

Greeley County Junior-Senior High School



Student Handbook 2025-2026

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SECTION I -INTRODUCTION:

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

The faculty and administration are here to assure your academic, civic, and social needs are met to the best of our ability.

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

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

Sincerely,

Mr. Wolgram, 6-12 Principal

Dear Students,

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

Sincerely,

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

PURPOSE OF HANDBOOK:

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

DISTRICT USE OF VIDEO CAMERAS:

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

Greeley County Jr.-Sr. HS Faculty

_____ – Vocal Music
Mr. Adam Schiltz – Instrumental Music
Mrs. Brandy Clevenger – School Counselor
Mr. Greg Cook – Technology / Psychology / AD
Mr. Austin Coffmann – Physical Education
Mr. Quenton Rucker – Social Studies
Dr. Mark Fairchild – Industrial Arts
Mrs. Megan Berggren - JH Science

Mrs. Melissa Zerr - HS Science/FACS/Counselor
Mrs. Coffman –JH Language Arts
Mr. Joshua Platt – Mathematics
Mrs. Jenkins – H.S. Language Arts
Mrs. Holly Steele – Mathematics / Counselor
Mrs. Linda Steele - Interrelated
Mr. Drew Zerr – Business Education
Ms. Haylee Hennick – Agricultural Education

Administration and Support

Mr. John Niehues – Superintendent / PreK-5 Principal
Mr. Dale Wolgram– 6-12 Principal
Mr. Greg Cook – Activities Director
Mr. Austin Coffmann - Assistant Activities Director

Ms. Katie Zerr – Board Clerk
Mrs. Adriane Steinle – Jr.-Sr. H.S. Secretary
Mrs. Terra Mangan – GS Secretary / Food Service
Mrs. Joanna Schneider – School Nurse

Board of Education

Mr. Shea Stewart – President
Mr. Shanon Schneider – Vice-President
Mrs. Sheryl Crotinger – Member
Mr. Kenton Mangan – Member

Mr. Scott Clevenger – Member
Mr. Aaron Meyers – Member
Mrs. Jessica Alexander – Member

USD #200 MISSION STATEMENT

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

USD #200 EDUCATIONAL PHILOSOPHY

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

Annual Public Notification of Nondiscrimination

Greeley County Schools USD #200 does not discriminate on the basis of race, color, national origin, gender, age, or disability in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of its operations. The Career and Technical Education Programs offered at Greeley County Schools USD #200 also do not discriminate in enrollment or access to any of the programs available. The Greeley County Schools USD #200 District does not discriminate in its hiring or employment practices.

NON-DISCRIMINATORY POLICY AND FORMS

Title IX/Section 504/Title II Coordinator (Superintendent)
400 W Lawrence
Tribune, KS 67879
(620) 376-4211

This notice is required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Questions, complaints, or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator: Superintendent of USD #200 Greeley County Schools, 400 W Lawrence, Tribune, KS 67879. Phone (620) 376-4211.

For further information on non-discrimination, visit the U.S. Department of Education Office for Civil Rights at <https://ocrcas.ed.gov/contact-ocr> or call 800-421-3481.

USD #200 GOALS

Goal Area 1: Students

Develop and implement programs to build students' social-emotional health and improve self, school, and community pride.

- Foster a system of academic excellence.
- PreK-12 social/emotional program implemented working on character traits, self-care, and social skills to help students transition to a successful adult.
- Continue to bring in outside individuals and groups to present, train, and work with students and staff.
- Work with staff to vertically align district curriculum in all K-12 areas.
- Align instructional strategies to increase mastery of state standards, emphasize 21st-century problem-solving and critical thinking skills, and support through professional development opportunities.

Goal Area 2: Educational Program

Develop and implement programs that maximize the achievement of each student in all academic areas.

Continue to follow and implement research-based, state, and nationally standards-aligned curricula working toward vertical alignment.

- Continue to grow CTE Pathways for all students.
- Increase dual credit course opportunities for all students.
- Increase Work-Based and internship opportunities for all students.
- Provide support and opportunities necessary to ensure that all Greeley County students are College and Career Ready.

Goal Area 3: Facilities & Resources

Utilize assets and resources in ways that model stewardship and provide exceptional learning environments, accessibility, and equitability.

- Allocate funding for professional learning specific to family and social engagement and project-based learning.
- Determine the facility needs to provide exceptional 21st-century learning environments.
- Provide competitive salaries, benefits packages, and wages to retain, recruit and hire highly qualified and effective employees.

Goal Area 4: Personnel

Develop and implement strategies to recruit, retain, and support high-quality teachers and support staff who will positively impact student learning.

- Allocate funding and expand opportunities for inside and outside professional learning
- Provide competitive salaries, benefits packages, and wages to retain, recruit and hire highly qualified and effective employees
- Grow future educators by recruiting great paras and assisting with the process of a transition program to become a certified teacher
- Grow future educators through work-based learning opportunities and the creation of education CTE pathways.
- Enhance and maintain a positive staff working environment
- Build further trust and efficacy across the district between all stakeholders

Goal Area 5: Communication & Culture

Build inspirational, responsive, and reciprocal relationships with the USD 200 community.

- Develop a shared vision for systemic family engagement
- Develop resources for family engagement
- Provide professional learning on research-based family engagement strategies
- Focus communication efforts to improve relationships with staff, students, parents, and the community.
- Grow and increase partnerships with community businesses.

Roles and Responsibilities

Role of a Student

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

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

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

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

Role of a Parent/Guardian:

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

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

Role of a Teacher:

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

1. Teachers are committed to students and their learning.
2. Teachers know the subjects and how to teach those subjects to students.
3. Teachers are responsible for managing and monitoring student learning.
4. Teachers think systematically about their practice and learn from experience.
5. Teachers are members of learning communities
6. Teachers should foster a classroom environment that requires personal responsibility for themselves as well as their students.
7. Teachers at all levels should encourage students to contemplate their future, and how their behavior today affects their future goals.

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

Role of the School:

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

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

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

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

SECTION II - ACADEMIC POLICIES AND PROCEDURES

SPECIFIC EXPECTATIONS OF STUDENTS:

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

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

ACADEMIC HONESTY / CHEATING:

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

PLAGIARISM:

According to the Merriam-Webster online dictionary, to "plagiarize" means:

- to steal and pass off (the ideas or words of another (real or artificial)) as one's own
- to use (another's (real or artificial) production) without crediting the source
- to commit literary theft
- to present as new and original an idea or product derived from an existing source

In other words, plagiarism is an act of fraud. It involves both stealing someone else's work and lying about it

Please visit the following link for more information about plagiarism. <https://www.youtube.com/watch?v=GW3BzAG8aaY>
This work is licensed under a Creative Commons Attribution-NonCommercial-ShareAlike 4.0 International License <http://creativecommons.org/licenses/by-nc-sa/4.0/>. Punishment will include a zero for the assignment. For severe or repeated offenses students may be assigned: detention hours, ISS, or OSS at the discretion of the principal

AI PROGRAM USE (2025-2026)

The AI policy aims to establish guidelines for the responsible and ethical use of AI programs, including ChatGPT, in our learning environment. The use of AI programs can enhance our educational experience when used appropriately and with prior teacher approval. However, if used incorrectly, the use of ChatGPT and other tools can severely limit the potential learning goals for students.

- **All usage of AI programs requires prior approval from the teacher.** Before incorporating any AI tool into an assignment or activity, you must discuss your intent with the teacher.
- AI programs should complement learning, not replace it. Use AI as a tool to assist your understanding and creativity, but do not rely on it exclusively for assignments.
- All work generated with the assistance of AI programs must be original. Plagiarism, even if AI-generated, is not acceptable. Properly attribute AI-generated content if it is used in your assignments.
- Maintain academic integrity in all AI-assisted work. Any violation of academic honesty will be subject to appropriate consequences.
- Respect the privacy and data security of yourself and others when using AI programs. Do not share sensitive information or engage in any unethical activities.
- AI programs are tools for assistance. They are not a substitute for your own critical thinking and understanding of the subject matter.
- Teachers may require all works of writing to be completed from start to finish utilizing a Google Suite application.
- **Any assessment and/or assignment is subject to a verbal review with the teacher. Be prepared to explain and discuss the content of your work, without the contributions or assistance of AI. If you can not adequately represent your work, it will be assumed AI was utilized as a replacement for your learning, and the consequences will be subject to the teacher's discretion and plagiarism policy if not cited.**

COUNSELING:

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

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

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

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

LOST OR DESTROYED BOOKS:

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

GRADES RECORDED:

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

DEFINITION OF A STUDENT IN GOOD STANDING:

A student, who follows school guidelines, is academically eligible, and serves all time earned by the evening of the following school day in which they are present, is in Good Standing. A student in Good Standing, is eligible to represent our school as well as participate in and/or attend activities.

DEFINITION OF A STUDENT NOT IN GOOD STANDING: (21-22)

A student who does not make up all time earned by the evening of the following school day in which they are present, or has 2 D's or one or more F's on the weekly eligibility report - is not considered to be in Good Standing. A student not in Good Standing is not eligible to represent our school through participation in activities such as (not an all inclusive list): sports competitions, Scholar's Bowl, FFA competitions that are not required as part of curriculum, the H.S. Play, Prom, other dances, Graduation, and being on the Homecoming Court - or even attend activities, with the following exceptions, if they are not serving other school discipline at the time:

1. A band member may play in the pep band and a band or choir member may participate at a music concert.
2. A student may work at the concession stand with their class or organization.
3. A team member may be on the sidelines with their team for a home event at the coaches request, but may not leave school early to attend an event.
4. A student not in Good Standing may attend an activity to watch a game, a concert, a school play when accompanied by a parent/guardian. They will not be allowed to leave school early to attend the event. They may watch graduation or promotion but will not be able to participate in the ceremony for their class.
5. A student may participate in activities that are directly tied to the class curriculum and elicit a grade.

PART-TIME ENROLLMENT (22-23)

Greeley County Schools allows any child to enroll part-time in the school district and attend any courses, as well as any educational programs or services directly associated with the courses they are enrolled in or offered during the portion of the day the student is enrolled. Partially enrolled students may participate in any KSHSAA-sanctioned activity as well as USA Clay Target trap shooting to the full extent of any other student but will not be allowed to participate in other programs or services offered by the school. Including non-KSHSAA sanctioned extracurricular activities, field trips not explicitly tied to an educational program or course the student is enrolled in, or services provided outside the hours the student is enrolled.

To be eligible for partial enrollment, students must meet the following requirements.

1. The student must request to enroll part-time within the school district.
2. The student must be concurrently enrolled in a nonaccredited private elementary or secondary school or any other private, denominational or parochial school.
3. The student must meet the age of eligibility requirements for school attendance.

Greeley County Schools will make a good faith attempt to accommodate scheduling requests of students seeking partial enrollment within the district. However, it is essential to know that the district can not make adjustments to accommodate every such request.

COURSE CHANGES:

Care in class enrollment is essential as the approval of course changes rarely occurs and only when adequate justification is provided. Personal goals and future education should be considered when enrolling. It's also important to recognize that some classes will have class size limits in effect, which, in many cases, may affect current and future schedules. If a student would like to make a course change, they must receive, fill out, and return a course change form from the counselor. Course changes affecting the first semester must be submitted within **four (4) class days** after the beginning of the first semester. Course changes affecting the second semester must be submitted within the **last eight (8) class days** of the first semester. Regardless of the semester, all course changes must be coordinated through the parents, the principal, the counselor, and the teachers involved. Course changes from year-long courses will not be allowed except in cases of extreme hardship. If a student changes classes at semester, out of a yearlong class, no semester credit will be given for the yearlong class that was dropped. Class changes after the defined class change window will only be made to accommodate a student's Individual Education Plan (IEP) or at the administration's behest. Filing the proper course change form within the course change window does not guarantee that a course change will occur. The administration will make the final decision based on multiple factors, including what is in the student's and class's best interest.

HIGH SCHOOL STUDENTS BEING TEACHER'S ASSISTANTS: (2020-2021)

Only seniors and juniors may serve as teacher assistants. For a student to be eligible for a teacher assistant opportunity, students must meet the following criteria: have a 3.0 GPA, be on track to meet graduation requirements, must be in good standing, have passed all classes the previous year, or received administrative approval in extenuating circumstances. All students assigned a TA position must sign a contract agreement that they will not leave campus, use their cell phone unless directed by the supervising teacher, be timely and arrange planned absences, etc. Failure to follow the contract will result in the student's loss of TA privileges, change of placement to another class that hour by the counselor and administration, and loss of future TA opportunities.

SENIOR WORK-BASED LEARNING PROGRAM:

Seniors desiring to participate in the work-based learning program will make an application for the program the spring before their senior year. The student is required to enroll in as many courses as necessary to ensure they are on track to meet all graduation requirements and will have the opportunity to work during the remainder of the school day. The student's previous school attendance must be acceptable, and the student's grades must be such that they are proceeding toward graduation at a normal pace.

Parental permission must be obtained before enrolling in the work-based learning program. The student's behavior at school must be acceptable before they can be recommended for this program, and the student must remain in good standing to remain in the program. Each student will receive a grade and credit(s) for maintaining regular employment with their registered business and completing all required coursework associated with the work-based learning program.

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

EXAMINATION:

All teachers will give a semester exam at the end of each semester. Exams will count as 10% of their course grade. Students can opt out of the semester exam by meeting the following criteria:

A in the course with 3 or fewer absences for the semester

B in the course with 2 or fewer absences for the semester

C in the course with 1 or fewer absences for the semester

Students who meet this criterion to opt out can still take the semester test, but it can only help their grade; it can not hurt their grade. All other students will be required to take the semester test, and it will count for 10% of their final grade.

INCOMPLETES:

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

CORRESPONDENCE / OFF CAMPUS COURSES:

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

ONLINE CLASSES FOR HIGH SCHOOL, CONCURRENT, AND/OR COLLEGE CREDIT

Beginning sophomore year in high school, students may begin to earn college credit hours in concurrent enrollment partnership classes per Kansas Board of Regents policy [K.S.A. 72-3220 through 72-3224](#). Each student must meet the course requirements, and a permission/course completion agreement must be signed by the Parent(s), Principal, Counselor, and Student each semester before the class begins.

1.) Any class offered during regular school hours through Garden City Community College during the school term will be enrolled as concurrent credit and require tuition set by the college. The tuition and textbook(s) for concurrent class(es) are the responsibility of the student. Courses determined to be a CTE (Career-Technical Education) are covered through Excel to CTE grant and free to high school students - lab fees and textbook fees are the responsibility of the student and/or his/her parents. Summer classes offered through G.C.C.C. will be designated as concurrent credit or only college credit at the time of enrollment. Any class taken for high school credit, college credit, or concurrent credit by correspondence, online, or on campus must have written permission from the Principal before student enrollment. Any class taken during the summer for high school credit or concurrent credit must be completed, and the grade must be available to the Counselor by August 1 of the present school term

2.) Courses for high school credit for graduation or Kansas Board of Regents Admission Curriculum Completion, not offered at GCHS due to unavailability of a qualified instructor, will be offered for online enrollment during a scheduled proctored period. Students in these online classes will be supervised and held accountable for all BOE policies per the GCHS Student Handbook. The cost of the classes will be the responsibility of USD #200 and/or Greeley County High School (classes for high school credit only K.S.A. 72- 11a05). *Note: Courses taken for Scholar Curriculum Completer designation must be done 1st semester of the senior year. The Roster for the Scholar Curriculum Completers must be submitted to the Kansas Board of Regents by March 1 of each school year.

3.) Sophomores, juniors, and seniors (and freshmen who are determined as Gifted and Talented) who meet the course requirements may take any online college course during the school day during the designated proctored period allotted on the schedule or outside of the regular school day (evening and/or summer) at their own expense. Specific prerequisites, such as placement tests, that are not already available at GCHS, and the enrollment process and arranging for an approved test proctor (which could include a fee) are the sole responsibility of the student and his/her parents.

Payment of tuition for concurrent credit classes would be the sole responsibility of the student and his/her parents.

** Students cannot expect the same level of teacher support with an online course as they get in the regular classroom setting.

*** Online classes for college credit and/or concurrent credit recommended by the Educational Team according to a student's Individual Education Plan are exempt from this policy.

PROGRESS UPDATE: (18-19)

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

Makeup WORK: (21-22)

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

Homework for students who have been serving OSS will be due the following day after they return to school to allow them to visit with their teachers to clarify assignments. Extra time to turn in work may be given at the teacher's discretion. Students who miss due to unexcused absences or ISS will be given no additional time to turn in missing work; it is their personal responsibility to collect, complete, and turn in the work on their own upon their return to class or on the assigned due date (whichever is later).

LATE WORK: (24-25)

Work will only be accepted for up to 1 week from the due date (due Monday, they have until the following Monday to receive credit). Work not turned in on the due date gets a one time 30% deduction.

GRADING SCALE:

All grades on Semester report slips will reflect the following scale:

A	-	90 – 100%
B	-	80 - 89.999%
C	-	70 – 79.999%
D	-	60 – 69.999%
F	-	59.999% or below

HONOR ROLLS:

Honor rolls are determined at the end of each semester. Awards will be given after semester grades are calculated.

4.0 Jackrabbit = 4.0 grade point average

Red Honor Roll = 3.50 to 3.99 grade point average

White Honor Roll = 3.00 to 3.49 grade point average

PROMOTIONS:

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

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

Sophomore: Student who passed 7 credits in grade 9 or during the first year of attendance in high school.

Juniors: Student who passed 7 additional units of credit or more in grade 10 and at least 14 credits during high school.

Seniors: Any student who passed 7 additional units of credit or more in grade 11 or during high school. Student must have completed 21 credits.

GRADUATION:

A graduation is an auspicious occasion honoring those students who have fulfilled the requirements for graduation. If a senior has failed to qualify for graduation by the end of the second semester or still has time to serve, he/she will not be permitted to take part in the high school graduation ceremony. 28 Units are required to graduate from Greeley County High School.

GRADUATION REQUIREMENTS:

Twenty-eight (28) credits shall be required as the minimum number of credits necessary for graduation. A student must have successfully completed the requirements for graduation before participating in the commencement exercises. Students may recover credits through an accredited organization outside of the district with prior approval from the counselor and administration, although all expenses incurred doing so will be the student's responsibility.

Exceptions to these graduation requirements may be provided by alternative graduation requirements as specified in a special education student's I.E.P. or action of the board of education. Students wishing to apply for early graduation must present a plan to the principal and counselor. After this meeting, the student must present their plan to the BOE for possible approval.

Courses in Parenthesis are Required

1. **Fine Arts** – 1 unit - Student choice: Art, Band, Choir, Guitar
2. **Language Arts** – 4 Units – ((English I, II, III, (IV or College Comp)) Through Class of 2027 3.5 credits of ELA and .5 credits of communication are required. ((English I, II, III, (one half credit of IV or College Comp, and one-half credit of communication or college Public Speaking)) Starting with Class of 2027
3. **Mathematics** – 3 Units (Algebra I & Geometry)
4. **Physical Education** – 1 Unit (.5 PE & .5 Health)
5. **Practical Arts (STEM)** – 1 unit – Student Choice: (Non Entry Level Business, Industrial Arts, Vo-Ag, or CTE Course)
6. **Science** – 3 Units (Physical Science & Biology I)
7. **Social Science** – 3 Units – (World Cultures/History, U. S. History, and American Government)
8. **Computer Applications** – 1 unit - (Computer apps.)
9. **Business Management/Business Communications** – 1 unit

10. **Personal Finance** – 1 unit (Financial Literacy)

11. **Intervention - 3 Units**

12. **Postsecondary Assets- Min of 2 Starting with Class of 2028**

22 Units of Required Courses

6 Units Elective Courses minimum (4.5 CTE/Pathway Courses)

28.0 Total Units necessary for a graduating diploma

The following is a list of state board-approved postsecondary assets students can choose from to fulfill graduation requirements:

- ACT composite (Score of 21 or higher)
- WorkKeys level (Silver or higher)
- 9+ college hours
- State Assessment scores of 3 or 4 in math, ELA, science
- ASVAB per requirements of military branch selected
- Senior project/senior exit interviews
- SAT score (1060 or higher)
- Completing Board of Regents curriculum
- International Baccalaureate Exam (4+)
- Advanced Placement Exam (3+)
- 95% attendance in high school
- Youth Apprenticeships
- 40 or more community service hours
- Client-centered projects
- Workplace learning directly related to IPS
- Industry recognized certifications
- Seal of Biliteracy
- CTE Scholar
- Eagle Scout or Gold Scout
- Two or more high school athletics/activities
- JROTC
- State level Career and Technical Student Organization (CTSO) Officer

KANSAS SCHOLARS CURRICULUM:

(All must be completed to be designated a Kansas Scholar)

1. **Language Arts** – 4 Units – ((English I, II, III, (IV or College Comp))
2. **Mathematics** – 4 Units (Algebra I, Algebra II, Geometry, and one unit of advanced mathematics)
3. **Science** – 3 Units (Biology, Chemistry, and Physics)
4. **Social Science** – 3 Units – (World Cultures/History, U. S. History, and American Government)
5. **Foreign Language** – 2 units (Must both be in the same language)

VALEDICTORIAN/SALUTATORIAN: (2020-2021)

To be considered for Valedictorian or Salutatorian, Greeley County High School requires the student to have completed a minimum of 2 years at GCHS and all requirements set forth for Graduation by the Kansas State Department of Education and the local Board of Education. The following courses will also be required:

4 **3.5** Units (credits) of English (no substitutes, such as Practical or Applied English) **and .5 credits of communication. (Match grad requirement by year.)**

3 Units (credits) of Science (these must include two units beyond Biology, a minimum of one of the following: Chemistry, Physics, or Anatomy & Physiology. A student may pair one of the aforementioned with Animal Science or Plant & Soil Science)

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

The Valedictorian and Salutatorian will be determined by computing the grade two decimal places for the qualifying student's grade point average (GPA), i.e., 4.00, 3.99, 3.98, etc. If a tie should occur for Salutatorian, the award will be duplicated. If a tie should occur for Valedictorian, the award will be duplicated, and an award for Salutatorian will be given.

COLLEGE VISITATION POLICY:

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

1. Each junior & senior student will have 2 days per year in which to visit the college of their choice if they can prove to the counselor that the visitation is a necessity. The counselor or administration may grant up to 2 additional days for enrollment or other necessary visits for seniors.
2. Students must contact the counselor at least 2 days prior to the requested visitation with a written permission note from their parents or guardian, and arrangements will be made with the college prior to dismissal.
3. Abuse of the college visitation policy will result in the students receiving an unexcused absence from school and the consequences that accompany it.

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

CLASS ACCOUNT/FUNDRAISING REQUIREMENTS/ACCOUNTING PROCEDURES: (2020-2021)

A school account will be set up for all classes. All monies earned for the class by any means will be collected and turned in to the school secretary. The sponsor, with the final approval of the principal, will coordinate purchases. All requisition purchases will be coordinated through the office. Classes under sound financial principles are not allowed to create accounts housed outside the financial umbrella of USD 200 Greeley County Schools. Students are expected to help raise funds and work as necessary at concessions, fundraisers, etc., in an effort to ensure the class is financially sound and can cover obligations up to their graduation. Sponsors will work in conjunction with class members to set requirements for student attendance and completion of fundraisers. These requirements may include consequences and monetary reimbursement at times. Any absences or reasons a student may not be able to help or participate in a fundraising effort of any kind should be communicated with class sponsors as soon as possible. This statement is not all-inclusive. Any monies not utilized by the graduating class by June 1st following graduation will be transferred to the outside concessions account to be used for school projects working to benefit all students. Classes are also encouraged to work with the administration to determine a gift to the school if they so choose.

SECTION III - ACTIVITIES AND ATHLETICS

ACTIVITIES

Representing our school is a privilege that demands the highest level of accountability. Students representing our school are expected to demonstrate positive sportsmanship and citizenship while maintaining academic achievement and positive role modeling. Students unable to meet the demands that accompany visible representation of our school will forfeit the privilege to do so. Students who are ineligible will not be permitted to travel with the team (this includes after school and weekends).

School-related activities such as field trips, school competitions, and activity events will not be counted as absences. Students must be in attendance from the first hour until dismissal in order to participate in activity practice or events, including competitions on school days. The principal has the discretion with prior notice from the student and family and approval to allow a student to participate after missing part of an activity day if the student misses for an excused absence like a funeral, doctor's appointment, or unexcused time like a short tardy (Students and parents should make every effort to have such

instances pre-approved). Students who are chronically late or absent on the day following an event jeopardize their Good Standing.

PROGRESS UPDATE:

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

ELIGIBILITY POLICY: (21-22)

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

1. Eligibility reports will be generated every Thursday morning at 8:00 a.m., except the first two Thursdays of each semester – allowing students a two-week grace period at the beginning of each semester. If school is in session Friday for an eligibility-reporting week, they will instead be generated Friday morning at 8:00 a.m. If school is in session for two or fewer days for any reason during the school year, the previous week’s eligibility will be used for that week. In the instance of a 3-day shortened week due to snow days or other reasons, eligibility will be run based on the last day of school attendance in that week. In such instances, alternate means of communication, such as email, will be the method of notification to students and families of ineligibility. Therefore, it is important that the district Student Information System has the most up-to-date phone and email information for all parents and/or guardians.
2. Any student who has one (1) F or two (2) D’s on his/her eligibility report will be deemed ineligible for the next week’s activities beginning at 11:59 p.m. Saturday evening until 11:59 p.m. the following Saturday.
 - a. Students who are ineligible as a result of (2) D’s on his/her eligibility report may remain eligible by making a good faith effort to raise his/her grade in one of the offending classes through the attendance of tutoring sessions.
3. Grades will be cumulative for the semester and will not start over the 2nd and 4th nine weeks.
4. All students (part-time & full-time) are subject to this policy, including those with an IEP.
5. Academic eligibility requirements do not apply to interscholastic activities that are graded performances such as music contests.

Tutoring

- Tutoring will be available to all students from 7:40 to 7:55 AM and 4:00 to 4:15 PM Monday through Thursday.
- Tutoring will be encouraged for any student interested in attending but will only serve to remove those from the ineligibility list who have (2) D’s. Students that have more than (2) D’s or an F will remain ineligible regardless of efforts in tutoring
- A student must attend 3 tutoring sessions after being notified of ineligibility for (2) D’s to remove themselves from the list for that week.
- In order for tutoring classes to work toward removing a student from the ineligibility list, the tutoring must be completed with a teacher of a class that the student is currently ineligible in.
- It is not necessary that all three tutoring sessions be held with the same teacher if the classes the student has a D in are taught by different teachers. For example, if a student has a D in teacher A and teacher B’s class, they could attend 2 tutoring sessions with teacher A and 1 with teacher B, or vice versa.
- It is the students’ responsibility to ensure they are attending the tutoring sessions they need in order to remove themselves from the ineligibility list.
- It is also the student's responsibility to understand any specific tutoring expectations that may be outlined in individual teachers' syllabi and to meet these expectations as part of the requirement of completing a successful tutoring session.
- Upon completion of a tutoring session, the student will need to fill out the tutoring verification sheet and have the teacher sign it. Once all three tutoring sessions are recorded on this sheet, it must be turned in to the office to remove the student from the ineligibility list.
- Tutoring sessions will not count toward or against a student’s grade.

Non-Public Education & Part-Time Students

Non-Public Education & Part-Time Students will be permitted to participate in any activities offered by the district that are regulated, supervised, promoted, and developed by the Activities Association (KSHSAA) and USA Clay Target Association (trap shooting).

If the student:

1. Is a resident of the school district; (lives within the school district's respective school attendance boundaries)
2. is enrolled and attending an accredited nonpublic elementary or secondary school;
3. complies with the health tests and inoculation requirements of K.S.A. 72-6262 prior to participation;
4. meets any applicable age and eligibility requirements set forth by KSHSAA;
5. pays any fees set forth by the district which are imposed upon all students for participation;
6. meets any academic eligibility requirements established by KSHSAA in a way that is verifiably acceptable to KSHSAA.
7. Agrees to participate in the Random Student Drug Testing Policy of Greeley County Unified School District 200
Students enrolled part-time will be subject to the district's eligibility policy and must meet all academic requirements for eligibility in classes in which they are enrolled through the district.
8. Any 6-12 student who would like to take a class online that is offered in the district will need to request permission from the administration and will not be considered a full-time student. The class must be taken from an accredited institution that is approved by administration. Any 9-12 student will not be eligible to participate in high school graduation, nor will they be eligible for valedictorian or salutatorian in the future. Middle school students will not be eligible to participate in the 8th grade promotion if they are part-time students.

ACTIVITIES AND PROJECTS:

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

ACTIVITY MEETING:

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

ACTIVITY ACCOUNTING PROCEDURES:

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

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

PHYSICALS:

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

PRACTICES:

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

EQUIPMENT/CLOTHING:

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

DEFINITION OF A STUDENT IN GOOD STANDING:

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

DEFINITION OF A STUDENT NOT IN GOOD STANDING:

A student who does not make up all time earned by the evening of the following school day in which they are in attendance or has 2 D's or one or more F's on the weekly eligibility report - is not considered to be in Good Standing. A student not in Good Standing is not eligible to represent our school through participation in activities such as (not an all-inclusive list): sports competitions, Scholar's Bowl, FFA competitions that are not required as part of the curriculum, the H.S. Play, Prom, other dances, Graduation, and being on the Homecoming Court - or even attend activities, with the following exceptions, if they are not serving other school discipline at the time:

1. A band member may play in the pep band and a band or choir member may participate at a music concert.
2. A student may work at the concession stand with their class or organization.
3. A student not in Good Standing may attend an activity to watch a game, a concert, or a school play when accompanied by a parent/guardian. They will not be allowed to leave school early to attend the event. They may watch graduation or promotion but will not be able to participate in the ceremony for their class.

BEHAVIOR:

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

FIELD TRIPS & INCENTIVE TRIPS:

The district may approve field trips or incentive trips for students. Sponsors and administration will set forth requirements for each trip individually. Not all trips will have the same requirements. All judgment determination as to eligibility will be decided by the building administration.

TRAINING RULES:

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

TRANSPORTATION

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

Sportsmanship Policy (2019-20)

Sportsmanship is always a priority at USD 200. Coaches at USD 200 should model and teach their athletes to respect officials, the opposing team, and the rules of the game they are participating in.

Technical Fouls & Unsportsmanlike Conduct (per player / per season)

1. When technical fouls or unsportsmanlike penalties do occur:
 - i. Completing the sportsmanship course on the NFHS website is a mandatory requirement for all offenses, including the first.
 - A. The coach has the responsibility of dealing with an individual's first technical foul or unsportsmanlike penalty. (per player)
 - B. All offenses must be documented in the Google Spreadsheet for that sport.
 - C. Upon an individual receiving their second technical or unsportsmanlike penalty in a season, they are not in good standing immediately and may not participate until the process is fulfilled. Following the incident, the principal, AD, and head coach will meet to discuss the situation. If any two of these positions are the same person, then another coach can be used as a third person. The student-athlete will submit in writing what their punishment

should be. The student will continue this process until a punishment is approved. - Punishment may include but is not limited to extra running, being held out of games, writing an apology, or being removed from the team. These situations will be determined on a case-by-case basis.

- D. Coaches receiving an unsportsmanlike penalty/technical are subject to the above guidelines and must also complete the sportsmanship course on the NFHS website.
2. After getting the punishment approved by the committee, the student-athlete will complete the punishment. (The student-athlete is not in good standing with the school until the punishment is fulfilled.)

BANQUET, DANCE, & SOCIAL EVENT EXPECTATIONS:

1. All school rules apply.
2. All school dances will end by 11:30 p.m.
3. Breathalyzers may be administered as a prerequisite to attending a dance, banquet, or social event.
4. Student leadership is encouraged in maintaining school rules/expectations. Your assistance and willingness to hold each other accountable will help ensure a positive atmosphere and high-quality events.
5. As with all school-sponsored activities, attendance is a privilege. Anyone choosing not to follow school rules/expectations may be asked to leave and may forfeit the opportunity to attend future dances or activities.
6. The administration/faculty has the authority to **cancel** any or all banquets, dances, and social events should they deem it appropriate.
7. There will be **no re-admittance** to the events. After being admitted to the event, anyone leaving (for any reason) will NOT be allowed to re-enter.
8. All non-GCHS students (dates only) **MUST** be registered at the office and approved by the administration at least one week prior to the event. All outside dates must be in at least 9th grade, no older than 20 at the time of the dance, and in good standing at their school. Recent graduates who are invited as guests must also be approved at the discretion of the administration. **Only GCHS students and their registered dates will be allowed to attend the event.**
9. Non-GCJHS students will not be permitted to attend junior high dances.
10. Event sponsors and the principal are responsible for and obligated to administer all rules and expectations at each event. Should a sponsor or the principal have concerns regarding the behavior or attitude of any student in attendance (including but not limited to alcohol or other drug use), he/she is authorized to inform the student that they must leave as part of the consequences for their inappropriate action(s) at the event.

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

1. All school rules, policies, and expectations will apply to those students attending any **Prom and Post Prom**. Students who are ineligible, owe hours, are not in good standing, and/or are serving any type of suspension will NOT be allowed to attend the events.
2. **Post Prom is only for those students and their dates that attend prom.**
3. Breathalyzers may be administered as a prerequisite to attending prom & post-prom.
4. Student leadership is encouraged to maintain school rules and expectations. Your assistance and willingness to hold each other accountable will help ensure a positive atmosphere and a high-quality event.
5. As with all school-sponsored activities, attendance is a privilege. Anyone choosing not to follow school rules/expectations may be asked to leave and may forfeit the opportunity to attend future dances or activities.
6. There will be no re-admittance to the events if a student or their date leaves the school building. Once you are in the building for prom, you are not allowed to leave and come back. This includes post-prom. **You cannot attend post-prom unless you attend prom.**
7. *In-district as well as out-of-district dates may be asked by GCHS Juniors and Seniors.* All outside dates must be in at least 9th grade, no older than 20 at the time of the dance, and in good standing at their school. Recent graduates who are invited as guests must also be approved at the discretion of the administration. *Only GCHS Juniors and Seniors and their registered dates, as well as all sophomore servers, will be allowed to attend the banquet, prom, and after prom.*
8. The principal and the event sponsors are responsible for and obligated to enforce all rules and expectations at each event. Should a sponsor have concerns regarding the behavior or attitude of any student in attendance (including but not limited to alcohol or other drug use), he/she is authorized to inform the student that they must leave as a consequence of their inappropriate action(s) at the event.
9. All outside dates will be verified by the principal during the week of prom. All outside dates must be in good standing from another school. Any outside date not in good standing from another school will not be allowed to attend. A background check may be conducted on those young adults who are not in school somewhere; law enforcement may be asked for assistance.

SECTION IV - ATTENDANCE

STATEMENT OF ATTENDANCE PHILOSOPHY:

The importance of regular school attendance cannot be overemphasized. Research studies have shown a direct correlation between poor attendance and poor achievement, low grades, and school failure. Research has also shown that the patterns of school attendance established by the student carry over into the student's later life. Good school attendance is beneficial to a student's academic development and also prepares the student for the adult world after their formal education is completed. If the student is expected to gain the maximum benefit from the instructional program offered, regular attendance is necessary. Learning with others assists the student in communicating and working with others, to gain others' perspectives, and to accept responsibility. The student, the student's parent/guardian, and the school share the responsibility for the student's school attendance.

EXCUSED ABSENCES: (21-22)

Include but are not limited to:

1. Student illness with parent/guardian notification only (Applies to students over 18 unless living on their own and emancipated.)
2. Funeral attendance
3. Doctor/Dentist appointments verified by a doctor's note. (Dr.'s note is to allow the attendance committee to excuse these absences in the event of an attendance review hearing). Doctor or Dentist absences without a verified note will be entered as family absences. Students and/or guardians are responsible for ensuring that a note is received in the HS Office for any appointments.
4. Pre-planned (School related, health, or adult family travel with their student pre-approved by the principal)
5. Special situations approved by the principal at the request of the parent/guardian

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

UNEXCUSED ABSENCES:

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

- All unexcused absences - 1 - hour detention and complete unexcused absence slip plus loss of Good Standing until slip is turned in to principal.
- 3rd - Complete unexcused absence slip plus loss of Good Standing for one week, a meeting with the parents/guardian and the child to discuss ways to improve their attendance. Also, if the third unexcused absence is consecutive - meaning 3 days in a row of being absent unexcused, the student is also considered to be legally truant, and appropriate truancy actions will be taken. (See the entire Truancy Policy on page 17).
- 4th - Complete unexcused absence slip plus loss of Good Standing for one week
- 5th - Five non-consecutive days per semester of being absent unexcused is considered legally truant, and appropriate truancy actions will be taken. Complete unexcused absence slip plus loss of Good Standing for two weeks. A follow-up meeting with the parents/guardian and the child will take place to discuss the plan, needed changes, and going forward.
- 6th - Complete unexcused absence slip plus loss of Good Standing for two weeks.
- 7th - Seven non-consecutive days per school year of being absent unexcused is considered legally truant, and appropriate truancy actions will be taken. Complete unexcused absence slip plus loss of Good Standing for two weeks. A follow-up meeting with the parents/guardian and the child will take place to discuss the plan, needed changes, and going forward.

EXCESSIVE ABSENCES:

Parents will be notified with a notice letter when their child has missed five (5) days in a semester. Once a student is absent for seven (7) days in a semester, the Attendance Review Committee will meet to review the absences. The committee may waive absences related to a serious injury, serious medical issues, medical appointments, or other days that the committee feels should be waived due to special circumstances. If the committee is not initially waiving a number of absences due to the previously stated reasons, the student and his/her parent/guardian(s) are required to meet with the Attendance Review Committee to address the attendance of that student. After the Attendance Review Committee has met with the student and

their parent/guardian(s) and a final ruling is provided, the student will begin making up half of the time they have missed starting with the 8th absence in a semester, excused or not. Time that needs to be made up for attendance issues may be made up before or after school. All time owed must be made up before being able to participate in graduation or receive a diploma.

TARDIES: (2019-2020, 2020-2021, 2021-2022)

Students are expected to be on time to school and to arrive at all classes before the bell signal. Unexcused tardies are calculated *per semester* for all schedule hours. Any number of unexcused tardies greater than 3 will result in the discipline outlined by the tardy chart below. To ensure that students understand the expectations in this area and to promote a fair and consistent policy that is enforced school-wide, a tardy will be defined as a student not in the classroom at the beginning of each class period and up to the first fifteen minutes of class. After fifteen minutes of class has elapsed, the student will be counted absent for attendance purposes and will not be charged with a tardy. The only reason that a student might be late to a class is if he/she is detained by a staff member for educational purposes. If this should occur, the student will receive a pass explaining why the student was detained, and no tardy will be recorded. If a student is late for the first hour, they will need to receive a pass from the office before being admitted into class.

- The following chart outlines the discipline procedure for tardies accumulated through a semester.

Semester-Based Tardy Discipline Chart:	
1st Tardy - Teacher Assigned Discipline	4th Tardy - TAD & 30 min detention
2nd Tardy - Teacher Assigned Discipline	5th Tardy - TAD & 1-hour detention
3rd Tardy - Teacher Assigned Discipline	6th Tardy - TAD & 2-hour detention
In-School Suspension may be given for each tardy beginning with the 7th tardy in a semester.	
Open lunch is a privilege and will be lost after the 6th tardy in a semester.	

- Detention: Detention time will be served in a designated room. Students must be on time, be quiet, stay seated and awake, and must follow all detention room rules as set forth by the administration and detention room monitor, or the time will not be counted. Detentions must be made up by the evening of the following school day in which they are present, or the student will be considered in bad standing. Time that is not made up within 3 school days will result in more serious penalties, which may include ISS. The principal has the discretion to work with the student and extend this timeline where there are genuine extenuating circumstances.
 - **Detention times:** 4:05 - 5:05 (No student will be admitted to the detention room after the start time has elapsed.)

TRUANCY POLICY:

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

Students who are truant from class will not be permitted extra days to make up work for course credit. This means all missed work will be due the day they return to school. Students who are truant will be referred to the proper authorities if they fall under the State Truancy Law. Students with continued truancy problems could be suspended, lose academic credit, or be dropped from the school rolls.

TRUANCY NOTIFICATION:

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

SECTION V - CODE OF CONDUCT

ANTI-BULLYING POLICY

Greeley County Schools is committed to creating a safe, caring, respectful learning environment for all students. Bullying of students occurring in the schools is strictly prohibited and will not be tolerated. For the purposes of the policy, "school" includes school buildings, school grounds, and school-sponsored social events, trips, sporting events, buses, and bus stops. Reported incidents of bullying will be investigated promptly and thoroughly by the school administration. School officials have the authority to discipline students for off-campus speech that causes or threatens a substantial disruption on campus, including school activities, violent altercations, or significant interference with a student's educational performance and involvement in school activities.

Definition of Bullying:

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

Preventative Measures: Student Instruction / Awareness

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

Staff Awareness / Action

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

Student / Parent Action

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

Complaint / Investigation Procedure:

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

Intervention / Consequences:

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

STUDENT BEHAVIOR

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

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

DEFINITION OF DISCIPLINE:

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

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

BELIEF STATEMENTS:

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

BEHAVIOR EXPECTATIONS:

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

POSSIBLE CONSEQUENCES:

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

ISS:

In-School Suspension:

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

OSS:

Out-of-School Suspension (2018-19)

Students may be suspended out of school by the administration for more severe or repeated violations of this handbook.

During an out-of-school suspension, the student will be given their assignments and have the opportunity to turn in the work that they missed during the OSS. Homework will be due the day after they return to school (For example: if a student returns on Tuesday, the work would be due Wednesday or the next day school is in session), to allow them to visit with their teachers

to clarify assignments. Extra time to turn in work may be given at the teacher's discretion. Students will not be allowed to attend school activities or events on the days of the OSS.

SUSPENSIONS:

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

SUSPENSIONS AND SCHOOL WORK

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

SECLUSION:

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

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

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

Restraint:

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

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

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

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

SUBSTANCE ABUSE POLICY: (2020-2021)

PREVENTION:

Recognizing the extensive use and promotion of alcohol, tobacco, and other drugs in our society, the school has an obligation to prepare students for decision-making against drug and alcohol use. This policy ensures the existence of a prevention program in the schools using multiple strategies to provide accurate information, develop life skills, train facilitators, and educate parents. Drug education units shall be integrated within the standard curriculum at all grade levels.

The goal of this policy’s drug/alcohol prevention program is healthy, responsible youth capable of resisting alcohol and other drugs and capable of reaching their academic potential.

INTERVENTION: The School District will work through curriculum and classroom activity, administration and faculty effort, and disciplinary procedures to prevent and intervene in the abuse of alcohol and drugs by members of the school population.

All USD #200 students will be covered under this policy from the first day of school (activities) until the last day of school (activities). USD #200 will not discipline or be involved in the punishment of students in instances that occur during the time school is normally not in session (summer/weekends/holidays and/or non-school activities) unless done so on school property. The exception is those students involved in any recognized KSHSAA-sponsored activity. Students who are participants in activities recognized by KSHSAA may be disciplined for any infraction that occurs at any time said

sport/activity is in session. This discipline policy is in effect for weekends and holidays if the activity season extends over those time periods. (KSHSAA Rule 14) Consequences will be implemented for violations of this school policy when substantiated and after the substantiated violation is reported to the student. "Substantiated" is defined as: Actual witness to the violation by a coach, activity sponsor, school administrator, teacher, law enforcement officer, or self-reported. A student's parents/guardians may also report violations to the school administration

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

There will be no possession, use of, selling, attempting to sell, or being under the influence of alcohol, tobacco, or drugs on school property, at school-sponsored or participatory events, or on school transportation. (Prescription medicines are allowed when used as specified by a physician.) This includes distributing or attempting to distribute and sell any items such as alcohol, tobacco, drugs, stimulants, or electronic cigarettes. Discipline for violation of the above will be a minimum of 3 days of ISS. In addition, consequences for violating the substance abuse policy may include, but not be limited to, any or all of the following, depending on the severity of the violation.

Consequences for Substance Abuse

- 1st Offense: The student will receive a minimum of 3 days ISS and a 2-week (school week) contest and extra-curricular activity suspension.
- 2nd Offense: The student will receive a minimum of 4 days OSS and an 18-week (school week) contest and extra-curricular activity suspension. The administration will provide resources for cessation programs to the student and parent(s)/guardian(s). Also, at the administration's discretion, a drug/alcohol assessment may be required of the student before they return to Good Standing.
- 3rd Offense or more: The student will receive a minimum of 8 days OSS with an expulsion hearing on the last day of OSS and a Suspension from all activities for the remainder of the school year or 18 school weeks, whichever is longer (suspension can carry over to the next school year). Prior to being reinstated to good standing, the student must obtain a drug/alcohol assessment at their own expense.

*All substance abuse issues will be referred to local law enforcement as appropriate.

**Severe offenses may result in additional consequences such as OSS, long-term OSS with an expulsion hearing, longer activities suspensions, or removal from the team, club, or activity. During activities/extracurricular suspensions, the student may be allowed or required to attend practices at the head coach's discretion.

Suspension includes restriction from attendance and participation in any activity during the regular school time or the evening of the day that they are serving ISS or OSS. In both cases, work may be made up.

BEHAVIOR/DISCIPLINE LEVELS OF OFFENSES:

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

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

Examples (not all-inclusive):

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

Consequences (Level 1):

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

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

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

Consequences (Level 2):

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

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

Examples (not-all-inclusive):

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

Consequences (Level 3):

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

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

- Gross disrespect toward an adult, cursing, name-calling
- Social media postings that threaten school safety
- Filing false emergency reports
- Vandalism/destruction of property (including security system)
- Outright intimidation, extortion, or threats toward students or staff
- Fighting, assault, battery of any type
- Sexual harassment of any type
- Tobacco/alcohol/drugs – possession, sale, or use (including those depicted on social media)
- Arson
- Violating any other individuals expectation of privacy by photographing, videoing, or recording them
- Racially inappropriate comments or conduct

Consequences (Level 4):

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

Level 5: *Weapons* – Devices designed or used to (or reasonably capable of being used to) inflict or threaten physical harm to another and/or are illegal. Examples (not all-inclusive):

- Incendiary devices
- Tasers/stun guns
- Bludgeons/clubs
- Knives of any size - (folding or fixed blade)
- Metal knuckles
- Mace/pepper spray
- Explosive devices
- Firearms – (Does not include pre-approved times for trap pictures or to load a school vehicle to attend a trap event).

Consequences (Level 5):

- **Minimum:**
 - First offense 2 Days ISS
 - Second offense 4 days OSS
 - Third offense 8 days with expulsion hearing on last day of OSS
- **Maximum:** A severe violation or repeated violations may result in a long-term suspension with an expulsion hearing

DRESS CODE: (2018-19)

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

- I. Headwear:
 - A. Hats
 - B. Caps
 - C. Visors
 - D. Do-rags
 - E. Bandanas
 - F. Non-religious head coverings
 - G. Sunglasses in the building unless specified by a doctor's orders
 - H. Any hoodies worn indoors must be worn with the student's head uncovered.
- II. Bottoms:
 - A. See-through shorts
 - B. Short shorts (expose buttocks or private parts)
 - C. Pajama bottoms (Except for spirit days)
 - D. Shorts that do not reach a length of the wearer's mid-thigh
 - E. Any bottom that does not cover the wearer's butt.
- III. Jeans or shorts with holes above mid-thigh, unless the legs are covered by another garment.
- IV. Tops:
 - A. Spaghetti straps
 - B. Halter tops
 - C. Undergarments
 - D. Pajama tops
 - E. See-through tee-shirts
 - F. Cut-offs
 - G. "Fishnet" shirts unless a tee shirt is worn underneath
 - H. Factory hemmed sleeveless shirts with less than a 2" strap
 - I. Tops that expose the bare midriff
 - J. Revealing
 - K. Low-cut shirts or blouses under the armpit
 - L. Undergarments may not be revealed.
 - 1. (white ribbed tank tops are considered undergarments)

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

NOTE: Shorts should be a length of the wearer's mid-thigh.

- V. Clothing with or has
 - A. Lewd comments
 - B. Double meaning sayings
 - C. Vulgar or suggestive words and/or pictures
 - D. Advertise alcoholic beverages, tobacco, drugs, or other controlled substances
 - E. Sexual images and wording.
- VI. Going barefoot. (Shoes are required)

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

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

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

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

DRESS CODE VIOLATIONS:

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

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

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

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

SECTION VI - GENERAL INFORMATION

SCHOOL ARRIVAL:

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

BACKPACKS: (2018-19)

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

LOCKERS:

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

FIRE / TORNADO / LOCKDOWN DRILLS:

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

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

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

LUNCH TIME: (21-22)

The lunch period will be closed for all grades, except 10-12, who will be allowed to participate in an open lunch. This means that if the criteria listed below are met, students in grades 10-12 may leave campus for lunch. However, students who meet the criteria of participating in open lunch must decide each day whether they will be taking advantage of that privilege or not. This decision will be made by way of where they begin their lunch period. If a student chooses to eat in the cafeteria, that student has forfeited their open lunch for the day and must remain in the cafeteria until dismissed by the cafeteria attendant. On the other hand, if an eligible student decides to sign out for lunch, that student is expected to remain on open lunch and out of the building until 12:50. During lunch, all students that remain on campus, or return early from open lunch, are expected to remain in the cafeteria until dismissed by the lunchroom attendant.

Criteria for receiving the privilege of open lunch

1. The student must be in grades 10-12.
2. The student must be eligible and in good standing with the school.
3. The student must sign out at the office prior to leaving and back in again upon their return.
4. The student must not have more than (2) 6th-hour tardies for the current semester.
5. Students returning from open lunch early, prior to 12:50, must return to the cafeteria to join the rest of the student body.

It is important that students remember that open lunch is a privilege that may be revoked by the administration or school board at any time for various reasons. Students who don't meet the criteria for participating in open lunch but choose to do so anyway will face discipline as determined by the administration.

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

JR.-SR. HS Electronic Device POLICY (25-26)

The best educational setting is one that is free from as many distractions as possible. Personal electronic devices such as cell phones, tablets or iPads, laptops, smart watches, and airpods/wireless headphones have a tendency to be misused and cause many distractions within the school day. Students are not allowed to use cell phones, earbuds or smart watches during class periods or during before/after school tutoring and detention. The use of earbuds or smart watches without teacher permission will be dealt with coinciding and cumulatively with the cell phone policy.

8:00 AM-4:00 PM Cell phones, ear buds and smart watches of students who are on campus must be kept in lockers/cars or placed in the calculator protector on the backside of the classroom doors during class periods. Students are permitted to be

on their phones during passing periods and lunch as long as the phone is returned to their locker or classroom storage on the backside of classroom doors prior to the next class period. Failure to comply will result in the following consequences:

First Offense: 1-hour detention, loss of open lunch for 1 week, the principal will make arrangements for a parent/student conference to discuss next steps for additional cell phone violations, the phone will be returned to a parent during the conference.

Second Offense: 2-hour detention, loss of open lunch for 2 weeks, parents will be notified, and they must make arrangements with the principal to pick up the cell phone. Students will now be required to turn in their cell phone, earbuds and smart watches in the office daily until the student has gone one calendar year without a cell phone violation.

Additional Offenses: Loss of open lunch for a semester (cumulative for each offense), parents will be notified, and they must make arrangements with the principal to pick up the cell phone and 1 day of ISS, or per student/parent request and agreement, the cell phone will be kept for 3-days by the administrator in lieu of ISS.

If a student must turn in cell phone to the office. the following daily process will occur each day.

DAILY PROCESS

At the beginning of first hour the student will:

1. Turn their phone off.
2. Place their phone, earbuds and smart watch in the calculator protector in the principal's office.
3. At the end of the day or for early dismissal, students can remove their phone, earbuds and smart watches for the day.

*Students arriving late to school will follow the same process as outlined above in front of office staff to receive their pass to class. Emergency contact with students must take place through the office by phone or walk-in request. Student cell phones are not to be used for parent/relative contact during academic hours unless supervised by a staff member in the office. Information from parents that is not an emergency will be relayed at the end of a class periods or during passing period. In cases of emergency the student will be notified as soon as possible. The administration or designated representation from the office will determine an emergency or non-emergency notification to the student.

If a student is caught on their phone during the school day, Administration will collect the phone and the following consequences will result for a violation of this policy:

Loss of open lunch for a semester (cumulative for each offense), parents will be notified, and they must make arrangements with the principal to pick up the cell phone and 1 day of ISS, or per student/parent request and agreement, the cell phone will be kept for 3-days by the administrator in lieu of ISS.

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

IF A STUDENT IS USING A CELL PHONE TO PHOTOGRAPH, VIDEO, OR RECORD ANY INDIVIDUAL DURING A TIME AND OR IN A PLACE THAT VIOLATES AN EXPECTATION OF PRIVACY or in a way that causes a significant disruption to the educational process, it will be categorized as a level 4 safe environment offense and dealt with accordingly.

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

HEALTH, STUDENT, ILLNESS, and INJURY:

The following are signs of an approaching illness: headache, runny nose, difficulty breathing, sore throat, coughing, unusual chills or rise in temperature, vomiting, skin eruption, unusual flush or pallor of skin, swollen glands. Please do not send your child to school ill. But, on the other hand, do not allow your child to miss school simply because he or she doesn't "feel well". A child with a fever of 100.4 and any of the above symptoms should be kept at home or seen by a physician. For infection control and the prevention of the spread of illness, remember that until a fever is gone for 24 hours or the child has been on

antibiotics for 24 hours, they are contagious. Colds can be spread as long as the child is showing symptoms, so please teach your child proper hand washing and to cover their nose or mouth while coughing or sneezing.

Any child at school with a fever, etc., will be sent to the school nurse or office. If the fever is 100.4 or greater, the parents will be contacted to take the child home. Any student returning to school after an absence in excess of 4 days due to illness should have a doctor's or nurse's permit before returning to the classroom.

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

Any student up to the age of 9 years being admitted to a Kansas school for the first time is required to present a health assessment that has been conducted within 12 months of school entry. This must be on file prior to admission or attendance according to K.S.A. 72-6267.

SCHOOL NURSE/MEDICINE AT SCHOOL:

We are fortunate to have a school nurse on duty throughout each day. No employee shall prescribe or give medication (this includes Tylenol, cough drops, or any other internal medicine) to a student without parent permission.

All prescribed medications needing administration during school hours should be brought to the school nurse's attention.

All controlled substances and prescription medications require a provider order and must be dispensed from the health room by the school nurse or trained staff member.

Students in 6th through 12th grades with a diagnosis of asthma or severe allergies may carry and self-administer emergency medication. Kansas law states that this self-administration policy requires written signatures from both parent and physician, specifying the name and purpose of the medication, prescribed dosage, conditions under which the medication is to be self-administered, and verification that the student has been instructed in self-administration, etc.

Prescription medicine will be administered only upon the written order of a physician. If your child must take medication during school hours, the following guidelines must be observed:

1. The prescription bottle must have the child's name, instructions, and current date.
2. All medication must be accompanied by a provider's written order stating the child's name, dosage, route, and times to be given, as well as a parent signature indicating consent for administration of medication." --- Medications must be accompanied by an order from the provider, not just a parent note.
3. Medication prescribed 3 times a day does NOT need to be given at school. Take before school, after school, and before bed.
4. Permission forms must be on file or accompany your child for prescription and non-prescription medicine.
5. All medication to be given at school must be handed off to the school nurse by a parent/guardian for dispensing. It is the student's responsibility to go to the nurse's office and receive the medication at the appropriate time.

A limited supply of over-the-counter medications is available from the health room. Parents can provide permission during enrollment for the school nurse to administer stocked over-the-counter medications.

For 6-12 grade students, over-the-counter medications (Tylenol, ibuprofen, cough drops, etc.) may be carried and self-administered by students with written parental authorization on file in the school nurse's office. The student's parent must sign a statement acknowledging that the school district and its officers, employees, or agents incur no liability for damage, injury, or death resulting directly or indirectly from the self-administration of over-the-counter medication and agreeing to release, indemnify, and hold the district and its officers, employees, and agents harmless from and against any claims relating to the self-administration of medication allowed by this policy. Additionally, the following general rules apply: All

medication must be carried in its original container, and dosages should not exceed the instructions on the product label. At no time should a student give medication to another student. The principal or nurse may revoke the self-medication privilege of any student found to be in violation of the policy.

The school district and its officers, employees, or agents incur no liability for damage, injury, or death resulting directly or indirectly from the self-administration of over-the-counter medication if a parent/guardian doesn't notify the school.

USD 200 NON-RESIDENT STUDENT ADMISSION POLICY

Non-resident student: admission

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

Non-resident student: continued enrollment

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

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

Enrollment Restriction

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

PUBLIC DISPLAY OF AFFECTION (PDA)

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

INOCULATIONS / VACCINATIONS

Prior to beginning attendance, parents/guardians of all students enrolling in Greeley County Schools shall provide the school nurse with proof of immunizations or furnish documents to satisfy current Kansas Law requirements for school immunizations. Booster shots mandated by the Kansas Secretary of the Department of Health and Environment are also required. Also, according to Kansas Department of Health and Environment regulations, persons confirmed to have influenza are required to stay for five days following onset of illness or until fever free for 24 hours without the aid of fever reducing medications, whichever is longer according to KDHE K.A.R. 28-2-6

Greeley County Schools will refer to guidelines put forth by KDHE in regards to exclusion for influenza or COVID. (These guidelines have changed/do change.)

HEAD LICE

The Kansas Department of Health and Environment has made changes to the Kansas Administrative Regulations (K.A.R. 28-1-6) and no longer requires individuals with head lice to be sent home immediately from school. Our school's policy is that if a student has a confirmed case of head lice, the school nurse will contact the parents, make recommendations for

treatment to start that evening, and the student may be allowed to return to class at the discretion of the school nurse. The school nurse will do follow up checks on the student to assure that treatment is followed by the parents

SECURITY CAMERA ACCESS POLICY:

Greeley County Schools have security cameras operating that cover much of the interior and exterior public areas of the school. The Superintendent, Principal, and/or other school personnel that are designated by USD 200 administration may view real-time and/or surveillance camera footage. Also, in certain cases such as safety or security emergencies, video footage may also be shared with Law Enforcement.

Unless otherwise provided by law, the school's security camera recordings are generally not considered to be student records and will generally not be made available for viewing to parents and/or students. Access for parents and/or students to view these security camera recordings and/or still pictures may occur if our school administrators decide to provide limited viewing in rare cases when the recordings are maintained for student record purposes and when they are directly related to the student requesting the access or to the parent of the child requesting access. In these rare cases, the circumstances of viewing will be arranged by school administration or designated personnel so that there will be controlled access, without the ability to tamper with the footage, and with controls in place to prevent accidental public viewing.

Greeley County Schools USD #200 Computer Use Policy

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

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

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

Google and G Suite:

At USD 200 Greeley County Schools, we use G Suite for Education, and we are seeking your permission to provide and manage a G Suite for Education account for your child. G Suite for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. At USD 200 Greeley County Schools, students will use their G Suite accounts to complete assignments, communicate with their teachers, sign into their Chromebook, and learn 21st century digital citizenship skills.

Greeley County Schools USD #200 Acceptable Use Policy

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

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

A. Consequences of Violations (2018-19)

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

Consequences of violations include but are not limited to:

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

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

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

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

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

B. Remedies and Recourse(s)

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

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

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

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

D. Internet Safety

1. General Warning: Individual Responsibility of Parents and Users. All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged pupils. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. Parents of minors must monitor student use for inappropriate material when away from school. If a student finds that other users are visiting offensive or harmful sites, he or she should report such use to his/her supervising teacher.

2. Personal Safety. Be safe. In using the computer network and Internet, do not reveal personal information such as your home address, telephone number, or pictures of yourself. Do not use your real last name or any other information which might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone you "meet" on the computer network or Internet without your parent's permission. If

someone attempts to arrange a meeting with you as a result of an internet contact you must report the communication, immediately, to your supervising teacher.

E. "Hacking" and Other Illegal Activities.

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

F. Privacy

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

Greeley County Schools USD #200 Laptop Use Expectations

Parent Responsibilities:

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

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

- I understand that my student should only use the school's Internet connection for research or information gathering that is directly related to academic assignments.

Student Responsibilities:

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

- I will treat the laptop with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby.
- I will not loan the laptop to my friends, siblings, or other family members; it will stay in my possession at all times.
- I will not load software onto the laptop.

- I will not remove programs or files from the laptop.
- I will follow the Greeley County Schools, USD #200 Acceptable Use Policy when using the Internet on the laptop at home and at school.
- I will honor my family’s values when using the Internet.
- I will not give personal information when using the Internet.
- I will not attempt to clean or repair the laptop or charger.

- I will recharge the laptop battery each night.
- I will bring the laptop and charger to school everyday.
- I will follow the directions of each classroom teacher and USD #200 staff member.
- I will abide by the rules of the classroom, school and school district.

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

Greeley County Schools USD #200 Computer Loan Agreement

Date: _____ Latest Date of Return: **upon withdrawing or May 18th, 2023**

Name: _____ Phone: _____

Grade _____ City: _____

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

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

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

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

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

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

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

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

The District hereby acknowledges receipt **Class/Technology Fees** from Borrower or Borrower's parent or legal guardian in consideration for the use of the District Equipment, insurance premium, and to secure the timely return thereof in good condition and repair.

Parent's Signature _____ **Print Name:** _____

Student's Signature _____ **Date:** _____

Signature of District Supervisor _____

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

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

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

Student Signature: _____ **Date:** _____

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

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

Signature: _____ **Date:** _____

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

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

I also understand that the Greeley County Student Handbook is a **living document**. Upon Board of Education (BOE) approval additions may be made at any time throughout the year. I also understand that it is my responsibility to stay up to

date with the handbook. The school/district upon adopting a new policy or making a change to a current policy will publish the change on the school website.

I give permission for USD 200 Greeley County Schools to create/maintain a G Suite for Education account for my child and for Google to collect, use, and disclose information to make improvements for future G Suite for education tools and updates.

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

Student Signature: _____ **Date:** _____

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

Signature: _____ **Date:** _____

CHAIN OF COMMAND: How to Communicate a Question or Concern

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

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

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

Area of Concern	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6
Athletics	Coach	Activities Director	Principal	Superintendent	Board	
Charge/Fee/ Funding	Building Secretary	Board Clerk	Superintendent	Board		
Computer	Teacher	Technology Director	Principal	Superintendent	Board	
Curriculum	Teacher	Counselor	Principal	Superintendent	Board	
Discipline	Teacher	Principal	Superintendent	Board		
Facilities	Custodian	Head Maintenance	Principal	Superintendent	Board	
Guidance	Counselor	Principal	Superintendent	Board		

Injury	Coach	Athletic Trainer	Nurse / Doctor	Activities Director	Superintendent	Board
Instruction	Teacher	Principal	Superintendent	Board		
Special Education	Teacher	School Psychologist	Principal	Cooperative Director	Superintendent	Board
Students	Teacher	Principal	Superintendent	Board		
Taxes	Board Clerk	Superintendent	Board			
Transportation	Driver	Transportation Director	Principal	Superintendent	Board	