

ARTHUR COUNTY HIGH SCHOOL



Student Handbook
&
Athletic Handbook

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ENTRANCE REQUIREMENTS

Any district student with a diploma from the eighth grade is eligible to enter our high school. Out of district and enrollment option students are welcome to Arthur County High School. Students who desire to attend via LB 89 (Enrollment Option) will need to follow strict timelines in order to qualify. See your superintendent to obtain state-wide accepted forms.

STUDENTS NEW TO ACHS

Arthur County High School will accept students under the following conditions and restrictions: All students entering ACHS for the first time must within 21 calendar days have all transcripts and records transferred to the guidance office. Students transferring into ACHS will not be allowed to compete in any activity until all records are satisfactorily completed and verified as being eligible under the Nebraska School Activities Association standards. Non-resident students will be accepted only as Enrollment Option students or as residents via legal guardianship. (See # 5 below)

Before becoming eligible to participate in any activity, the student must have completed the following:

1. Complete and up to date transcript.
2. Complete and current medical doctor's physical form for approved events.
3. Clearance from previous educational facility that all student bills and fees have been paid.
4. Current medical health records complete with vaccinations or immunization record to meet state requirements on file at ACHS.
5. Legal guardianship papers or have the date determined prior to any competition (Court date for legal guardianship set).
6. Students that are not eligible to compete may not attend a function as an observer in uniform. In the event of trips, the student will not be permitted to miss school for the activity.

SCHOOL HOURS

It is recommended that students not enter the building before 7:30 a.m., but may make arrangements to enter the building earlier if they have work to do. Classes will begin at 8:00 a.m. with school dismissal at 3:26 p.m.

ATTENDANCE & TARDINESS TO CLASS

The Arthur County High School realizes that regular and punctual attendance is of utmost importance. Frequent absences may lead to poor academic work, lack of social development and possible academic failure. Regular attendance is of utmost importance and Nebraska Legislative Bill 79-201 to 79-209 requires school districts to enforce and have policies governing student attendance. If a student misses twenty cumulative school days the school district is obligated by Nebraska law to file a report with the county attorney unless extenuating circumstances exist. Violating this law is a Class III misdemeanor.

All students in grades 7-12 at Arthur County High School are allowed to have (3) absences per quarter per class. The following absences are considered excused and will not count toward the three allowed absences per quarter:

School sponsored activities in which the student is a participant. These may include but are not limited to music, speech, one act plays, football, volleyball, basketball, track and other school activities approved by the administration.

Serious illness of the student which causes him/her to remain home or hospitalized. Some examples may be but not limited to the following: surgery, mono, chicken pox or other illness approved by the administration.

Absence due to medical, dental or counseling appointments. When returning from these appointments the student needs to bring a slip from the doctor's office.

Seniors are allowed (3) college visitations with approval through the counselor and (1) visitation is allowed during a student's junior year.

If a parent feels that inclement weather may cause a safety concern for their student they may call the school and will not be charged one of their three days per quarter.

Special requests to the principal, superintendent or board from parents who need their child to accompany them on a special trip, function, religious activity, etc.

Students who miss more than the three absences per quarter and do not meet any of the above requirements will have their quarter grade reduced by one percentage point per absence over three, per class. For example, if a student has a 90% average for the quarter and have a total of five absences in that class, the grade would be reduced by two percentage points resulting in a final grade for the quarter of 88%.

Parent Responsibilities: Parents and guardians are asked to call the school when their student is absent and to send a signed note to school when the student returns.

Student Responsibilities: It will be the student's responsibility to get assignments that have been missed and to see that they are completed and returned to the teacher satisfactorily in the allotted time. The student will have twice the amount of time missed to make up their work. In other words if a student is absent from school on Monday, when they return on Tuesday they will have Tuesday and Wednesday to complete all assignments. If they are gone on Monday and Tuesday and return Wednesday, they will have Wednesday and Thursday to complete all of Monday's assignments and Friday and Monday to complete Tuesday's assignments.

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

Tardiness: Students are considered to be tardy when they are not in their assigned room after its scheduled beginning time. Students who are detained between classes by a previous teacher should have a pass to explain why the student was late. Unexcused tardies in excess of (2) per quarter per class will be handled in the following manner:

On the third tardy in a quarter per class the student will make up 15 minutes of detention time at a time designated by the teacher.

On the fourth tardy in a quarter per class the student will make up 30 minutes of detention time at a time designated by the teacher.

Tardies will count as a grade reduction when:

The student fails to make up detention time during the designated period.

A student exceeds (4) unexcused tardies in a class per quarter.

Each teacher will be responsible to keep track of tardies in their classroom each period on a daily basis and will adjust the quarter grade accordingly. A one percent reduction will take place for every tardy that exceeds (4) and for tardies where detention time is not made up by the teacher's designated time.

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

PUPIL CLASS LOAD

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

PUPIL CLASSIFICATION

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

GRADUATION REQUIREMENTS

All students are required to take at least 220 hours for graduation and it is recommended that college bound students earn at least 265 credit hours. Realizing that transfer students may transfer in from schools that require less credit, and realizing that a some students in special education programs may be unable to earn the required credits, the Board of Education may allow those students to graduate with fewer hours. Each such case will be reviewed by the administration and acted upon individually. The following subjects will be required of all students unless they are in special programs:

Social Studies-30 hours

English-40 hours

Science-30 hours

Mathematics-40 hours

Speech-1 semester

Driver Education-1 semester

Beginning/Advanced Keyboarding-1 sem. each

Fine Arts-1 year (may include art/music/foreign language)

Physical Education--2 years (If physically able or substitute up to 1 year by completing one sport activity for each semester. However, no hours will be granted for the sport activity itself.)

Health-1 year

Family Issues-1 year

Graduation from Arthur County High School will be upon the recommendation of the Administration and Guidance Counselor and will be based upon the requirements for graduation as set forth by the Board of Education.

A senior graduating from Arthur County High School who may be considered for the honors of valedictorian or salutatorian must have earned at least half of their credits for graduation in grades 9-12 from Arthur County High School.

Adopted 2/11/86: An instructional unit shall consist of at least fifteen clock hours of instruction. The number of credit hours given for a course may be less than the number of instructional units and may be increased up to twenty-five percent above.

EXAMINATIONS AND GRADING

Examinations are left up to each individual teacher. The grading system is as follows:

A	93-100
B	86-92
C	77-85

D	70-76
F	Below 70
I	Incomplete -- must be made up within 6 weeks to receive credit

A Satisfactory/Unsatisfactory grading system may be used in Art, P.E., and Music as agreed upon by the respective classroom teacher and administration. Students in Special Education programs will be evaluated by standards set up by the teachers in the special programs.

HONOR ROLL

In order to be listed on the "A" honor roll, a student must have no grade lower than an "A". A single grade of "B" will lower that student to the "B" honor roll. The "B" honor roll may be a mixture of "A's" and "B's", but will have no grade lower than a "B".

STUDENT EVALUATION

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

STANDARDIZED TESTING

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

WITHDRAWAL FROM CLASSES

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

STUDENT FILES AND RECORDS

School staff shall maintain student records in compliance with state and federal law.

Confidentiality of Student Records

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

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

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

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

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

Student and Parent Access to Student Records

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

Maintenance and Destruction

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

Amendment of Student Records

Parents and eligible students (a student who has reached 18 years of age or is attending an institution of postsecondary education) have the right to challenge any information contained in the records that they believe is inaccurate, misleading or violates the privacy rights of the student. Such a challenge may be made by making a written request to the Principal to amend the records. If a decision is made not to amend the education records in accordance with the request, the Principal shall so inform the parents of the student and the Superintendent. The parent shall be advised of the right to a hearing.

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

VISITATIONS BY LAW OFFICERS AND INSURANCE INVESTIGATORS

Unless a law officer has a warrant for the arrest of a student, or an insurance investigator has permission from the student's parents, he/she will be asked to obtain permission from the parents before consultation with students will be allowed. This provision may be waived if the student is 18 years of age or older.

RECOGNITION OF SPECIAL ACHIEVEMENT

Any special achievement received by a student shall be recorded on that student's permanent record. It should be recorded by the sponsor or coach of the activity.

PASSES TO SCHOOL EVENTS

School staff members, board members, their spouses, and children will be admitted free to home activities unless the activity is a special activity in which all persons must pay, a banquet or program sponsored by a club, Sandhills Conference events, or District or State competitions. Students in high school who are non-participating athletes may attend athletic events free of charge, but they should expect to help with various tasks if they are called upon to do so. (This applies only to home events). Transportation will be allowed for grades 7-12 depending upon availability of seats. In the event ACHS is selected as either a District or Conference site, the students not participating in the activity are expected to pay the admission price determined by either district or conference officials.

HEALTH SCREENINGS

A health screening will be administered each year by a nurse to all students. All incoming 7th grade students must have a doctor's physical or a signed physical waiver on file in the office. Students participating in athletics must have a physical as prescribed by the Nebraska State Activities Association. The school will pay for the "group charge" of these physicals. A pupil absent from school because of a contagious disease should present a doctor's permit when he/she returns to school.

MEDICAL INSURANCE

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

OFFICIAL SCHOOL AND ACTIVITY CALENDAR

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

DANCES, PARTIES, AND FIELD TRIPS

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

BULLETIN

School personnel will be kept aware of the happenings in the school through the weekly or daily bulletin. Articles for the bulletin should be given to secretary by 3:00 each day.

STUDENT TRANSPORTATION

Students who drive vehicles to school should park them in front of the school building, (leaving the fire zone, loading/unloading zone clear) and they will not be driven during the school day without special permission from the office. During sports seasons, students may be granted special permission to drive to the cafe for lunch on game day.

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

LEAVING THE SCHOOL GROUNDS

Students cannot leave the school grounds during school hours (except lunch break) unless they have a signed slip from the office.

USE OF BUILDING AND EQUIPMENT AFTER SCHOOL HOURS

Students will not be allowed to use the school facilities unless they are under the supervision of a staff member. Students should stay out of the school building (even if the building is unlocked) after school has been dismissed. Alumni will not be allowed to practice sports with students. Staff members may sponsor students, but are not obligated to alumni. Community members wishing to use school facilities should fill out a request in the office.

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

CARE OF SCHOOL PROPERTY

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

EXTRA-CURRICULAR ACTIVITIES & ELIGIBILITY

Extra-curricular activities many times serve as the best means in a school to build character and personality. These activities complement the academic program to make for a better all-around person. We, therefore, urge all students to participate in as many activities as they can handle without undue pressure. Our school offers activities in band, chorus, football, volleyball, basketball, track, dramatics, speech, yearbook, cheerleading, student council, and National Honor Society. Once a student is enrolled in an activity, attendance is mandatory for all classes and events connected with that activity unless he/she has been excused by the sponsor/coach. All students must comply with the Nebraska State Activities Association requirements as to eligibility for participation in athletic and other activities under NSAA control

In order for students to remain eligible for extra-curricular activities students must pass each class with a 70% or higher grade point average at the end of the 5 week (progress reports), quarter, 14 week (progress reports), and semester. If a student's cumulative GPA is below a 70% in two or more classes at the 5 week, quarter, 14 week or semester grading period, the student will be ineligible to participate in any extra-curricular activities until the next grading period (5 week, quarter, 14 week, or semester – whichever comes first). This will be determined at the time the grades are posted on the progress reports or report cards.

Extra-curricular activities shall include all sporting contests, music contests, field trips, speech and drama contests, any school sponsored dances and/or parties or

any activities that would require the student to be absent from the regular classroom. Students are expected to continue to participate in all practices and/or meetings during this ineligible period but will not be allowed to participate in the games, concerts, field trips or dances. Students will not leave school early for their activities if two or more periods will be missed. Those ineligible students will remain in school until dismissal time.

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

STUDENT FEES POLICY

The Board of Education of Arthur County High School adopts the following student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act.

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

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

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. The District does so by setting forth the following guidelines and policies. This policy is subject to further interpretation or guidance by administrative or Board regulations which may be adopted from time to time. The Policy includes Appendix "1", which provides further specifics of student fees and materials required of students for the 2003-04 school year. Parents, guardians and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

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

The District will provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial arts, chemical or chemical-physical classes which involve exposure to hot molten metals or other molten materials, milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials, heat treatment, tempering, or kiln firing of

any metal or other materials, gas or electric arc welding or other forms of welding processes, repair or servicing of any vehicle, or caustic or explosive materials, or for laboratory classes involving caustic or explosive materials, hot liquids, or solids, injurious radiations, or other similar hazards. Building administrators are directed to assure that such equipment is available in the appropriate classes and areas of the school buildings; teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.

(2)

Personal or consumable items & miscellaneous.

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

b) Courses

(i) General Course Materials. Items necessary for students to benefit from courses will be made available by the District for the use of students during the school day. Students may be encouraged, but not required to bring items needed to benefit from courses including, but not limited to, pencils, paper, pens, erasers, notebooks, trappers, protractors, and math calculators. A specific class supply list will be published annually in a Board approved student handbook or supplement or other notice. The list may include refundable damage or loss deposits required for usage of certain District property.

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

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

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

- (3) Extracurricular Activities-Specialized equipment or attire. Extracurricular activities means student activities or organizations which are supervised or administered by the District, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the District. The District will generally furnish students with specialized equipment and attire for participation in extracurricular activities. The District is not required to provide for the use of any particular type of equipment or attire. Equipment or attire fitted for the student and which the student generally wears exclusively, such as dance squad, cheerleading, and music/dance activity (e.g. choir or show choir) uniforms and outfits, along with-shirts for teams or band members will be required to be provided by the participating student. The cost of maintaining any equipment or attire, including uniforms, which the student purchases or uses exclusively shall be the responsibility of the participating student. Equipment which is ordinarily exclusively used by an individual student participant throughout the year, such as golf clubs, softball gloves, and the like are required to be provided by the student participant. Items for the personal medical use or enhancement of the student (braces, mouth pieces, and the like) are the responsibility of the student participant. Students have the responsibility to furnish personal or consumable equipment or attire for participation in extra curricular activities or for paying a reasonable usage cost for such equipment or attire. For musical extracurricular activities, students may be required to provide specialized equipment or attire.
- (4) Extracurricular Activities-Fees for participation. Any fees for participation in extra-curricular activities for the current school year are further specified in Appendix "1". Admission fees are charged for some extracurricular activities and events.
- (5) Postsecondary education costs. Students are responsible for postsecondary education costs. The phrase "postsecondary education costs" means tuition and other fees only associated with obtaining credit from a postsecondary educational institution. For a course in which students receive high school credit and for which the student may also receive postsecondary education credit, the course shall be offered without charge for tuition, transportation, books, or other fees, except tuition and other fees associated with obtaining credits from a postsecondary educational institution.
- (6) Transportation costs. Students are responsible for fees established for transportation services provided by the District as and to the extent permitted by federal and state laws and regulations.
- (7) Copies of student files or records. The Superintendent or the Superintendent's designee shall establish a schedule of fees representing a reasonable cost of reproduction for copies of a student's files or records for the parents or guardians of such student. A parent, guardian or student who requests copies of files or records shall be responsible for the cost of copies reproduced in accordance with such fee schedule. The imposition of a fee shall not be used to prevent parents of students from exercising their right to inspect and review the students' files or records and no fee shall be charged to search for or retrieve any student's files or records. The fee schedule shall permit one copy of the requested records be provided for or on behalf of the student without charge and shall allow

duplicate copies to be provided without charge to the extent required by federal or state laws or regulations.

- (8) Participation in before-and-after-school or prekindergarten services. Students are responsible for fees required for participation in before-and-after-school or prekindergarten services offered by the District, except to the extent such services are required to be provided without cost.
- (9) Participation in summer school or night school. Students are responsible for fees required for participation in summer school or night school. Students are also responsible for correspondence courses.
- (10) Lunch programs. Students are responsible for the cost of food, beverages, and personal or consumable items which the students purchase from the District or at school, whether from a "school store," a vending machine, a booster club or parent group sale, a book order club, or the like. Students may be required to bring money for food for field trip lunches and similar activities.
- (11) Waiver Policy. The District's policy is to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for: (1) participation in extracurricular activities and (2) use of a musical instrument in optional music courses that are not extracurricular activities. Participation in a free-lunch program or reduced-price lunch program is not required to qualify for free or reduced-price lunches for purposes of this section. Students or their parents must request a fee waiver prior to participating in or attending the activity, and prior to purchase of the materials.
- (12) Distribution of Policy. The Superintendent or the Superintendent's designee shall publish the District's student fee policy in the Student Handbook or the equivalent (for example, publication may be made in an addendum or a supplement to the student handbook). The Student Handbook or the equivalent shall be provided to every student of the District or to every household in which at least one student resides at no cost.
- (13) Student Fee Fund. The School Board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund not funded by tax revenue, into which all money collected from students and subject to the Student Fee Fund shall be deposited and from which money shall be expended for the purposes for which it was collected from students. Funds subject to the Student Fee Fund consist of money collected from students for: (1) participation in extracurricular activity, (2) postsecondary education costs, and (3) summer school or night school.

LOCKERS

Lockers are provided for all students. Students are expected to keep lockers neat and clean at all times. Doors will be kept shut. The shelves above the lockers are to be used only for books and bags; no trash or coats are to be thrown above the lockers.

Lockers are the property of the school, and may be inspected by school officials without prior notice.

SCHOOL CLOSING

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

BORROWED ARTICLES

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

LIBRARY RULES AND REGULATIONS

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

ADMISSION CHARGE TO SCHOOL EVENTS

Admission charges for various school events will be set by the activity sponsor and the school superintendent, with the exception of athletic events, in which case the school board will set the charge. Charges for athletic events will usually conform with the conference recommendations.

LOCAL POLICY FOR HANDICAPPED CHILDREN

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

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

USE OF TELEPHONES

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

MARRIED AND PREGNANT STUDENTS

The school will work with any such students to enable them to meet graduation requirements. (See board's position paper under Title IX)

CHURCH NIGHT

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

DISCIPLINE-Suspension & Expulsion

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

1. **Short-Term Suspension:**

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

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

The following process will apply to short-term suspensions:

- a. The Principal or the Principal's designee will make a reasonable investigation of the facts and circumstances. A short-term suspension will be made upon a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.

- b. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what the student is accused of having done, an explanation of the evidence the authorities have, and be afforded an opportunity to explain the student's version of the facts.
- c. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal or administrator will send a written statement to the student and the student's parent or guardian describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken.
- d. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal or administrator ordering the short-term suspension before or at the time the student returns to school. The Principal or administrator shall determine who in addition to the parent or guardian is to attend the conference.
- e. A student who on a short-term suspension shall not be permitted to be on school grounds without the express permission of the Principal.

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

3. **Expulsion:**

- a. **Meaning of Expulsion.** Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period. A student who has been expelled shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends an expulsion. The notice will include a description of the procedures for expulsion; the procedures will be those set forth in the Student Discipline Act.
- b. **Suspensions Pending Hearing.** When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner

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

- c. Summer Review. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year in accordance with law.
 - d. Alternative Education: Students who are expelled may be provided an alternative education program that will enable the student to continue academic work for credit toward graduation. In the event an alternative education program is not provided, a conference will be held with the parent, student, the Principal or another school representative assigned by the Principal, and a representative of a community organization that assists young people or that is involved with juvenile justice to develop a plan for the student in accordance with law.
 - e. Suspension of Enforcement of an Expulsion: Enforcement of an expulsion action may be suspended (i.e., “stayed”) for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect. As a condition of such suspended action, the student and parents will be required to sign a discipline agreement.
 - f. Students Subject to Juvenile or Court Probation. Prior to the readmission to school of any student who is less than nineteen years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to the order of the District Court, County Court, or Juvenile Court, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the Principal or the Principal’s designee shall meet with the student’s probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the Principal or the Principal’s designee are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the student may be permitted to return to school. The student may with proper consent, upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.
4. Other Forms of Student Discipline: Administrative and teaching personnel may also take actions regarding student behavior, other than removal of students from school, which are reasonably necessary to aid

the student, further school purposes, or prevent interference with the educational process. Such actions may include, but are not be limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions. When in-school suspensions, after-school assignments, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures. A failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.

- B. **Student Conduct Expectations.** Students are not to engage in conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity or purpose or interfere with the health, safety, well being or rights of other students, staff or visitors.
- C. **Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment.** The following conduct has been determined by the Board of Education to have the potential to seriously affect the health, safety or welfare of students, staff and other persons or to otherwise seriously interfere with the educational process. Such conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, and any other lesser forms of discipline. The conduct is subject to the consequence of long-term suspension, expulsion, or mandatory reassignment where it occurs on school grounds, in a vehicle owned, leased, or contracted by the school and being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or an employee's designee, or at a school-sponsored activity or athletic event.
1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
 2. Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another.
 3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude.
 4. Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.
 5. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations.
 6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks.

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

during the expulsion period on such terms as the administration may establish:

- a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or
 - b. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.
17. Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. This conduct shall result in an expulsion for one calendar year. "Firearm" means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. That statute includes the following statement: "The term 'firearm' means (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device." The Superintendent may modify such one year expulsion requirement on a case-by-case basis, provided that such modification is in writing.

Bringing a firearm or other dangerous weapon to school for any reason is discouraged; however, a student will not be subject to disciplinary action if the item is brought or possessed under the following conditions:

- a. Prior written permission to bring the firearm or other dangerous weapon to school is obtained from the student's teacher, building administrator and parent.
- b. The purpose of having the firearm or other dangerous weapon in school is for a legitimate educational function.
- c. A plan for its transportation into and from the school, its storage while in the school building and how it will be displayed must be developed with the prior written approval by the teacher and building administrator. Such plan shall require that such item will be in the possession of an adult staff member at all times except for such limited time as is necessary to fulfill the educational function.
- d. The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds.

- D. **Additional Student Conduct Expectations and Grounds for Discipline.** The following additional student conduct expectations are established. Failure to comply with such rules is grounds for disciplinary action. When such conduct occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event, the conduct is grounds for long-term suspension, expulsion or mandatory reassignment.

STUDENT APPEARANCE

1. **Student Appearance:** Students are expected to dress in a way that is appropriate for the school setting. Students should not dress in a manner

that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school. Following is a list of examples of attire that will not be considered appropriate, such list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:

- a. Clothing that shows an inappropriate amount of bare skin or underwear (midriffs, spaghetti straps, sagging pants) or clothing that is too tight, revealing or baggy, or tops and bottoms that do not overlap or any material that is sheer or lightweight enough to be seen through, or otherwise of an appropriate size and fit so as to be revealing or drag on the ground.
- b. Shorts, skirts, or skorts that do not reach mid-thigh or longer.
- c. Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.
- d. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage "horse-play" or that would damage property (e.g. cleats or spurs).
- e. Head wear including hats, caps, bandannas, hoods, and scarves.
- f. Clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double.
- g. Clothing or jewelry that is gang related.
- h. Visible body piercing (other than ears).

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

Coaches, sponsors or teachers may have additional requirements for students who are in special lab classes, students who are participants in performing groups or students who are representing the school as part of an extracurricular activity program.

On a first offense of the dress code, the student may call home for proper apparel. If clothes cannot be brought to school, the student will be assigned to in-school suspension for the remainder of the day. Students will not be allowed to leave campus to change clothes. Continual violations of the dress code will result in more stringent disciplinary actions, up to expulsion. Further, in the event the dress code violation is determined to also violate other student conduct rules (e.g., public indecency, insubordination, expression of profanity, and the like), a first offense of the dress code may result in more stringent discipline, up to expulsion.

ACADEMIC INTEGRITY

2. Academic Integrity.

- a. Policy Statement: Students are expected to abide by the standards of academic integrity established by their teachers and school administration. Standards of academic integrity are established in order for students to learn as much as possible from instruction, for students to

be given grades which accurately reflect the student's level of learning and progress, to provide a level playing field for all students, and to develop appropriate values.

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

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

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

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

(1) Advance Information: Obtaining, reviewing or sharing copies of tests or information about a test before these are distributed for student use by the instructor. For example, a student engages in cheating if, after having taken a test, the student informs other students in a later section of the questions that appear on the test.

(2) Use of Unauthorized Materials: Using notes, textbooks, pre-programmed formulae in calculators, or other unauthorized material, devices or information while taking a test except as expressly permitted. For example, except for "open book" tests, a student engages in cheating if the student looks at personal notes or the textbook during the test.

(3) Use of Other Student Answers: Copying or looking at another student's answers or work, or sharing answers or work with another student, when taking a test, except as expressly permitted. For example, a student engages in cheating if the student looks at another student's paper during a test. A student also engages in cheating if the student tells another student answers during a test or while exiting the testing room, or knowingly allows another student to look at the student's answers on the test paper.

(4) Use of Other Student to Take Test. Having another person take one's place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.

(5) Misrepresenting Need to Delay Test. Presenting false or incomplete information in order to postpone or avoid the taking of a

test. For example, a student engages in cheating if the student misses class on the day of a test, claiming to be sick, when the student's real reason for missing class was because the student was not prepared for the test.

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

(1) Use of Another's Paper:

Copying another student's paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.

(2) Re-use of One's Own Papers: Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.

(3) Assistance from Others:

Having another person assist with the paper to such an extent that the work does not truly reflect the student's work. For example, a student engages in cheating if the student has a draft essay reviewed by the student's parent or sibling, and the essay is substantially re-written by the student's parent or sibling. Assistance from home is encouraged, but the work must remain the student's.

(4) Failure to Contribute to Group Projects. Accepting credit for a group project in which the student failed to contribute a fair share of the work.

(5) Misrepresenting Need to Delay Paper. Presenting false or incomplete information in order to postpone or avoid turning in a paper when due. For example, a student engages in cheating if the student misses class on the day a paper is due, claiming to be sick, when the student's real reason for missing class was because the student had not finished the paper.

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

(2) "Plagiarism" means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an

existing source without full and proper credit to the source of the ideas, words, or works. Plagiarism includes, but is not limited to:

- (a) Failure to Credit Sources: Copying work (words, sentences, and paragraphs or illustrations or models) directly from the work of another without proper credit. Academic work frequently involves use of outside sources. To avoid plagiarism, the student must either place the work in quotations or give a citation to the outside source.
 - (b) Falsely Presenting Work as One's Own: Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers or use of another student's paper.
- (3) "Contributing" to academic integrity violations means to participate in or assist another in cheating or plagiarism. It includes but is not limited to allowing another student to look at your test answers, to copy your papers or lab projects, and to fail to report a known act of cheating or plagiarism to the instructor or administration.
- c. **Sanctions**: The following sanctions will occur when a student engages in cheating, plagiarism, or contributing to an academic integrity offense:
- (1) Academic Sanction. The instructor will refuse to accept the student's work in which the academic integrity offense took place, assign a grade of "F" or zero for the work, and require the student to complete a test or project in place of the work within such time and under such conditions as the instructor may determine appropriate. In the event the student completes the replacement test or project at a level meeting minimum performance standards, the instructor will assign a grade which the instructor determines to be appropriate for the work.
 - (2) Report to Parents and Administration. The instructor will notify the Principal of the offense and the instructor or Principal will notify the student's parents or guardian.
 - (3) Student Discipline Sanctions. Academic integrity offenses are a violation of school rules. The Principal may recommend sanctions in addition to those assigned by the instructor, up to and including suspension or expulsion. Such additional sanctions will be given strong consideration where a student has engaged in serious or repeated academic integrity offense or other rule violations, and where the academic sanction is otherwise not a sufficient remedy, such as for offenses involving altering assigned grades or contributing to academic integrity violations.

ELECTRONIC DEVICES

3. **Electronic Devices**

- a. Philosophy and Purpose. The District strongly discourages students from bringing and/or using electronic devices at school. The use of electronic devices can be disruptive to the educational process and are items that are frequently lost or stolen. In order to maintain a secure and orderly learning environment, and to promote respect and courtesy regarding the use of electronic devices, the District hereby establishes the following rules and regulations governing student use of electronic devices, and procedures to address student misuse of electronic devices.
- b. Definitions. "Electronic devices," include, but are not limited to, cell phones, Mp3 players, iPods, personal digital assistants (PDAs), compact disc players, portable game consoles, cameras, digital scanners, lap top computers, and other electronic or battery powered instruments which transmit voice, text, or data from one person to another.
- c. Possession and Use of Electronic Devices.
- (1) Students are not permitted to possess or use any electronic devices during class time or during passing time except as otherwise provided by this policy. Cell phone possession is strictly prohibited in the building during school hours from 8:00 am to dismissal.
 - (2) Students are permitted to possess and use electronic devices, excluding cell phones, before school hours, at lunch time, and after school hours, provided that the student not commit any abusive use of the device (see paragraph (4)(a)). Administrators have the discretion to prohibit student possession or use of electronic devices on school grounds during these times in the event the administration determines such further restrictions are appropriate; an announcement will be given in the event of such a change in permitted use.
 - (3) Electronic devices may be used during class time when specifically approved by the teacher or a school administrator in conjunction with appropriate and authorized class or school activities or events (i.e., student use of a camera during a photography class; student use of a lap top computer for a class presentation).
 - (4) Students may use electronic devices during class time when authorized pursuant to an Individual Education Plan (IEP), a Section 504 Accommodation Plan, or a Health Care Plan, or pursuant to a plan developed with the student's parent when the student has a compelling need to have the device (e.g., a student whose parent is in the hospital could be allowed limited use of the cell phone for family contacts, so the family can give the student updates on the parent's condition).
- d. Violations
- (1) Students shall not use electronic devices at any time or place for: (a) activities which disrupt the educational environment; (b) illegal activities in violation of state or federal laws or regulations; (c) unethical activities, such as cheating on assignments or tests; (d) immoral or pornographic activities; (e) activities in violation of Board or school policies and procedures relating to student conduct and harassment; or (f) activities which invade the privacy of others. Such student misuses will be dealt with as

serious school violations, and immediate and appropriate disciplinary action will be imposed, including, but not limited to, suspension and expulsion from school.

(2) Electronic devices used in violation of this policy may be confiscated by school personnel and returned to the student or parent/guardian at an appropriate time. If an electronic device is confiscated, the electronic device shall be taken to the school's main office to be identified, placed in a secure area, and returned to the student and/or the student's parent/guardian in a consistent and orderly way.

(3) First Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student personally comes to the school's main office and retrieves the electronic device.

(4) Second Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and his/her parent/guardian and the school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device.

(5) Third Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration, a conference between the student and his/her parent/guardian and the school principal or assistant principal, and suspension of the student from school. The electronic device shall remain in the possession of the school administration until such time as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device.

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

- e. Responsibility for Electronic Devices. Students or their parents/guardians are expected to claim a confiscated electronic device within ten (10) days of the date it was relinquished. The school shall not be responsible, financially or otherwise, for any unclaimed electronic devices. By bringing such devices to school, students and parents authorize the school to dispose of unclaimed devices at the end of each semester. The District is not responsible for the security and safekeeping of students' electronic devices and

is not financially responsible for any damage, destruction, or loss of electronic devices.

PUBLIC DISPLAYS OF AFFECTION

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

1. 1st Offense: Student will be confronted and directed to cease.
2. 2nd Offense: Student will be confronted, directed to cease, and parents will be notified.
3. 3rd Offense: Student will be suspended from school for a minimum of 1 day, and parents and student will need to meet with Administrator(s) and/or counselor.

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

F. **Specific Rule Items**: The following conduct may result in disciplinary action which, in the repeated violations, may result in discipline up to expulsion:

1. Students are not given locker passes, restroom passes or telephone passes to leave a classroom or study hall unless special circumstances arise.
2. Students in the hallway during class time must have a pass with them.
3. Students are expected to bring all books and necessary materials to class. This includes study halls.
4. Assignments for all classes are due as assigned by the teacher.
5. Students are not to operate the mini-blinds or the windows.
6. Classes are ended by the teacher. Students are not to begin to pack up or leave the class until the dismissal bell has rung or the teacher has dismissed the class.
7. Students are to be in their seats and ready for class on the tardy bell.
8. Special classes such as Industrial Technology, Art, P.E., and computers courses will have other safety or clean-up rules that will be explained to you by that teacher which must be followed.
9. Students are not to bring "nuisance items" to school. A nuisance item is something that is not required for educational purposes and which would cause a distraction to the student or others.
10. Students are to stand back from the entry steps and doors in the mornings before school and at noon before the bell so that others may pass in and out of the entry doors.
11. Snow handling is prohibited.

LAW VIOLATIONS

G. **Law Violations**

1. Cases of law violations or suspected law violations by students will be reported to the police and to the student's parents or guardian as soon as possible.
2. When a principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the principal or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken, except when a minor has been

taken into custody as a victim of suspected child abuse, in which case the principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.

3. In an effort to demonstrate that student behavior is always subject to possible legal sanctions regardless of where the behavior occurs it is the District's policy to notify the proper legal authorities when a student engages in any of the following behaviors on school grounds or at a school sponsored event:

- (a) Knowingly possessing illegal drugs or alcohol.
- (b) Aggravated or felonious assault.
- (c) Vandalism resulting in significant property damage.
- (d) Theft of school or personal property of a significant nature.
- (e) Automobile accident.
- (f) Any other behavior which significantly threatens the health or safety of students or other persons, and such other offenses which are required to be reported by law.

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

ANTI-BULLYING POLICY

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

The administration and staff are to implement strategies and practices to reinforce and encourage positive behaviors by students. Positive behaviors include non-violence, cooperation, teamwork, understanding, and acceptance of others.

The administration and staff are to implement strategies and practices to identify and prevent inappropriate behaviors by all students, including anti-bullying education for all students. Inappropriate behaviors include bullying, intimidation, and harassment. Bullying means any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by the school being used for a school purpose by a school employee or designee, or at school-sponsored activities or school-sponsored athletic events.

SEX EQUALITY

The Arthur County High School Board of Education is of the general view that discrimination on the basis of sex in any educational program or activity of this district is not to be permitted except where necessary to accomplish a specific purpose that does not infringe upon essential equality of fundamental fairness in the treatment of students or employees of this district.

GUIDANCE SERVICES

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

USE OF THE OFFICE

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

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

The storeroom in the office is for faculty use.

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

SENIOR SNEAK GUIDELINES

Guidelines:

- Trip to remain within a 500 mile radius of Arthur.
- At the beginning of the school year the senior class will elect a parent coordinator for the sneak trip.
- It will be the responsibility of the parent to work with the students to plan the trip.
- The parent coordinator will also be in charge of the fund-raising for the trip. (i.e.—Work Opportunity sale, concessions, etc)
- Funds for the trip will not be held in the class account.
- Extra class time will not be given for the planning of trip.
- Students will be excused 2 school days for a trip.
- School vehicles will not be used for senior trips.
- Minimum of 2 educational opportunities scheduled for the trip.
- 1 Male & 1 Female sponsor
- Sponsors can be faculty/staff members, approved community members above the age of 23 or parents/guardians of class members.
- Initial itinerary and choice of sponsors must be submitted at least 2 months prior to the trip day. (i.e. a trip in March must be initially proposed with the sponsor choices in January)
- Submit a detailed budget and itinerary for the trip. Changes that need to be made while on trip at the discretion of the sponsors.
- For planned activities the class remains as a group(s) with the sponsors.
- If faculty members are a sponsor the class is not responsible to pay for the substitute.
- Sponsor has full authority and discretion to end the trip for any inappropriate activity by one or more class members (drinking, tobacco use, etc).
- If a class elects to not go on a senior trip the funds will not be given to individuals for personal use. Money not used for graduation expenses (as determined by class sponsor) will be donated to either the school or a charity of the class's choice.
- Individual permission slips signed by student and parent/guardian outlining trip behavior and expectations.
- Participation by students who may come in late in their senior year will be decided on an individual basis by the class and class sponsor.

ARTHUR COUNTY HIGH SCHOOL CORE CURRICULUM

The following are academic courses taught at Arthur County High School that meet the faculty's standards for core courses. These courses are suggested by the NCAA and agreed upon by the ACHS faculty. These courses will be worth more credit hours on the student's grade transcript. Any core course that is adjusted or considered remedial for a given student will earn one less credit hour.

The courses listed are for the ninth through twelfth grades.

*These courses contain less than 75 percent of the instructional content that other core courses contain.

ENGLISH

English 9
English 10
English 11
English 12
Speech
*Journalism

SOCIAL SCIENCE

World History
Geography
Economics
American History
American Government
Psychology
Sociology

MATHEMATICS

Algebra I
Algebra II
Career Math/Economics
Geometry
Advanced Math I
Advanced Math II

NATURAL/PHYSICAL SCIENCE

General Science
Biology
Chemistry
Physics
Human Anatomy & Physiology

ADDITIONAL COURSES

Spanish I
Spanish II
Family Issues
Accounting I
Accounting II
Advanced Computer Science
French I
French II
World Literature

SEXUAL HARASSMENT POLICY

It shall be the policy of Arthur County High School, District No. 03-0500 to prohibit sexual harassment of employees, applicants for employment, and students on any work premises where the District has total control of the premises or can otherwise lawfully exert its jurisdiction. If proscribed acts as are set forth in this policy occur on such premises, the superintendent or his/her designee (hereinafter "superintendent") shall

undertake immediate and appropriate action within the bounds of the law to punish, as appropriate, any violations of this policy or of applicable law pertaining to sexual harassment and shall undertake immediate and appropriate action to prevent any such conduct in the future.

As used in this policy the word "employee" shall mean any person who is an employee, or any former employee who alleges to have quit, to have been fired, or to have been constructively terminated as a result of sexual harassment as that term is defined in this policy or by other applicable law.

As used in this policy the word "student" shall mean any resident student of the district, any student being served by contract with another educational agency, or any other person of school age attending the district for educational reasons.

The following acts may be deemed to constitute "sexual harassment" and are specifically prohibited by this policy:

1. Unwelcome advances, requests for sexual favors, verbal or physical conduct of a sexual nature, based upon gender, submission to which is demanded by any employee of the District against any other person as a term or condition of obtaining employment.
2. Unwelcome advances, requests for sexual favors, verbal or physical conduct of a sexual nature, based upon gender, submission to which or rejection of which by any employee is used as a basis for any employment decision such as, but not limited to, rate of pay, promotion, favorable evaluations, whether formal or informal, or the conferring of job responsibility.
3. Conduct of a sexual nature by an employee or employees directed against another employee, based upon gender, which has the purpose or effect of unreasonably interfering with that individual's work performance or creating an intimidating, hostile, or offensive working environment.
4. Unwelcome advances, requests for sexual favors, verbal or physical conduct of a sexual nature, based upon gender, submission to which or rejection of which by any employee of the District is used as a basis for any educative decision pertaining to a student such as, but not limited to, conferring of a grade, credit, favor, or honor. Because of the disparity of authority between student and employee, any claim of perceived consent by any employee shall be disregarded as a defense in an employee to student sexual harassment complaint.
5. Conduct of a sexual nature by an employee or employees directed against a student, based upon gender, which has the purpose or effect of interfering with academic performance of the student, or creating an intimidating, hostile, offensive, or pervasive and severely discriminatory educational environment.

6. Conduct of a sexual nature by a student directed against another student, based upon gender, when such conduct is unwelcome, or when such conduct has the purpose or effect of unreasonably interfering with that student's academic performance, or creating an intimidating, hostile, offensive, or pervasive and severely discriminatory educational environment.

The district, by this policy, prohibits sexual harassment toward any persons regardless of gender or status of the victim.

It shall be the policy of the district that this policy, in its entirety, shall be distributed to all employees of the district at the commencement of their employment or as soon thereafter as is reasonable or within a reasonable time following the operative date of this policy, whichever date is applicable, as well as at the commencement of each school year thereafter. The district shall also distribute this policy, in its entirety, to all students of the district and their parent(s) or legal guardian(s) at the commencement of the school year or within a reasonable time following the operative date of this policy, whichever date is applicable, as well as at the commencement of each school year thereafter.

It shall also be the policy of the district to receive information from any person, employee or student, concerning allegations of conduct prohibited by this policy on a complaint form which shall be distributed to all employees of the district at the commencement of their employment or as soon thereafter as is reasonable or within a reasonable time following the operative date of this policy, whichever date is applicable, as well as at the commencement of each school year thereafter. The district shall also distribute the complaint form to all students of the district and their parent(s) or legal guardian(s) at the commencement of the school year or within a reasonable time following the operative date of this policy, whichever date is applicable, as well as at the commencement of each school year thereafter. An adequate number of copies of the complaint form shall be maintained within the superintendent's control, and shall be available to any person protected by this policy. The effective date of this policy shall be January 7, 1999.

Upon receipt of any complaint upon the form prescribed by this policy, the superintendent shall undertake an investigation subject to any limitations placed upon the investigation by the complaining party as indicated on the complaint form. After the investigation is completed, the superintendent shall confer with the person or persons against whom the complaint has been lodged and shall give such person or persons a fair opportunity to present his/her version of the facts involved in the complaint, as well as to be informed of the name of the complaining party, the allegations of the complaining party, the names of all corroborating or refuting witnesses, as well as any statements or allegations made by any such witnesses which are known to the superintendent.

Upon the conclusion of such investigation, the superintendent shall take such immediate and appropriate action as is required in his/her discretion within the bounds of the law. Nothing in this policy shall be construed to require the superintendent to take disciplinary action not within his or her legal authority. In the event action is required, which by law would require Board action, the superintendent shall undertake such proceedings as may be required by law to bring before the Board such matters of proposed discipline involving the person against whom the complaint was lodged.

The Board, by this policy, also recognizes a desire to protect its employees against non-employees at the work place as well as to protect non-employees from employees and

students at the work place. At the commencement of each school year, as well as from time to time as deemed appropriate, the superintendent shall address the subject of sexual harassment with the employees of the District by way of in service training, memorandum, administrative regulation, or any other method selected by the superintendent to make known the contents and application of this policy. At the commencement of each school year, as well as from time to time as deemed appropriate, the superintendent shall address the subject of sexual harassment with the students of the district by way of school assembly, individual classroom visits, or in such other reasonable manner as the superintendent may direct, to make known the contents and application of this policy.

Nothing in this policy, nor any of the terms and conditions attendant to the complaint form used by the district, nor terms or conditions of the consent form used by the complaining party, shall be construed to prevent the superintendent from taking action against any person engaging in conduct prohibited by this policy as to authorities other than the administration or Board of Education of the district when such action is required or permitted by law. Such actions may be, but are not limited to, providing information to any appropriate prosecuting authority, filing a report concerning any incident complained of with appropriate agencies, including, but not limited to, the Professional Practices Commission, the Nebraska Department of Education, the U. S. Office of Education, and any appropriate departmental Office of Civil Rights. Notwithstanding the duty placed upon the superintendent to accommodate the right of privacy of any complaining party, the superintendent shall be permitted, by this policy, to make such disclosure to witnesses, agencies, prosecutorial personnel, the Board of Education, and any other person entitled or obligated to be informed of any complaint brought under this policy when any state or federal statute, applicable case law, applicable agency law or any other appropriate body of law mandates such reporting.

It shall further be the policy of the district to strictly prohibit use of any electronic medium including, but not limited to, the Internet, telephones, electronic mail, fax machines or any other means of communicating electronically in such a manner as to create a hostile working or educational environment. It shall be contrary to this policy to use any electronic medium for such purposes as, but not limited to, uttering profane messages, uttering sexually explicit or sexually innuendo oriented materials, soliciting romantic involvement, uttering obscene or offensive materials of a sexual nature in any manner. It shall be the policy of the district that this prohibition shall run as to all interpersonal communications whether originated or received by members of the Board, employees or students of the district and this prohibition shall run to such persons whether or not prohibited communications as described in this paragraph arise to the legal standard of sexual harassment or not.

Nothing in this policy shall be construed to prevent the superintendent or his/her designee from taking any remedial action as is in the best interest of the district toward the goal of preventing sexual harassment of employees and students of the district in its working or educational environment.

Adopted 6-9-92

Revised 1-7-99

ADMINISTRATIVE POLICY FOR STUDENTS

1. Since there is a direct correlation between attendance and achievement, students are expected to attend as regularly as possible. Students are expected to get their assignments and homework turned in before being absent whenever possible. Any assignments or tests are to be made up whenever an absence occurs. For each day of absence, students will have two days to make up and hand in the work.

Addendum, adopted September 17, 1985, updated August 2003

1. To clarify make up work after an absence, the following guidelines will apply: When a student knows in advance they will be absent, such as field trips, etc., the assignment will be obtained from the teacher, prior to the event. This is the student's responsibility! Then the assignment becomes due on the regular or assigned date. The present stated policy of allowing two days make up time for each day's absence only applies to emergency situations, such as an illness, when the student has no way of knowing in advance when the absence will occur.
2. To be fair to yourself and fellow students, it is important to arrive for class on time. Each student will be allowed 3 tardies per quarter. Unexcused tardies in excess of three per semester per class will count as a day of absence for that class for the semester.
3. Students are expected to obtain permission and sign out or inform the classroom teacher before leaving the room. The student is also expected to exercise the privilege in a responsible manner by only going to those areas of rooms where they have so indicated. Any violation of this guideline could result in a loss of privileges.
4. All passengers will use available seat belts when riding in school vehicles.
5. Students are not to be in the weight room, gym area, or locker rooms while classes are in session, unless they have a pass signed by the assigned teacher, administrator, school secretary, sponsor or coach. This rule is waived for students while attending classes assigned to those areas. Students are also allowed to use rest rooms/drinking fountains without a signed pass.
6. Fire exit lanes must be kept clear, and feet must be kept off furniture and equipment. Please refrain from sitting on tables and desks.
7. Once students arrive at school, they are not to move or drive their vehicles without written permission from the office.
8. During lunch break, students may eat in the concession area or outside, but not in the hallways or classrooms. (Teachers may allow lunch to be eaten in classrooms for organization meetings, special days, etc.)

ADMINISTRATIVE QUALIFICATIONS FOR LETTERING

Introduction

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

General Criteria for Lettering:

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

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

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

Specific Lettering Criteria

Lettering Requirements for Football

1. Coaches approval.
2. Participating in one-half of the varsity quarters during the regular season. (Any part of a quarter played will count as a full quarter.
3. Freshman and Sophomore players can earn up to two quarters of service points. To earn these quarters the following will be considered: attendance, attitude, desire, cooperation, sportsmanship and general contributions to the success of the team.

Lettering Requirements for Volleyball and Basketball

1. Coaches approval.
2. Time of Participation
3. Play in one-third of all regular season varsity.

4. Player must complete the season (Unless injured - injuries may require a doctor's excuse).
5. Participation in practice is mandatory. Excessive absenteeism and unexcused absenteeism may cause for not lettering, dismissal from the team, or other disciplinary measures.
6. Consideration for lettering may also, at the coaches' discretion, be given for members of the squad who make outstanding contributions to the success of the team. Qualities which may be considered are: attitude, attendance, desire, cooperation, sportsmanship, etc.

Lettering Requirements for Track

1. Coaches approval.
2. Earn six points during major meet competition. Relay points count for each relay member. In Dual or Triangular Meet, a first place is the equivalent of one major meet point.
3. Any individual who breaks or establishes a new record will qualify for a letter subject to coaches' approval.

Reasons for dismissal or not lettering in a sport:

1. No player will be considered for a letter if he does not complete the season (unless injured)
2. Excessive absenteeism (unexcused absenteeism will not be tolerated).
3. Abuse of controlled substances.
4. Behavior unbecoming to the school, coaching staff or team
5. Not acquiring enough points (track only).

NATIONAL HONOR SOCIETY

The National Honor Society is made up of sophomores, juniors, and seniors who exemplify high standards of scholarship, leadership, service, and character. To be considered for membership, a student must have a grade point average of 90%. Having met this qualification, he or she is then evaluated by the faculty in the areas of leadership, service and character. Induction for those selected is held in the spring.

POLICIES WRITTEN BY ACHS STUDENT COUNCIL

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

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

Adopted September 18, 1989

2. It shall be the policy of Arthur County High school that all dances and/or parties unless specifically voted to change shall include grades 7-12.

Doors to such party shall remain open for the first 30 minutes after which no one enters unless special arrangements are made for late arrival, and no one leaves unless they plan to leave permanently.

There will be no guests and outside dates unless voted upon by the sponsoring class or organization, with the approval of the sponsor and administration, and these guests will remain under the same policy and rules as previously stated.

Hours for parties and dances shall not exceed 10:30 on week nights and must be out of the building by 1:00 a.m. (or earlier if voted by group sponsoring) on Friday, Saturday, or days preceding a holiday.

Adopted September 23, 1992

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

3. Effective during the 1993-94 school year, the student council voted on and implemented the following rules in an attempt to keep our school neat in appearance for anyone who would enter. Items that will be allowed to be stored above lockers in the hall are books and notebooks only. BAGS AND COATS are to be inside the lockers. The student council asks that no lunch sacks be left on the tops. We do not want to lose the privilege of using the shelves. It is also agreed that items that are left on the floor may be picked up by anyone and brought to the office. For the first offense, the individual claiming the items will pay a fine of \$.25 to get them back and for the 2nd time it will be \$.50 and so on. All fines will go to the treasury of the STUDENT COUNCIL.

INFORMATION FOR STUDENTS

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

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

NOTICE FROM DOCTOR TO PARENT OR GUARDIAN

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

WAIVER OF NOTICE

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

JUDICIAL WAIVER OF NOTIFICATION

FORMS AND INSTRUCTIONS

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

LEGAL HELP

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

MEETING WITH THE JUDGE

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

JUDGE GRANTS OR DENIES THE WAIVER

The judge will authorize the abortion without notifying a parent or guardian if the judge determines that the pregnant woman is mature and capable of giving informed consent to the abortion or that the abortion would be in her best interest. If the judge does not grant the waiver, then the doctor must notify the pregnant woman's parent or guardian of the pending abortion.

APPEAL TO NEBRASKA SUPREME COURT

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

PRIVACY AND CONFIDENTIALITY

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

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

NOTICE TO PATRONS OF ARTHUR COUNTY HIGH SCHOOL

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

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

If you have any questions or concerns, please notify: John Frates, Asbestos Program Manager, Arthur County High School, PO Box 145, Arthur, NE 69121. Phone: (308) 764-2253.

NOTICE OF NON-DISCRIMINATION

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

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

Specific complaints of alleged discrimination should be referred to:

For Title IX (gender):

John Frates, Superintendent, Title IX Coordinator,
PO Box 145, Arthur, NE 69121.
Phone: (308) 764-2253.

For Section 504 (disability):

Kandie Lewis, Counselor, Section 504 Coordinator,
PO Box 145, Arthur, NE 69121.
Phone (308) 764-2253.

GRIEVANCES AND COMPLAINTS POLICY

Grievances and complaints which arise from parents or patrons of the district should be initiated in the following manner:

1. All grievances concerning a particular school situation shall be submitted in writing to the Superintendent of Schools. They should be as detailed as is practical. If the party involved is other than an individual, then the organization or persons represented shall be identified. If the problem involves other than an individual building, then the matter shall be directed to the administrator in charge.
2. The school administrator, after he sees the grievance in writing, shall visit with the teacher to see if a mutual meeting may help resolve the problem, and then initiate such a meeting for the parties involved. At this time, if a meeting is set up, suggestions for improvement will be discussed.
3. Should the matter concerned not be resolved to the satisfaction of all parties involved, they may appeal in writing to the Board of Education through the Secretary of the Board.

All complaints shall be in writing, and no anonymous correspondence may be considered by the Board of Education.

It shall be understood by all parties involved in the grievance procedure that no reprisals of any kind, applied or intended, shall be brought against the person or persons involved in the resolving of the grievance.

Adopted 7-9-90

DISTANCE LEARNING CLASSES

Distance Learning (Two-Way Interactive Television) is a means for school districts to provide low incidence courses that normally would not be offered to students because of low enrollment or lack of qualified personnel.

Distance Learning classes are unique in that each classroom receiving instruction is an extension of the classroom from which the teaching originates. Because it is totally two-way interactive, with the student seeing and hearing the teacher, and the teacher seeing and hearing the students, it is the same as if there was one location rather than several. The teacher will be in charge of all classrooms and only periodically will local supervision be present.

Because of this uniqueness, Distance Learning will require standards/expectations of students enrolling in these courses in addition to those expected by being a member of the ACHS student body. This form is intended to make both students and parents aware of these standards.

STANDARDS

1. Classroom Procedures
 - a. Students are to sit in camera view at all times.
 - b. Students are not to misuse equipment.
 - c. Students are expected to follow rules specified by the teacher.

INFRACTIONS

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

College courses taken over the system will count for dual credit (high school and college), but no consideration will be given these courses toward honor roll, grade point average or class rank calculations.

High school courses taken over the system will be counted toward honor roll, grade point average and class rank calculations. For class rank and grade point average purposes, the school board will determine, on an annual basis, which offered courses will be considered "core" and which will be considered "non-core" courses.

AGREEMENT

(Sign on the student signature sheet)

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

Distance Learning Class(es) Enrolled In _____

Class Period(s) _____

Student Signature _____ Date _____

Parent Signature _____ Date _____

ATHLETIC HANDBOOK

Interscholastic athletics at Arthur County High School provides opportunities for students to realize successful and "Never Forgettable Memories." In the history of athletics at Arthur County High, there have been many outstanding teams and individual achievements. There have been conference, district, and state championships, along with exciting team and individual upsets which will be ringing in the athletic hallways forever.

Successful achievements in athletics do not occur by chance or athletic skills alone. There is another ingredient which cannot be measured, but is readily recognized by every fan, coach, or athlete. It is attitude.

When a team or when athletes take the field against their opponent, this attitude is prevalent. There is an electrifying feeling in the air which reflects the athletes' commitment, desire, determination, leadership, and character. These qualities make up an attitude that produces championship teams and thrilling upsets--but most of all Never Forgettable Memories for athletes, coaches, and fans.

The Athletic Department is geared for high expectations of athletes, coaches, administrators, and parents. Each group has an indispensable role in creating an educational atmosphere which fosters the growth of each individual athlete's potential. Athletes and coaches are expected to commit to success, to have an intense desire to achieve, to have a willingness to devote time and effort to achieve success, to exhibit leadership qualities by example/commanding/guiding, to exhibit character which reflects self-discipline/honesty/fortitude, to have a willingness to sacrifice for others, to exert physical and mental work for the achievement of worthwhile results, to show respect, dignity, and pride for the school, the team, and oneself, to be determined to follow through, and to be brave when dealing in difficulty.

HIGH EXPECTATIONS

You are a member of a Arthur County High School athletic team. To most young men and women in high school, this is the fulfillment of an early ambition in life.

The coaches' primary purpose is to help young athletes grow into successful men and women. In order to be successful, however, an athlete must live up to expectations. If these expectations are met, long after you have left high school and become part of the everyday life of America, the ideals you exemplified in athletics will be carried on. They will be transmitted to others who watched you perform or came in touch with your personal characteristics.

RESPONSIBILITIES TO YOURSELF

The attainment of this goal carries with it certain responsibilities. The most important of these responsibilities is to yourself and to your character. You owe it to yourself to strive for the best possible education from your high school experiences. Your studies, and participation in other extracurricular activities, as well as in athletics, prepares you for future endeavors in our wonderful American society.

RESPONSIBILITIES TO YOUR TEAMMATES

Team spirit and team unity begins and ends with each individual athlete on the team. You must be thrilled, proud and happy about your teammates' accomplishments. When every player is pulling for one another, team success is inevitable. Also, team success assures more recognition for individual players. More athletes will receive all-

conference, all-area, and all-state recognition from championship teams than from losing teams. Remember, championship teams are built around athletes who are unselfish towards their teammates on and off the field of play.

RESPONSIBILITIES TO OTHERS

At Arthur County High School you have the opportunity to receive one of the finest educations available to a high school students and also compete for one of the top athletic programs to be found anywhere. You will not be looked at as just an athlete here, but rather a STUDENT-ATHLETE.

You are responsible first to your academic studies. The top-notch student-athlete would never use the excuse that he or she is not doing well in the classroom because athletics takes up too much time. Nor would he or she use the excuse that academic work is such to keep him or her from fulfilling commitments to the athletic team.

In order to be a successful student-athlete at Arthur County High School, you will have to do the following:

1. Daily attendance in the classroom and at athletic practices will assure a high rate of success as a student-athlete.
2. Getting the assignments done on time or even beforehand and doing a quality job will assure success in the classroom and also put your mind at ease in order to put forth 100% on the practice field/court.
3. If you find yourself having trouble in a particular class, seek help immediately from the teacher. Seek help before school first so as not to interfere with practices. If it is absolutely necessary to get assistance after school, see your coach first so you can be excused for the first part of practice.
4. Schedule your home study time a week at a time. Organizing your time is the key, because there will often be nights when athletics may take up a whole evening.

The faculty of Arthur County High School has been proud of the student-athletes who have graduated and become successful citizens. It is your responsibility to carry on the tradition of the student-athlete.

RESPONSIBILITIES TO YOUR SCHOOL

Another responsibility you assume when joining an athletic team is to your school. Arthur County High School will maintain its position as one of the outstanding high schools in the country when you perform you your potential in whatever activity you join. By participating in athletics to the maximum of your ability, you are contributing to the quality of your school.

RESPONSIBILITIES TO YOUR FAMILY

As a member of an athletic team, you bear a heavy responsibility to your family. It behooves you to act in a manner which your family can be justly proud. When you know in your heart that you have lived up to all the training rules, that you have practiced to the best of your ability everyday, and that you have played the game with a burning desire, you can keep your self-respect and your family can be justly proud of you.

RESPONSIBILITIES TO FUTURE ATHLETES

You are the ideal of the younger boys and girls in Arthur County's junior high and elementary schools. They are watching your moves on and off the field. They will imitate you in many ways. Do not let them down. Give them high ideals to strive toward.

TRAINING RULES

1. No using tobacco, alcohol, or drugs
2. Regular sleep
3. Good eating habits
4. Championship living

No using tobacco, alcohol, or drugs--It has been proven that using tobacco, alcohol, and/or drugs are physically harmful to athletes. It retards development to the athlete's greatest potential. But the harm you do by using these substances not only pertains to your health, you harm the sport, the team, and the school. The people who follow your progress are careful to note your habits, and any deviation from the acceptable training rules marks you as unwilling to pay the price of being an Arthur County High School athlete. A single member who breaks training rules can brand the whole team as non-trainers. This means no use of these substances the entire year, in season or out.

Penalties for the use of these substances:

A student athlete will be considered in violation of this rule when observed by a faculty member or caught by a law enforcement officer.

First offense for alcohol or tobacco: The student and their parent(s)/guardian(s) will be required to meet with the superintendent. They will also be suspended from participation in athletic contests for 10 school days (they will be required to attend all practices during this time).

Second offense for alcohol or tobacco or first for drugs: The students will be suspended from competition for 20 school days or the remainder of the season for the sport, whichever is longer (they will be required to attend all practices during this time).

Third offense for alcohol or tobacco or second for drugs: The student will be suspended from competition for the remainder of the year.

A violation during the summer will effect the student's eligibility for the following school year. The days of suspension will carry over from one sport to the next the student participates in, in the event that the first sport ends before the suspension is completed.

Regular sleep--Eight to ten hours of sleep are required to keep yourself in top condition. As a young athlete, your body needs time to recover from demanding academic studies and physical practice sessions.

Good eating habits--Home cooking is usually the best prepared food. Eat meat, vegetables, salads, and fruit. Drink plenty of milk and water. Avoid eating an over-abundance of sweets, pastries, fried foods, and junk foods. Be sure that you eat three good meals a day which means you may need to get up 10 or 20 minutes earlier for a good breakfast.

Championship Living--There are several important items which separate a young athlete from the crowd:

Injuries and illness--Any injury, bruise, cut, or blister should be given immediate attention. During inclement weather, athletes should wear proper clothing to prevent colds and flu. Athletes should inform the coach of any injuries incurred on-or-off the field/court.

Dress and appearance--Take pride in your personal appearance. You should look sharp on-and-off the field. Dressing up on game days gives the student body the feeling that it is a special event. Whenever an athletic team competes on the road, it is expected that the athletes will be neat and appropriately dressed. Athletes are a reflection of the home, school, and community.

School equipment--Athletic equipment is expensive and belongs to the school. Athletes must take proper care of all issued athletic equipment or will be responsible for the cost of replacing the equipment. Remember, proper care of all issued equipment helps the school maintain quality athletic equipment. Athletic equipment is issued for practices and games. Do not use it for personal wear.

Student body--It is important that you be respected by your fellow students and teachers. The athletes must initially show respect for these people. You need their help in order to do you best. When you perform in practice or games, give it all you have then you can expect their loyal support.

School policies--Respect the rules and regulations established by the district, school, team and individual classes.

Academic achievement--It is of prime importance that you concentrate on your academic work from the beginning to the end of each semester. Time scheduling is an important facet. Athletes who have scheduled their time properly have achieved academic success during their sports seasons. All athletes must meet the academic eligibility requirements as outlined by the student handbook.

As a staff, we realize there are not written rules which will change an athlete's values and attitude, but we do realize that coaches can have an everlasting effect on an athlete's values and attitudes when they stress "High Expectations." Even more importantly, the staff sincerely believes in, and expects "High Expectations."

TRAVEL

When traveling to athletic contests students will be expected to utilize school transportation. When traveling home from the contest players will to use school transportation unless prior arrangements have been made with the head coach of the sport involved. Under no circumstances will a student be dismissed to ride home with any person(s) other than parents, grandparents, adult brothers, adult sisters, adult uncles, adult aunts, or adult neighbors. In no case will a student be released to any of the above mentioned persons unless prior written permission (before the team leaves Arthur County High School) is received by the head coach from the parents or guardians of the athlete.

RULES & REGULATIONS CONCERNING SCHOOL BUS TRANSPORTATION

1. The use of cursing or foul language is strictly forbidden.
2. Students are to be seated immediately upon boarding the vehicle and are to remain seated until it is time for them to get off the bus. There is to be no

- standing or walking in the aisle of the bus while the vehicle is in motion.
3. There is to be no unnecessary noise or other disturbance on the bus. Volume of any equipment which produces noise is to be regulated by the bus driver or coach.
 4. Keep arms, feet, trash, and any other items inside the bus at all times. Use the trash containers provided, the windows are not trash cans.

LOCKER ROOMS

All athletes will be under the direct supervision of a coach in charge while dressing. An athlete must not linger in the dressing room, be rowdy, or endanger the safety of others. All cases of misconduct while dressing will be dealt with by the coach in charge.

Athletes will be given a locker in which to store their equipment. Combination locks will also be issued to the athletes for use on their lockers. **The athlete is responsible for all clothes, equipment, and valuables stored in their locker.** Therefore, it should be locked at all times. Athletes will not put any other lock on their lockers, other than school issued locks.

LETTERING REQUIREMENTS

Lettering Requirements for Football

1. Coaches approval.
2. Participating in one-half of the varsity quarters during the regular season. (Any part of a quarter played will count as a full quarter.
3. Freshman and Sophomore players can earn up to two quarters of service points. To earn these quarters the following will be considered: attendance, attitude, desire, cooperation, sportsmanship and general contributions to the success of the team.

Lettering Requirements for Volleyball and Basketball

1. Coaches approval.
2. Time of Participation
 - a. Play in one-third of all regular season varsity.
 - b. Player must complete the season (Unless injured - injuries may require a doctor's excuse).
3. Participation in practice is mandatory. Excessive absenteeism and unexcused absenteeism may cause for not lettering, dismissal from the team, or other disciplinary measures.
4. Consideration for lettering may also, at the coaches' discretion, be given for members of the squad who make outstanding contributions to the success of the team. Qualities which may be considered are: attitude, attendance, desire, cooperation, sportsmanship, etc.

Lettering Requirements for Track

1. Coaches approval.
2. Earn six points during major meet competition. Relay points count for each relay member. In Dual or Triangular Meet, a first place is the equivalent of one major meet point.
3. Any individual who breaks or establishes a new record will qualify for a letter subject to coaches' approval.

Reasons for dismissal or not lettering in a sport:

1. No player will be considered for a letter if he does not complete the season (unless injured)
2. Excessive absenteeism (unexcused absenteeism will not be tolerated).

3. Abuse of controlled substances.
4. Behavior unbecoming to the school, coaching staff or team
5. Not acquiring enough points (track only).

Nebraska School Activities Association eligibility requirements:

A student is ineligible if they:

1. turn 19 years old before September 1
2. have attended high school for more than 8 semesters
3. were not enrolled in school by the 11th day of school
4. were not enrolled in school the preceding semester
5. did not pass 15 semester hours the preceding semester
6. are not currently passing 15 semester hours
7. have graduated from high school
8. have played on an independent team during the season of that sport
9. have played on an all-star team during the school year
10. have changed schools without parents changing residence
11. have remained at the same school though their parents have changed residence

SIGNATURE SHEET

Name _____

Grade 7 8 9 10 11 12

1. I acknowledge receipt of a copy of the 2____-2____ Arthur County High School Student Handbook, and Acceptable Use Policy and agree to abide by the conditions stated herein.

2. This application to compete in interscholastic athletics for the above named high school is entirely voluntary on my part and is made with the understanding that I have read the eligibility rules and regulations of the state association, and I am not in violation of such rules.

3. I have read through this Activities Handbook and agree to abide by the rules and regulations established therein. I further understand that should there ever be a time whereby I feel that there is a discrepancy in there guidelines, I may request a conference with my principal, activities director, and coach or sponsor of my activity to resolve and difficulties.

4. I have read the distance learning course information, understand its contents, and agree with its intent and agree to abide by the standards established.

Distance Learning Class(es) Enrolled In _____

Student _____

Date _____

1. We acknowledge receipt of a copy of the 2____-2____ Arthur County High School Student Handbook, and Acceptable Use Policy and agree to abide by the conditions stated herein.

2. We confirm and agree that our student, _____ has read this A.U.A. regarding utilization of the computer lab and Internet connections at Arthur County High School and will abide by the same. We understand those rules as explained by the handbook.

3. We, the parent(s) or Guardian(s), of the above student have also read the athletic handbook guidelines and agree to abide with the rules and regulations established therein. We further understand that we are entitled to a conference with the principal, activities director, and coach or sponsor if ever any discrepancy in these policies arises.

4. We understand that the school carries a secondary insurance to help cover medical expenses incurred while participating. *This insurance does not cover all expenses.*

5. We have read the distance learning course information, understand its contents, and agree with its intent and agree to abide by the standards established

Mother or Guardian Signature

Father or Guardian Signature

Date _____

ARTHUR COUNTY HIGH SCHOOL

EMERGENCY INFORMATION & PARENT CONSENT FORM

In the event of an emergency requiring medical attention, and I cannot be reached, I hereby grant permission to a licensed physician or other hospital

personnel to treat _____ for emergency health care needs.

Significant Health Problems and Allergies:

Insurance Company: _____

Policy Number: _____

Home Phone: _____

Work Phone: _____

Family Physician: _____

Phone: _____

PARENT OR GUARDIAN CONSENT

I hereby give my consent for _____ to practice and compete for Arthur County High School in activities approved by the Nebraska State Activities Association which I have circled below

Football

Volleyball

Basketball

Track

I have read the rules of eligibility pertaining to activities participation and acknowledge and understand the purpose and consent thereof.

Relationship: _____

Signature: _____

Date: _____

Arthur County High School

Photograph Release

Arthur County High School has my permission to use my child's photograph in school publications.

Student Name

Parent Signature

Date

Arthur County High School

Field Trip Permission Form

Arthur County High School has my permission to take my child on school field trips. Arthur County High School will notify parents of planned field trips, and students are not required to go when requested by their parents they remain at school.

Student Name

Parent Signature

Date