases. All requisition purchases will be coordinated through the office.

Students owing bills to the school will not be allowed to use and check out school property for use in extra-curricular activities. The principal may grant exceptions to families that arrange for and are making monthly payments on their bills.

PHYSICALS:

Each athlete must have a physical examination form signed by a medical doctor indicating he/she is capable of vigorous physical activity. This form must be on file before an athlete is allowed to participate in practice or games. In addition, a parent/guardian permission form, including information regarding concussion awareness, must be on file before participation. Athletes should have some form of health insurance before participation. The school will provide an opportunity to purchase a health insurance policy.

PRACTICES:

When school is closed (snow, ice, or other) activities practice may be held if it becomes safe to travel. Coaches may schedule an optional practice and at the parent's discretion, students may attend. Common sense will be encouraged when attempting to attend practice on inclement weather days.

EQUIPMENT/CLOTHING:

Equipment or clothing, which is not personal, but necessary to compete in a particular sport, will be provided by the athletic department. All provided material is school property and has merely been issued to the student on a loaner basis. This issued equipment or clothing is inventoried, and at a season's conclusion the student is expected to return all issued items on the assigned date. If all or any issued items are not returned, the student will be assessed the replacement cost for all unreturned items, and further issuing of school equipment will be withheld until payment or arrangements to do so are made. Lockers are also considered school property and damage is also the responsibility of the student.

DEFINITION OF A STUDENT IN GOOD STANDING:

A student, who follows school guidelines, is academically eligible and serves all time earned within a week from the date that they earned the time, is in Good Standing. A student in Good Standing, is eligible to represent our school as well as participate in and/or attend activities.

DEFINITION OF A STUDENT NOT IN GOOD STANDING:

A student who does not make up all time earned by the end of a week's time after earning the time, or has 3 D's or one or more F's on the weekly eligibility report - is not considered to be in Good Standing. A student not in Good Standing is not eligible to represent our school through participation in activities such as (not an all inclusive list): sports competitions, Scholar's Bowl, FFA competitions that are not required as part of curriculum, the H.S. Play, Prom, other dances, Graduation, and being on the Homecoming Court - or even attend activities, with the following exceptions, if they are not serving other school discipline at the time:

1. A band member may play in the pep band and a band or choir member may participate at a music concert.
2. A student may work at the concession stand with their class or organization.
3. A team member must be on the sidelines with their team for a home event, but may not leave school early to attend an event.
4. A student not in Good Standing may attend an activity to watch a game, a concert, a school play when accompanied by a parent/guardian. They will not be allowed to leave school early to attend the event. They may watch graduation or promotion but will not be able to participate in the ceremony for their class.
5. A student may participate in the Junior High Field Trip and the J.H. Play, as these are part of the curriculum.

BEHAVIOR:

Students involved in extracurricular activities are expected to behave both in and out of the school setting – for example the school play and school dances. Good sportsmanship is paramount to our behavior goals. Those students failing to demonstrate good behavior, whether in or out of school, risk being suspended from the team. Serious offenses may result in suspension from all extra-curricular activities for a length of time to be determined by the principal.

TRAINING RULES:

When a student chooses to participate in school sponsored activities, he/she accepts the responsibility to represent Greeley County Schools and is therefore accountable to a higher standard of conduct. The Student Handbook provides behavioral guidelines during school, on school property, and/or at school participatory events. Thus, behavioral guidelines and consequences extend to those individuals beginning with the first fall sports practice and ending with the last day of school or the last contest date (for those involved in track/golf) whichever is later.

TRANSPORTATION

Students will be provided a ride to school sponsored events in school owned vehicles. When school officials consider it desirable to use school transportation, all participating students will ride in an assigned school vehicle to and from the event - unless the student **returns with a parent, grandparent, aunt, uncle, or legal guardian. The parent must present a written note to the sponsor or coach before permission will be granted.** Students will not be allowed to stay overnight for any activity if they are able to leave and return at a reasonable time during the day.

ENFORCEMENT:

The activities department will not act upon rumors, supposition, or hearsay. However, if a student is known to have been under the influence of alcohol or other drugs, been a party to vandalism, committed a felony crime, used tobacco products, or otherwise violated training rules, consequences will be administered. The following four circumstances will result in disciplinary action: Student arrest/law enforcement notification, student self- admission, parent admission, school staff and/or administrator personal observation.

Additional consequences for students in activities for the infractions listed above, such as alcohol or drug violations:

1ST OFFENSE – 2- weeks of contest suspension. Student may be allowed to or required to attend practices at the discretion of the head coach.

2nd OFFENSE – Suspension from all activities for 18 calendar weeks. Student will not be allowed to participate in school sponsored or participatory activities.

3RD OFFENSE – Suspension from all activities for the remainder of the school year or 18 school weeks, whichever is longer (suspension can carry over to the next school year). If the violation involves substance abuse of any type, the student must obtain a drug/alcohol assessment prior to being reinstated to Good Standing.

BANQUET, DANCE, & SOCIAL EVENT EXPECTATIONS:

1. All school rules apply.
2. All school dances will end by 11:30 p.m.
3. Student leadership is encouraged in maintaining school rules/expectations. Your assistance and willingness to hold each other accountable will help ensure a positive atmosphere and high quality events.
4. As with all school-sponsored activities, attendance is a privilege. Anyone choosing not to follow school rules/expectations may be asked to leave and may forfeit the opportunity to attend future dances or activities.
5. Administration/faculty has the authority to **cancel** any or all banquets, dances and social events should they deem it appropriate.
6. There will be no re-admittance to the events. After being admitted to the event, anyone leaving (for any reason) **will NOT be allowed to re-enter**.
7. All non-GCHS students (dates only) **MUST** be registered at the office at least one week prior to the event. All outside dates must be a 9-12th grader in good standing at their school or have graduated from high school during the last school year. **Only GCHS students and their registered dates will be allowed to attend the event.**
8. Event sponsors and the principal are responsible for and obligated to administer all rules and expectations at each event. Should a sponsor or the principal have concerns regarding the behavior or attitude of any student in attendance (including but not limited to alcohol or other drug use), he/she is authorized to inform the student that they must leave as part of the consequences for their inappropriate action(s) at the event.

USD 200 GREELEY COUNTY SCHOOLS: PROM AND POST PROM ACTIVITIES:

1. All school rules, policies and expectations will apply for those students attending any **Prom and Post Prom**. Students that are ineligible, owe hours, are not in good standing, and/or are serving any type of suspension will NOT be allowed to attend the events.
2. **Post Prom is only for those students and their dates that attend prom.**
3. Student leadership is encouraged to maintain school rules and expectation. Your assistance and willingness to hold each other accountable will help ensure a positive atmosphere and a high quality event.
4. As with all school-sponsored activities, attendance is a privilege. Anyone choosing not to follow school rules/expectations may be asked to leave and may forfeit the opportunity to attend future dances or activities.
5. There will be no re-admittance to the events if a student or their date leaves the school building. Once you are in the building for prom you are not allowed to leave and come back. This includes post prom. **You cannot attend post prom unless you attend prom.**
6. *In district, as well as out of district dates may be asked by GCHS Juniors and Seniors and must be in grades 9-12 or have graduated the previous school year from high school. All dates not from our school's junior and senior class must be registered in the office one week prior to the date of Prom.* Only GCHS Juniors and Seniors and their registered dates, as well as all sophomore servers, will be allowed to attend the banquet, prom and after prom.
7. The principal and the event sponsors are responsible for and obligated to enforce all rules and expectations at each event. Should a sponsor have concerns regarding the behavior or attitude of any student in attendance (including but not limited to alcohol or other drug use), he/she is authorized to inform the student that they must leave as a consequence of their inappropriate action(s) at the event.
8. All outside dates will be verified by the principal during the week of prom. All outside dates must be in good standing from another school. Any outside date not in good standing from another school will not be allowed to attend. A background check may be conducted on those young adults that are not in school somewhere; law enforcement may be asked for assistance.

SECTION IV - ATTENDANCE

STATEMENT OF ATTENDANCE PHILOSOPHY:

The importance of regular school attendance cannot be overemphasized. Research studies have shown a direct correlation between poor attendance and poor achievement, low grades and school failure. Research has also shown that the patterns of school attendance established by the student carry over into the student's later life. Good school attendance is beneficial to a student's academic development and also prepares the student for the adult world after his formal education is completed.

If the student is expected to gain the maximum benefit from the instructional program offered, regular attendance is necessary. Learning with others assists the student to communicate and work with others, to gain others' perspectives, and to accept responsibility. The student, the student's parent/guardian, and the school share the responsibility for the student's school attendance.

EXCUSED ABSENCES: Include but are not limited to:

1. Student illness with parent/guardian notification only
2. Funeral attendance
3. Doctor's appointments verified by a parent/guardian phone call or a doctor's note
4. Pre-planned (School related, health, or adult family travel with their student pre-approved by the principal)
5. Special situations approved by the principal at the request of the parent/guardian

Parent/Guardian is expected to notify the school if their child is to leave school grounds. Students will not be released until parent/guardian has contacted the office. Therefore, in special circumstances, a student may be permitted to leave school with another student's parents if the first student's parents have given permission through a note or phone call to the school explaining the special circumstances.

UNEXCUSED ABSENCES: Are any absences not qualified under excused absences or situations approved by school administration. Consequences are cumulative per semester.

- All unexcused absences - Complete unexcused absence slip plus loss of Good Standing until slip is turned in to principal.
- 3rd - Complete unexcused absence slip plus loss of Good Standing for one week, a meeting with the parents/guardian and the child to discuss ways to improve their attendance. Also, if the third unexcused absence is consecutive - meaning 3 days in a row of being absent unexcused, the student is also considered to be legally truant and appropriate truancy actions will be taken. (see the entire Truancy Policy on page 17).
- 4th - Complete unexcused absence slip plus loss of Good Standing for one week
- 5th - Five non-consecutive days per semester of being absent unexcused is considered legally truant and appropriate truancy actions will be taken. Complete unexcused absence slip plus loss of Good Standing for two weeks, a follow up meeting with the parents/guardian and the child will take place to discuss the plan, needed changes, and going forward.
- 6th - Complete unexcused absence slip plus loss of Good Standing for two weeks.
- 7th - Seven non-consecutive days per school year of being absent unexcused is considered legally truant and appropriate truancy actions will be taken. Complete unexcused absence slip plus loss of Good Standing for two weeks, a follow up meeting with the parents/guardian and the child will take place to discuss the plan, needed changes, and going forward.

EXCESSIVE ABSENCES:

If a student is absent for eight (8) days in a semester, the Attendance Review Committee will meet to review the absences. The committee may waive absences related to a serious injury, serious medical issues or medical appointments or other days that the committee feels should be waived due to special circumstances. If the committee is not initially waiving a number of absences due to the previously stated reasons, the student and his/her parent/guardian(s) are required to meet with the Attendance Review Committee to address the attendance of that student. After the Attendance Review Committee has met with the student and their parent/guardian(s) and a final ruling is provided, the student is expected to complete an unexcused absence slip and return to the principal, The student will also begin making up half of the time they have missed starting with the 9th absence in a semester excused or not. Time that needs to be made up for attendance issues may be made up before, after school, or during lunch by making arrangements with the principal.

TARDIES: (2018-19)

Unexcused Tardies are calculated *per semester* (inclusive for all classes). Any number of unexcused tardies greater than or equal to 3 will result in lunch detention time for each tardy from then on. The lunch detention must be served within a week of being issued the detention. To ensure that students understand the expectation in this area and to promote a fair and consistent policy that is enforced school-wide, a tardy will be defined as when a student is not in their classroom for that hour when the tardy bell begins to ring. Of course, a student is excused from being tardy if they have a pass from another teacher or the office or if the teacher/office communicated over the phone the excuse to that teacher.

Lunch Detention: Must stay at school for lunch, isolated in designated area in cafeteria, no electronic devices, and must stay in the designated area from bell to bell.

1. No penalty
2. No penalty
3. Lunch detention
4. Lunch detention and continuing 1 tardy -1 lunch detention.

TRUANCY POLICY:

The basis of the Greeley County High School Attendance Policy is the School Attendance Laws of the State of Kansas. According to K.S.A. 72-1111 et seq., whenever a child is required by law to attend school and such child is “inexcusably absent” from school either three (3) consecutive school days or five (5) or more school days in any one semester, or seven (7) or more school days in any school year, such child shall be considered truant. A child is “inexcusably absent” from school if he is absent therefrom all or a significant part of the day without a valid excuse acceptable to the school employee responsible for the school attendance of such child. A “significant part of the school day” is defined as being absent one or more of the student’s daily class periods.

TRUANCY NOTIFICATION:

When a student who is under the age of eighteen (18) years and meets the statutory definition of truancy, pursuant to K.S.A. 72-1113, the Kansas Department of Social and Rehabilitation Services (SRS) and/or the Greeley County Attorney will be notified.

SECTION V - CODE OF CONDUCT

ANTI-BULLYING POLICY

Greeley County Schools is committed to creating a safe, caring, respectful learning environment for all students. Bullying of students occurring in the schools is strictly prohibited and will not be tolerated. For the purposes of the policy, "school" includes school buildings, school grounds, and school-sponsored social events, trips, sporting events, buses, and bus stops. Reported incidents of bullying will be investigated promptly and thoroughly by school administration.

Definition of Bullying:

Bullying is a pattern of aggressive, intentional or deliberately hostile behavior that occurs repeatedly and over time. Bullying behaviors normally fall into three categories, physical, emotional, and verbal, and may include, but are not limited to, intimidation, assault; extortion; oral or written threats; teasing; putdowns; name-calling; threatening looks; gestures, or actions; rumors; false accusations; hazing, social isolation, and cyber-bullying.

Preventative Measures: Student Instruction / Awareness

Bullying behaviors are unacceptable. Ongoing instruction is to be provided through the Character Education and other instruction programs in the K-12 curriculum of Greeley County Schools.

Staff Awareness / Action

School personnel shall receive in-service training on anti-bullying policy to ensure a consistent approach is adopted on a division-wide basis. The school administration requires all staff members who observe, suspect, or become aware of an act of bullying to immediately notify an administrator.

Student / Parent Action

The school system encourages students and parents who become aware of an act of bullying (by students or staff) to immediately report the incident(s) to a school administrator for further investigation. Any student who retaliates against another for reporting bullying will also be subject to consequences.

Complaint / Investigation Procedure:

All students shall be informed of their right to protection against bullying behaviors and the right to file a complaint if they believe they have been the victim of bullying behavior. School administrators are responsible for investigating each complaint, determining if the complaint is legitimate in accordance with the above definition, and taking appropriate corrective action. Any student (be they the victim or the bystander) may initiate a complaint by completing a confidential reporting form and returning it to a building administrator.

Intervention / Consequences:

Reports of bullying are taken seriously and shall be dealt with quickly and effectively. If a student is found guilty of bullying behavior the consequences shall depend on both the results of the investigation and the severity of the incident. Consequences may include but are not limited to mediation, a parent conference, counseling, suspension, expulsion, or referral to local law enforcement agency.

STUDENT BEHAVIOR

Greeley County Schools' philosophy of discipline is designed to provide an environment in which students can be motivated and taught to demonstrate personal, social, and academic behaviors appropriate to their age and maturity level. Reasonable rules and regulations are necessary for ensuring the best interests and welfare of the individual student and the total school population. Each individual has the right to an education. That does not mean the individual is entitled to special rights or privileges that interfere with the educational pursuits of others. Students must learn to follow basic rules, regulations, and policies so they may understand and accept the process of living in a society governed by rules, regulations, and laws. Greeley County Schools seek to provide a safe, positive educational atmosphere. To that end, it is expected that each student will demonstrate respect for others, school, self, and the educational process.

Any student choosing not to demonstrate that respect (violating the rights of others) will receive consequences commensurate with his/her actions. The work of the teacher, counselor, or principal is not one of repression and authoritarianism, but one of education. The ultimate goal is self-discipline.

DEFINITION OF DISCIPLINE: A process designed to teach, model, and use appropriate consequences to bring about the responsible behaviors necessary to ensure a safe, orderly, and productive environment by helping to change unacceptable behavior to acceptable behavior. USD 200 wants to assure the public that every student will have the best possible opportunity to learn. An effective discipline plan will:

- Provide a safe environment
- Provide an orderly environment (outside the classroom structure)
- Provide a productive learning environment in the classroom, where teachers can teach and students can learn. An effective discipline plan will result in consistency among staff members. Consistency means reacting to every behavior that is inappropriate.

BELIEF STATEMENTS:

- Self-discipline is the expected outcome.
- Teaching and learning of the intended curriculum for all students is the highest priority. Therefore, the misbehavior of one student:
 - Will not be allowed to interfere with the learning opportunities of another student.
 - Will not be allowed to interfere with the teacher’s responsibility to teach all students.
 - Will not excuse the misbehaving student from the opportunity to successfully complete the learning objectives.
- Parents have a responsibility to assure that their student(s) behaviors do not take away from a safe and productive learning environment for others.
- Staff will handle all discipline situations in a professional manner.
- We believe that teaching/learning time should be protected/guarded as much as possible.
- Students will behave respectfully to ALL adults, not just teachers.

BEHAVIOR EXPECTATIONS:

- Students and staff will demonstrate self-respect, respect for others, and respect for all things in their environment.
- A safe and productive learning environment will be maintained for all individuals at school and at school-related activities.
- Conflicts will be handled without the use of violence or threats of violence and with respect for the rights of all.
- High expectations in the areas of teaching and learning will be maintained at all times.
- Students, parents, and staff will work cooperatively toward the success of all.
- Students will be expected to respond and act appropriately to all reasonable requests from staff members.

POSSIBLE CONSEQUENCES:

- | | |
|--|--|
| ● Verbal reprimand | ● Detention |
| ● Conference with teacher and student | ● In-school Suspension (ISS) |
| ● Student temporarily removed from class (sent to hall, referred to the principal) | ● Out-of-school Suspension (OSS) |
| ● Conference with teacher, parent, and student | ● Permanent removal from class |
| ● Referral for counseling | ● Long-term suspension (more than 10 days) |
| ● Conference with principal, teacher, parent, and student | ● Expulsion |

MAKING UP TIME FOR DETENTIONS AND OTHER REASONS: (2018-19)

Students earning time for a disciplinary detention from the office, a teacher, or principal will be required to serve the detention within a week of earning the time. Students may serve any time that needs made up either before or after school **with pre-arrangements** being made with the principal or teacher. Any time that is earned for whatever reason must be made up within a week from earning the time or the student is no longer in Good Standing and loses the privileges that go with being in Good Standing. An example would be that a student gets a 30 minute detention on a Tuesday must make up that half hour by the end of the day the following Tuesday by 5:00 p.m. If the time is not served within 7 calendar days (with exceptions being given for extended break times like Thanksgiving, Christmas and Spring Break), they would no longer be in Good Standing starting Wednesday until the time is made up. If a student is habitually not serving their time within the week, the principal, as in all cases of discipline, has the discretion of assigning ISS or other discipline measures.

ISS: In School Suspension:

An ISS begins at 8:00 a.m. and goes to 4:00 p.m. The student is not eligible for activity practice, participation, or attendance at school activities from the time suspension is started until the morning following the last day of suspension. The student is required to do class work with credit and is denied usual privileges such as attending class, normal passing period time in the halls, and having access to their phone during the school day.

OSS: Out of School Suspension (2018-19)

Students may be suspended out of school by the administration for more severe or repeated violations of this handbook. During an out of school suspension, the student will be given their assignments and have the opportunity to turn in the work that they missed during the OSS. Homework will be due the day after they return to school (Example: a student returns on Tuesday the work would be due Wednesday or the next day school is in session), to allow them to visit with their teachers to clarify assignments. Extra time to turn in work may be given at the teacher's discretion. Students will not be allowed to attend school activities or events on the days of the OSS.

SUSPENSIONS AND SCHOOL WORK

In both ISS and for instances of OSS, students will be given the opportunity to turn in their class assignments and make-up tests.

SECLUSION:

When used with a student, means that all the following conditions are met:

- (1) The student is placed in an enclosed area by school personnel.
- (2) The student is purposefully isolated from adults and peers.
- (3) The student is prevented from leaving, or reasonably believes that the student will be prevented from leaving, the enclosed area.

It does not include a time-out, which is a behavioral intervention in which a student is temporarily removed from a learning activity without being confined. It does not include ISS, when a student is allowed egress. The school will not use seclusion unless there is a threat of harm to the student or another person.

Restraint:

“Mechanical restraint” – any device or object used to limit a person’s movement, except that a protective or stabilizing device either ordered by a person appropriately licensed to issue the order for the device or required by law shall not be considered to be a mechanical restraint. This term does not include any device used by a law enforcement officer, campus police officer, or school security officer in carrying out law enforcement duties.

“Physical restraint” – bodily force used to substantially limit a person’s movement, except that consensual, solicited, or unintentional contact and contact to provide comfort, assistance, or instruction shall not be deemed to be physical restraint.

“Imminent risk of harm” – an immediate and impending threat of a person causing substantial physical injury to self or others. Restrictions on the use of restraint:

- ✓ Physical restraint should not be used for purposes of discipline, punishment, or staff convenience.
- ✓ A student should not be subjected to mechanical restraint.
- ✓ Restraint should be used only if a student presents a danger of *imminent risk of harm* to self or others *and* only as a last resort to protect the safety of all involved.

Each level of offense that follows includes a suggested guideline for consequences. The final determination will be at the discretion of the building administration.

SUBSTANCE ABUSE POLICY:

There will be no possession, use of, selling, attempting to sell, or being under the influence of alcohol, tobacco, or drugs on school property, at school sponsored or participatory events or on school transportation. (Prescription medicines are allowed when used as specified by a physician.) This includes distributing or attempting to distribute and sell any items such as alcohol, tobacco, drugs, stimulants, or electronic cigarettes. Discipline for violation of the above will be a minimum of 3 days of ISS. In addition, consequences for violating the substance abuse policy may include, but not be limited to any or all of the following, depending on the severity of the violation. Keep in mind, that those students in activities will also have those consequences that are listed elsewhere in this handbook such as a 2-week suspension from competition on the first offense.

Consequences for violating any part of the Substance Abuse Policy (starts over each school year)

- 1st Offense: A minimum of 3 days of ISS plus severe offenses may result in additional consequences such as OSS and/or expulsion.
- 2nd Offense: A minimum of 3 days of ISS plus severe or repeat offenses may result in additional consequences such as OSS and/or expulsion. Also at the discretion of the principal a drug/alcohol assessment may be required of the student before they return to Good Standing.
- 3rd Offense or more: A minimum of 3 days of ISS plus severe or repeat offenses may result in additional consequences such as OSS and/or expulsion. Also, at the discretion of the principal a drug/alcohol assessment may be required of the student before they return to Good Standing.

Suspension includes restriction from attendance and participation in any activity / event outside of the normal school day from 8:00 a.m. to 4:00 p.m. and the person does not return to good standing until the morning following the last day of their suspension.

LEVELS OF OFFENSES:

Level 1: *Student Environment* – Behavior that occurs in the classroom that only affects the student.

Examples (not all-inclusive):

- Not prepared for class with appropriate equipment/materials
- Sleeping
- Off task, not disrupting others
- Failure to turn in homework/incomplete assignments
- Failure to dress out for P.E.

Consequences (Level 1):

- Teacher moves to vicinity of student
- Verbal reprimand
- Conference with teacher and student
- Detention or office referral
- Conference with teacher, student, and parent

Level 2: *Classroom Environment* – Behavior that occurs in the classroom and interferes with the learning of others. Examples (not all-inclusive):

- Disrespect/defiance
- Bullying
- Failure to comply with a reasonable request from an adult
- Talking without permission
- Horseplay
- Disturbing another student
- Out of seat without permission
- Improper use of equipment

Consequences (Level 2):

- **Minimum:** Verbal reprimand and/or detention
- **Maximum:** Repeated or severe violations could result in detention, ISS, OSS or expulsion

Level 3: *Orderly Environment* – Behavior outside the classroom that negatively affects an orderly environment.

Examples (not-all-inclusive):

- Defiance
- Disruptive hallway behavior
- Disruptive cafeteria behavior
- Disruptive behavior at a school activity
- Disruptive behavior before or after school
- Attendance (skipping/tardy/truancy)
- Motor vehicle – inappropriate use
- Solicitation – selling unauthorized items
- Inappropriate literature
- Public displays of affection
- Dress code violations
- Bullying
- Cheating or plagiarism
- Postings on social or electronic media that are disruptive to the learning environment

Consequences (Level 3):

- **Minimum:** Verbal reprimand and/or detention
- **Maximum:** Repeated or severe violations could result in ISS, OSS or expulsion

Level 4: *Safe Environment* – Behavior that is physically and/or mentally threatening to others and/or is illegal. Examples (not all-inclusive):

- Gross disrespect toward an adult, cursing, name-calling
- Social media postings that threaten school safety
- Filing false emergency reports
- Vandalism/destruction of property (including security system)
- Outright intimidation, extortion, or threats toward students or staff
- Fighting, assault, battery of any type
- Sexual harassment of any type
- Tobacco/alcohol/drugs – possession, sale, or use (including those depicted on social media)
- Arson
- Weapons – possession or use
- Explosive devices

Consequences (Level 4):

- **Minimum:** In-School Suspension(s) (ISS) or Out-of-School Suspension(s) (OSS)
- **Maximum:** A severe violation or repeated violations may result in expulsion

DRESS CODE: (2018-19)

Proper attire and hygiene are important elements of student conduct in USD 200. Dress that is distracting, disruptive, interferes with normal school activities and extracurricular activities, or is not in good taste will not be permitted. **Students wearing the following inappropriate items will be required to change before continuing classes:**

I. Headwear:

- A. Hats
- B. Caps
- C. Visors
- D. Do-rags
- E. Bandanas
- F. Non-religious head coverings
- G. Sunglasses in the building unless specified by a doctor's orders
- H. Any hoodies worn indoors must be worn with the student's head uncovered.

II. Tops:

- A. Spaghetti straps
- B. Halter tops
- C. Undergarments
- D. Pajama tops
- E. See-through tee-shirts
- F. Cut-offs
- G. "Fishnet" shirts unless a tee shirt is worn underneath
- H. Factory hemmed sleeveless shirts with less than a 2" strap
- I. Tops that expose the bare midriff
- J. Revealing
- K. Low cut shirts or blouses under the armpit
- L. Undergarments may not be revealed.
 - 1. (white ribbed tank tops are considered undergarments)

III. Bottoms:

- A. See-through shorts
- B. Short shorts
- C. Shorts with holes
- D. Nylon shorts
- E. Cut off sweats
- F. Biker shorts
- G. Pajama bottoms.
- H. Shorts that do not reach the wearer's mid-thigh

NOTE: Shorts must be of a length that will reach the wearer's mid-thigh.

NOTE: No jeans with holes above mid-thigh, unless the legs are covered by another garment

IV. Clothing with or has

- A. Lewd comments
- B. Double meaning sayings
- C. Vulgar or suggestive words and/or pictures
- D. Advertise alcoholic beverages, tobacco, drugs, or other controlled substances
- E. Sexual images and wording.

V. Going barefoot. (Shoes are required)

NOTE: Sleeveless shirts must have a factory hem of at least 2"

*** High School Physical Education and Weights - appropriate dress requires the following:**

- A. Tennis shoes
- B. T-shirt or factory hemmed sleeveless shirt meeting the dress code (no cut-offs)
- C. Athletic shorts meeting the dress code requirements

★ These lists are not meant to be all inclusive and are enforceable at any point during the day even if not caught in a previous hour.

DRESS CODE VIOLATIONS:

First Offense: Student must comply with the dress code before returning to class. Principal will deliver suitable item for offender to wear for remainder of day, unless item is hat, in which case principal will confiscate the item for remainder of the day.

Second Offense: A 30-minute detention will be issued. Student must comply with the dress code before returning to class. Principal will deliver suitable item for offender to wear for remainder of day, unless item is hat, in which case principal will confiscate the item for remainder of the day. Parents will be notified and advised that their child should not be allowed to wear items that violate the dress code in the future.

Third Offense: A 60-minute detention will be issued. Student must comply with the dress code before returning to class. Principal will deliver suitable item for offender to wear for remainder of day, unless item is hat, in which case principal will confiscate the item for remainder of day. Parents will be notified and advised that their child should not be allowed to wear items that violate the dress code in the future.

Continued Offenses: Continued offenses will result in increasing loss of Good Standing, suspensions, and/or expulsion.

SECTION VI - GENERAL INFORMATION

SCHOOL ARRIVAL:

Doors will be open for students at 7:30 a.m. with classes beginning at 8:00 a.m. Students may come to school before 7:30 by arrangement with a teacher or the principal.

BACKPACKS: (2018-19)

Students will not be allowed to carry backpacks, book bags, or other such bags to class. Backpacks must be stored in provided lockers. There will be no such bags left in the hallway, on the lobby benches, or on floors. These become a violation of the state fire code when they are left on the hallway floor.

LOCKERS:

Students will be assigned a locker when enrolling. Lockers are to be kept neat during the year and are to be cleaned out when the year is over. Lockers are property of the school district and school officials have the right to remove objectionable/questionable material at any time. Any damage done to lockers will be the student's responsibility to pay for damages. This includes additional time/supplies needed to restore lockers to their original condition.

FIRE / TORNADO / LOCKDOWN DRILLS:

When the fire alarm or storm alert is heard, students are to pass quickly and quietly to their designated area according to posted instructions. Seriousness during drill time will enhance the drill's safety and purpose.

Fire drills will be conducted monthly. Tornado drills will be conducted during the fall and spring season.

Lockdown drills will be practiced regularly. Students will follow directions as given by their classroom teacher.

LUNCH TIME: (2018-19)

Lunch for grades 10-12 will be open this year for students in Good Standing. A hot lunch is available, students may eat a sack lunch in the cafeteria or 10th-12th grade students may leave the campus for meals if they are in Good Standing. Having an open lunch is a privilege and students should remember that privileges may be revoked by the administration or the school board. High school students may be in the library for class/organization meetings or in the lower hallway during the lunch hour after they eat unless they are serving lunch detention. Junior high students will stay in the cafeteria until released by the lunch supervisors. These regulations will be in effect:

1. Students must sign out if they are leaving campus during open lunch just like at other times. If a student does not sign in and out, they will lose the privilege of open lunch for a month.
2. Students not in good standing and those serving lunch detention must sign-in to the lunch room and remain there until dismissed by the monitor.
3. The library will be open for student use during lunch for meetings.
4. Students are to stay out of the classroom area of the building unless they have a pass from a teacher.
5. Common sense behavior is the key to making the open noon hour work. Reports of student misbehavior during lunch period or failure of students to sign out for lunch may result in the re-establishment of a closed lunchtime. Keep in mind that the open lunchtime can be revoked by the Board of Education or administration at anytime. If students want the open lunchtime to continue, they must be the ones who make it work.

Meals may be purchased at the following prices:

Elementary Student: \$ 1.60 per day - Breakfast \$2.85 per day - Lunch

Secondary Student: \$ 1.60 per day - Breakfast \$3.10 per day - Lunch

Adults – Employee: \$2.50 per day - Breakfast \$4.30 per day - Lunch

Adults – Guest: \$3.00 per day - Breakfast \$6.00 per day - Lunch

All meal tickets must be purchased before school starts each day. No refunds will be made unless a child is moving or it is at the end of the school year. No additional lunch charges will be made to any family or staff account with a negative balance of more than \$100.

JR.-SR. HS CELL PHONE POLICY (2018-19)

In recognition that cell phones are an integral part of 21st century society, we understand that students will have them. With that knowledge, students should act in their own best interest and abide by the cell phone policy, which is instated to preserve the learning environment which is vital to the school's mission.

Students may not carry their cell phones with them during the school day except during lunch period or at the teacher's discretion for instructional purposes. During class time cell phones must be left in their locker and if a student is seen with their cell phone, the student is in violation of the cell phone policy. An offense record will be kept as a shared document among staff and administration.

Other electronic devices such as, but not limited to MP3 players, ipads, tablets, etc. will be treated as a cell phone and fall under the same regulations. Students are not allowed to use earbuds or earphones without special permission from their classroom teacher during class time. Also, students are not allowed to use the office telephone during class time. Students will not be called from class for telephone calls unless it is an emergency situation. Students are given the freedom to use their phone during lunch time unless serving lunch detention.

Consequences for violating the cell phone policy in any way:

First offense: The teacher will assign time to be served with the teacher not in excess of 1 hour. Offense will be documented as electronic device referral.

Second offense: The cell phone use will be recorded as an electronic device referral and the student's parent or guardian must come to the school to pick up the phone. Additional violations or refusal to give the phone to a staff member when requested will result in consequences up to and including suspension for open defiance.

In addition to the consequences noted above, **IF A STUDENT IS OBSERVED USING A CELLPHONE DURING TESTING**, the Academic Dishonesty Policy will be followed. If a student is observed using a cell phone during any state assessments, additional consequences, including suspension from school, may be imposed.

Please note: *Greeley County Schools is not responsible for loss, theft or damage to any electronic device a student chooses to bring to school.*

HEALTH, STUDENT, ILLNESS, and INJURY:

The following are signs of an approaching illness: headache, runny nose, difficulty breathing, sore throat, coughing, unusual chills or rise in temperature, vomiting, skin eruption, unusual flush or pallor of skin, swollen glands. Please do not send your child to school ill. But, on the other hand, do not allow your child to miss school simply because he or she doesn't "feel well". A child with a fever of 100.5 and any of the above symptoms should be kept at home or seen by a physician. For infection control and the prevention of the spread of illness, remember that until a fever is gone for 3 days or the child has been on antibiotics for 24 hours they are contagious. Colds can be spread as long as the child is showing symptoms, so please teach your child proper hand washing and to cover their nose or mouth while coughing or sneezing.

Any child at school with a fever, etc., will be sent to the school nurse or office. If the fever is 100.5 or greater, the parents will be contacted to take the child home. Any student returning to school after an absence in excess of 4 days due to illness should have a doctor's or nurse's permit before returning to the classroom.

If your child is ill due to a communicable disease such as chicken pox, measles, etc., please notify the school nurse's office so other cases may be quickly diagnosed. Do not allow your child to return to school until all risk of transmittal of the disease is past. Students diagnosed with Strep Throat will be excluded from school until they have completed 24 hours of antibiotics. Students with chickenpox will be excluded from school for 10 days or until all pox are scabbed over. In the event of an injury, the student's parents will be notified. All students must have an emergency consent form signed and on file in the nurse's office in case medical attention is required. An injured child may be accompanied to the clinic by one other child.

All students being admitted to a Kansas school for the first time are required to have a health assessment (physical) prior to entry to school, according to Senate Bill 575, school law K.S.A. 72-5211.

SCHOOL NURSE/MEDICINE AT SCHOOL:

We are fortunate to have a school nurse on duty throughout each day. No employee shall prescribe or give medication (this includes Tylenol, cough drops, or any other internal medicine) to a student without parent permission. Prescription medicine will be administered only upon written order of a physician. If your child must take medication during school hours, the following guidelines must be observed:

1. The prescription bottle must have the child's name, instructions and current date.
2. All medication must be accompanied with a note from the parent stating the child's name, dosage and times to be given.
3. Medication prescribed 3 times a day does NOT need to be given at school. Take before school, after school, and before bed.
4. Permission forms must be on file or accompany your child for prescription and non-prescription medicine.
5. All medication to be given at school must be taken to the nurse's office for dispensing. It is the student's responsibility to go to nurse's office and receive the medication at the appropriate time.

USD 200 NON-RESIDENT STUDENT ADMISSION POLICY

Non-resident student: admission

Non-resident students are those who do not meet the definition of a resident student within the boundaries of USD 200, which is all of Greeley County, Kansas. Although the district is not required to admit non-resident students, non-resident students may be admitted by the USD 200 Superintendent, working in conjunction with the building level principal after taking into consideration the extent that staff, facilities, equipment, and supplies are available. In addition, students seeking non-resident admission will be evaluated on the following criteria: whether the student has made adequate academic progress; regularity and punctuality of attendance; and their disciplinary record, specifically whether the student complied with student handbook policies and avoided 1) major disciplinary problems and/or 2) a large number of referrals for minor disciplinary problems as well as if the student has an adjudicated offender status.

Non-resident student: continued enrollment

Non-resident students admitted to the district shall be evaluated each spring by the USD 200 Superintendent after consulting with the building principal on the following criteria: whether the student has made adequate academic progress; regularity and punctuality of attendance; and their disciplinary record, specifically whether the student complied with student handbook policies and avoided 1) major disciplinary problems and/or 2) a large number of referrals for minor disciplinary problems as well as if the student has an adjudicated offender status.

Students may be re-admitted or denied admission for the next school year based on the results of these evaluations. Parents shall be informed of any administrative decision on non-resident student applications no later than August 7th.

Enrollment Restriction

Unless approved in advance by the board, no student, regardless of residency, who has been suspended or expelled from another school district will be admitted to USD 200 until the period of such suspension or expulsion has expired.

PUBLIC DISPLAY OF AFFECTION (PDA)

Students must maintain high levels of conduct at all times while at school or school-sponsored activities. While positive relationships with other students are encouraged, displaying affection towards another student must follow specific guidelines. Examples of non-acceptable behavior include kissing, embracing, or any other behavior that may draw attention. (This is not an all-inclusive list.)

Greeley County Schools USD #200

Computer Use Policy

Greeley County Schools USD #200 fully expects that all members of the school community will use the computer systems in a responsible, appropriate, and legal manner. Use the following regulations as a guide when working within our computer system:

1. The school's Internet connection should be used only for research or information gathering that is directly related to academic assignments or extracurricular projects supervised by the USD #200 faculty. The school's Internet connection is for use on school issued computers **only** unless special permission is granted.
2. During school hours, game playing on computers is not allowed unless the game is directly related to a school assignment or activity. For example, chess would be appropriate if related to the activities of the Chess Club.
3. Students in those grades in which notebook computers are required are expected to bring their computers and chargers to school each day with the battery fully charged. Computers should be plugged in each night to assure a full charge the following day.
4. E-mail (or any other computer communication) should be used only for legitimate and responsible communication between students, faculty, and the outside world. Rude, abusive, threatening, or otherwise inappropriate language is not permitted.
5. Students may access only those files that belong to them or which they are certain they have permission to use.
6. Files stored within the school computer systems should be limited to those relating to formal school courses or activities. Games, commercial software, or graphic files that are not for a school project or formal activity should not be stored on the school computer systems.
7. School issued laptops belong to and are property of the school.

Access to the Greeley County Schools, USD #200 computer systems is a privilege, not a right. Violating the letter or spirit of the above regulations may cause to deny a student access to the Greeley County Schools, USD #200 computer systems, and/or may result in more serious disciplinary action(s).

Greeley County Schools USD #200

Acceptable Use Policy

The Greeley County Unified School District recognizes that computers are used to support learning and to enhance instruction. Computer information networks allow people to interact with many other computers and networks. It is a general policy that all computers are to be used in a responsible, efficient, ethical and legal manner. USD #200, Greeley County Schools fully expects that all members of the school community will use the computer systems in a responsible, appropriate, and legal manner.

ACCEPTABLE USE	UNACCEPTABLE USE
<p>There are countless ways to use the Greeley County Computer Network in acceptable ways. These include, but are not limited to:</p> <ul style="list-style-type: none"> • Teacher assigned assessment. • Internet research for projects and reports. • Subject-specific software. • Word processing reports. • Processing data on spreadsheets. • Creating and accessing databases. • Creating multimedia presentations. • Creating web pages and web sites. • Creating and editing digital audio and video. <p>- This is not meant to be a finite list, but a short list of how computer and network technology can enhance the learning process.</p>	<p>The following behaviors are unacceptable when using the Greeley County Computer Network.</p> <ul style="list-style-type: none"> • No Social Media during school hours • Damaging school district resources in any manner. • Violating any local, state (K.S.A. 21-3755), or federal statutes. • Changing a computer affecting how others use it. • Violating copyright laws. • Using another person's password. • Gaining unauthorized access to the files of others, or vandalizing the data or files of another user. • Viewing or sending obscene or derogatory material. • Intentionally wasting resources. • Installing software that has not been approved by the school district. • Using the school district's resources for gambling, extortion, pyramid schemes, chain letters. Stealing data, equipment, or intellectual property. • Forging electronic mail messages, or uses an account owned by another user. • Plagiarism <p>- This also is not meant to be a finite list, but examples of actions that may result in disciplinary action.</p>

A. Consequences of Violations (2018-19)

Access to the Greeley County Schools computer systems is a privilege, not a right. Violating computer regulations may cause the administration to deny a student access to the Greeley County Schools computer systems, and /or may result in more serious disciplinary action(s).

Consequences of violations include but are not limited to:

1st violation: Laptop computer will be removed for a period of 1 school week.

2nd violation: Laptop computer will be removed for a period of 2 school weeks and the student will lose the privilege of taking the computer home. The student's computer will be put in a computer cabinet, and the student will be able to check out the computer (after they have served the 2 school weeks without the computer) on a class-by-class or as on a "as needed basis", based on the request of the classroom teacher.

3rd violation: Laptop computer will be removed for a period of 2 school weeks and the student will have internet restrictions put on their computer for the remainder of the school year.

Subsequent violation(s): May include but not limited to: longer time without the computer, more internet restrictions, ISS, OSS, consequences carrying over to the next year.

Administrator or Technology Coordinator may skip to any level of violation as circumstances warrant. In-school suspension; school expulsion; and/or legal action and prosecution by the local and federal authorities may also be enforced. **Students who have had their computers revoked will still be responsible for turning in assignment(s) that are required by the teachers.**

B. Remedies and Recourse(s)

Anyone accused of any of violations has all of the rights that would normally apply if such person were accused of school vandalism or any other illegal activity.

USD #200 views the use of school computers and access to the Internet as a privilege. This technology will be used for school-related education and research. At all times, students are expected to follow the directions of teachers and school staff, abide by the rules of the school and school district, and be respectful of other users. USD #200 has the right to restrict or terminate information network access at any time for any reason. USD #200 further has the right to monitor network activity in any form that it sees fit to maintain the integrity of the information network.

C. Netiquette. (All users must abide by rules of network etiquette, which include the following...)

- 1. Be polite.** Use appropriate language keeping in mind that not everyone is familiar with technology jargon. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
- 2. Use appropriate language.** Remember that you are a representative of our school and district. Avoid language and uses that may be offensive to other users. Students are not to distribute, or redistribute jokes, stories, or other materials that are based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
- 3. Electronic Mail. The school issued e-mail is not private.** It belongs to the school. Messages relating to or in support of illegal activities must be reported to school authorities. Do not assume that a sender of e-mail is giving his or her permission for you to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should only be done with permission or when you know that the individual would have no objection.
- 4. Be considerate.** When sending attachments with e-mail (where this is permitted) remember to be considerate. Be sure that the file is not too large to be accommodated by the recipient's system and is in a format that the recipient can open.
- 5. Privacy.** Do not reveal your home address, personal phone number, e-mail address, pictures, or the addresses, phone numbers, e-mail addresses or pictures of other students or colleagues.

D. Internet Safety

- 1. General Warning: Individual Responsibility of Parents and Users.** All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged pupils. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. Parents of minors must monitor student use for inappropriate material when away from school. If a student finds that other users are visiting offensive or harmful sites, he or she should report such use to his/her supervising teacher.
- 2. Personal Safety. Be safe.** In using the computer network and Internet, do not reveal personal information such as your home address, telephone number, or pictures of yourself. Do not use your real last name or any other information which might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone you "meet" on the computer network or Internet without your parent's permission. If someone attempts to arrange a meeting with you as a result of an internet contact you must report the communication, immediately, to your supervising teacher.

E. "Hacking" and Other Illegal Activities.

It is a violation of this policy to use USD #200's computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited. Not only will hacking be punished by school guidelines, but also with local, state, and federal law enforcement.

F. Privacy

Network and Internet access is provided as a tool for your education. USD #200 reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the Greeley County Schools and no user shall have any expectation of privacy regarding such materials.

Greeley County Schools USD #200

Laptop Use Expectations

Parent Responsibilities:

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

- I will supervise my child's use of the laptop at home.
- I will discuss family values and expectations regarding the use of the Internet at home and will supervise my child's use of the Internet.
- I will not attempt to clean or repair the laptop or charger.
- I will report to the school any problems with the laptop or charger.
- I will not load or delete any software from the laptop.
- I will make sure my child recharges the laptop battery nightly.
- I will make sure my child brings the laptop and charger to school every day.
- I know that if my child comes to school without his or her computer and/or charger I may be called to bring it to school.
- I understand that my student should only use the school's Internet connection for research or information gathering that is directly related to academic assignments.

Please sign that you agree with and accept USD #200 laptop expectations.

Student Responsibilities:

Your laptop is an important learning tool and is for educational purposes only. In order to take your laptop home each day and to retain its use throughout the school year, you must be willing to accept the following responsibilities.

- I will treat the laptop with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby.
- I will not loan the laptop to my friends, siblings, or other family members; it will stay in my possession at all times.
- I will not load software onto the laptop.
- I will not remove programs or files from the laptop.
- I will follow the Greeley County Schools, USD #200 Acceptable Use Policy when using the Internet on the laptop at home and at school.
- I will honor my family's values when using the Internet.
- I will not give personal information when using the Internet.
- I will not attempt to clean or repair the laptop or charger.
- I will recharge the laptop battery each night.
- I will bring the laptop and charger to school everyday.
- I will follow the directions of each classroom teacher and USD #200 staff member.
- I will abide by the rules of the classroom, school and school district.

Greeley County Schools USD #200

Computer Loan Agreement

Date: _____ Latest Date of Return: **upon withdrawing or May 22, 2019**

Name: _____ Phone: _____

Grade _____ City: _____

Item Description	Serial No./Laptop No.	Condition
Laptop		New/Good

The above listed items are being loaned to me and are in good working order unless otherwise indicated. It is my responsibility to care for the equipment and ensure that it is retained in a safe environment. A \$65.00 technology use fee is assessed to cover the cost of insurance. If a claim is filed, the student and/or parent are responsible for the \$100.00 deductible.

This equipment is the property of Greeley County Schools, USD 200 of Tribune, KS and is herewith being loaned to the student for educational purposes only for the current Academic School year. Students may not deface or destroy this property in any way. Inappropriate material on the machine may result in the student losing their right to use this computer. **The use of district technology is a privilege, not a right.** The equipment will be returned to the school on the date listed above or sooner if the student is discharged from the school prior to the end of the school year. Should families fail to turn in the computer upon request, the student and/or parent will be charged with the full purchase cost of the computer.

If the District Property is lost, stolen or damaged while in the Borrower's possession, Borrower is responsible for the replacement or repair thereof. Borrower agrees to indemnify the District from any claim occurring during or resulting from Borrower's possession or use of the District property, including, but not limited to any claim for infringement or violation of applicable trademarks and copyrights attributable to Borrower's use of the District Property.

The District Property may be used by Borrower only for non-commercial purposes, in accordance with the District's policies and rules. Any included software may be used only in accordance the applicable license and it is Borrower's responsibility to be familiar with and to comply with the provisions of such license.

Borrower may not install or utilize any software in connection with Borrower's use of the District Property other than software owned by the District and made available to Borrower in accordance with this Receipt and Agreement and Borrower agrees not to make any unauthorized use of or modifications of such software.

The District is not responsible for any computer or electronic viruses that may be transferred to or from Borrower's diskettes or other data storage medium and Borrower agrees to use Borrower's best efforts to assure that the District Property is not damaged or rendered inoperable by any such electronic virus while in Borrower's possession.

Borrower acknowledges and agrees that Borrower's use of the District Property is a privilege and that by Borrower's agreement to the terms hereof, Borrower acknowledges his or her responsibility to protect and safeguard the District Property and to return all property in good condition and repair.

The District hereby acknowledges receipt of the sum of \$ 65.00 from Borrower or Borrower's parent or legal guardian in consideration for the use of the District Equipment, insurance premium, and to secure the timely return thereof in good condition and repair.

Parent's Signature _____ Print Name: _____

Student's Signature _____ Date: _____

Signature of District Supervisor _____

Parents of and Students in Jr.-Sr. High School: Computer Policy Acknowledgement Form

I have read the policies relating to Greeley County’s Acceptable Use Policy. I agree to abide by these guidelines. I further understand that any violation of the policies is unethical and may constitute a violation of law. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken.

Student Name: _____ **Grade:** _____ **(Please Print)**

Student Signature: _____ **Date:** _____

As the parent or guardian of this student, I have read or have had explained to me the policies relating to Greeley County School’s Acceptable Use Policy. I understand that access is designed for educational purposes. However, I also recognize it is impossible for the school district to restrict access to all controversial materials and I will not hold the school district or its employees or agents responsible for materials acquired on the Internet. I hereby give permission to issue a laptop or a PC student account for my child and certify that the information contained on this form is correct.

Parent/Guardian Name: _____ **(Please Print)**

Signature: _____ **Date:** _____

Parents of and Students in Jr.-Sr. High School: Student Handbook Acknowledgement Form

I have read, or have had explained to me, the Greeley County Schools Jr.-Sr. High School Student Handbook which details the expectations and possible consequences regarding student behavior. These policies adopted by USD 200 - Greeley County Schools, are meant to foster a climate of mutual respect for the rights of others in a positive learning environment. As a student, or the parent/guardian of a student, I understand that the school may discipline those students who violate the rules put in place by the Greeley County School’s Board of Education, so that each student may have the opportunity to the best quality education possible.

Student Name: _____ **Grade:** _____ **(Please Print)**

Student Signature: _____ **Date:** _____

Parent/Guardian Name: _____ **(Please Print)**

Signature: _____ **Date:** _____

CHAIN OF COMMAND: How to Communicate a Question or Concern

There are times when a parent, resident, or taxpayer may have a question, concern, complaint, suggestion, or request and is uncertain as to the procedure to follow in contacting the school district. Many parental questions are easily and completely answered by communicating directly with the educator in charge of the class or program. Listed below is a Parent and Community Communication Process Flow Chart Chain of Command that should be of assistance when addressing each situation. Each situation should first be addressed at whatever level the initial action was taken with appeals moving on to the next level on the chain of command. If a parent, resident, or taxpayer does not receive a prompt response at any level, he/she may raise the question, concern, complaint, suggestion, or request at the next level. Contact information for staff members is available on the district website at greeleycountyschools.ks.schoolinsites.com

Occasionally, a parent, resident, or taxpayer will call school board members in an attempt to obtain an answer to their questions or concerns. Upon receiving such a call, the board member calls the district superintendent. The district superintendent must then call the building principal to inform him/her of the problem or concern. The principal will then research the concern and communicate with the parent. Therefore, it is wise that you first call the teacher, counselor, or principal so that he/she can respond without any undue delay. It is important to note that the board members only have authority at legally convened meetings to direct school administration regarding the handling of matters.

In the event that communications, questions or concerns from a parent or patron are deemed by any person in the chain of command to be unproductive, abusive or harassing in nature, such person may request from the superintendent that the chain of command set out in this handbook be suspended. If the superintendent deems that the chain of command should be suspended for the best interests of the district, then the superintendent shall issue a letter directing the parent or patron of this decision and how further communication shall take place.

Area of Concern	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6
Athletics	Coach	Activities Director	Principal	Superintendent	Board	
Charge/Fee/Funding	Building Secretary	Board Clerk	Superintendent	Board		
Computer	Teacher	Technology Director	Principal	Superintendent	Board	
Curriculum	Teacher	Counselor	Principal	Superintendent	Board	
Discipline	Teacher	Principal	Superintendent	Board		
Facilities	Custodian	Head Maintenance	Principal	Superintendent	Board	
Guidance	Counselor	Principal	Superintendent	Board		
Injury	Coach	Athletic Trainer	Nurse / Doctor	Activities Director	Superintendent	Board
Instruction	Teacher	Principal	Superintendent	Board		
Special Education	Teacher	School Psychologist	Principal	Cooperative Director	Superintendent	Board
Students	Teacher	Principal	Superintendent	Board		
Taxes	Board Clerk	Superintendent	Board			
Transportation	Driver	Transportation Director	Principal	Superintendent	Board	