



Greeley County JR/SR High School

Dear Students,

The faculty, staff, and administration welcome you to Greeley County JR/SR High School. As this new school year begins, please prepare yourself to take advantage of all the opportunities that the school and community have given you. Being "Simply the Best" in attitude, work ethic, and preparation will benefit you tremendously once you leave our hallways.

Sincerely,

Mr. Ken Bockwinkel, Principal
Greeley County JR/SR High School

Quality Performance Accredited 2002.

PURPOSE OF HANDBOOK

The purpose of this handbook is to provide you, the student, and your parents needed information about policies and regulations involved in the operation of Greeley County High School. Keep this handbook nearby and refer to it when needed. It will help you understand procedures and may answer some of your questions involved with school.

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.

**GREELEY COUNTY HIGH SCHOOL
BANQUET, DANCE, & SOCIAL
EVENT EXPECTATIONS**

**TO ALL GREELEY COUNTY HIGH
SCHOOL STUDENTS:**

1. All school rules apply.
2. 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.
3. As with all school-sponsored activities, attendance is a privilege. Anyone choosing not to follow school rules/expectations may forfeit the opportunity to attend future dances or activities.
4. Administration/faculty has the authority to **cancel** any or all banquets, dances and social events should they deem it appropriate.
5. There will be no readmittance to the events. After being admitted to the event, anyone leaving (for any reason) **will NOT be allowed to re-enter.**
6. All non-GCHS students (dates only) **MUST** be registered at the office at least one day prior to the event. **Only GCHS students and their registered dates will be allowed to attend the event.**
7. Event sponsors are responsible for and obligated to administer 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 remove that student from the premises and notify the parent and/or the local police.

**GREELEY COUNTY HIGH SCHOOL
STUDENT HANDBOOK
2007-2008**

**Section I – 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.

SECTION II: USD #200 GOALS

1. Develop skills in reading, writing, speaking, and listening. (Academic)
2. Develop skills in mathematics and science. (Academic)
3. Develop a desire for learning now and in the future. (Character Development)
4. Develop a good character and self-respect. (Character Development)
5. Develop pride in work and feeling of self-worth. (Character Development)
6. Learn to respect and get along with people with whom we work and live. (Social Skills)
7. Learn how to be a good citizen. (Social Skills)
8. Learn how to examine and use information. (Academic)
9. Make each student an important part of the school itself. (Social Skills)
10. Learn to respect and get along with people who think, dress, worship and act differently. (Social Skills)
11. Learn how to be a good manager of property, money and resources. (Academic)

12. Understand and practice the skills of family living. (Social Skills)
13. Practice and understand the ideas of health and safety. (Academic)
14. Assure that each student develops specific talents in both the capacity and responsibility to make contributions to the school, the community, and the nation. (Social Skills)
15. Appreciate culture and beauty in the world. (Social Skills)
16. Develop a respect for the inter-relationship of mankind and its environment. (Social Skills)
17. Understand and practice democratic ideas and ideals. (Social Skills)
18. Recognize the role of religious institution, community service, and the family unit in daily lives as an essential element in the education process. (Social Skills)
19. Gain information needed to make job selections. (Academic)
20. Develop skills to enter a specific field of work or post-secondary selection. (Academic)
21. Learn about and try to understand the changes that take place in the world. (Social Skills)
22. Stay abreast of technical advances in our world in general and education in particular. (Academic)
23. Learn how to use leisure time. (Character Development)
24. Recognize the fine arts, (music, art, drama) as an important part of a well rounded education. (Academic)

SECTION III: ATTENDANCE

STATEMENT OF PHILOSOPHY

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

student for the adult world after his formal education is completed.

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

A. STUDENT'S RESPONSIBILITY

It is the student's right to be in school, but it is the student's responsibility to attend all classes regularly, to follow the correct procedures when he/she has been or will be absent, and when he is leaving and returning to school.

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

B. PARENT/GUARDIAN RESPONSIBILITY

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.

C. SCHOOL RESPONSIBILITY

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 or scheduled activities that cause them to be absent.

However the school retains the right (and the responsibility) to make all determinations as to the excusability of any school absence.

STATEMENT OF 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.

EXCESSIVE ABSENCES: If a student is absent for ten (10) days in a semester, the student and his/her parent/guardian(s) are REQUIRED to meet with an Attendance Review Committee to address the attendance of that student. A student is expected to make up all time in excess of 10 absences or jeopardize his/her Good Standing and/or ability to earn credit in that class or classes. The student will begin making time up the day following the 10th absence and do this in 1 hour increments after school. Also, Saturday school will be required to make up additional time if time has not been fully completed by the Friday following the 10th absence.

DEFINITION OF GOOD STANDING: A student, who follows school guidelines, does not have any outstanding violations or offenses of school policy and is passing all classes. Student is eligible to represent our school and participate and attend activities.

A student who has excessive tardiness, unexcused or excessive absences, unserved detention or make up time, outstanding or incomplete violations of policy, or is not passing all academic classes is not considered to be in Good Standing. (Student is not eligible to represent our school through participation in activities. Attendance at events will be determined by the principal on case by case basis).

Student will not be allowed an open lunch period until such time as the student is back in good standing.

TARDIES:

Unexcused Absences per nine weeks (is inclusive for all classes).

1st: no penalty

2nd: not penalty

3rd: 30 minutes detention ▼

4th: 60 minute detention ▼

5th: Assignment of Saturday school ▼

1. EXCUSED:

Pre-Arranged/Approved
“Unavoidable” (discretion of teacher/principal/superintendent)

ABSENCES:

1. Unexcused:

1st: Make up time after school and/or with Saturday school plus loss of good standing until all time is made up.

2nd: Make up double time after school and/or with Saturday school plus loss of good standing until all time is made up.

3rd: Make up double time plus loss of good standing for remainder of the semester.

4th: 3 days ISS, truancy officer will be contacted, meeting with parents/guardian to discuss the next step.

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* Students will not receive credit for any work that was missed while they were unexcused absent

2. EXCUSED:

Pre-planned (School related, health, adult family)
Illness (with parental notification **only**)
Emergency (with parental notification **only**)

Parent/Guardian is expected to notify the school if their child is to leave school grounds. Students will not be released until parent/guardian has contacted the office.

A. 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.

B. DETENTIONS. Students receiving a detention from the office or a teacher will be required to serve the detention that day unless they are a bus rider. In the case that they are a bus rider, the student may serve the detention the following day after school. All detentions will begin at 3:05 after school and be for the length determined by the teacher or administration. In the case that an event is scheduled that the student has to ride the bus to participate, the student may serve the detention the following day.

C. SCHOOL ACTIVITIES. School related activities such as field trips, athletic events, etc. will not be counted as absences.

D. SCHOOL ARRIVAL. Doors will be open for students at 7:00 a.m. with classes beginning at 8:00 a.m.

SECTION IV – ACADEMICS

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

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

B. HONOR ROLLS. Honor rolls are determined at the end of the nine weeks.

Principal = 4.0 grade point average
A = 3.50 to 3.99 grade point average
B = 3.00 to 3.49 grade point average

Any student receiving a “D” or “F” will not be eligible for the honor roll.

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

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

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

3 Units (credits) of Math (1 must be Algebra II, Advanced Math, or Trig/Cal)

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

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Deleted: <#>SCHOOL NOTIFICATION/MAKE-UP WORK. All assignments are expected to be completed prior to a student’s absence. If the absence is not pre-approved, the parent/guardian should notify the high school office at the earliest practical opportunity. **The student will not be allowed back to classes without an admittance slip (white slip).**

C. **PROGRESS UPDATE.** Each student is expected to maintain adequate academic status at school. Students not earning minimum of a “C” in any class will receive a “progress report” in that class. A progress report list will be provided to the principal on each Friday following the 2nd week of each nine week period.

students with an Individual Education Plan (IEP).

H. **INCOMPLETES.** Students desiring an “Incomplete” or requesting an extension must make a written appeal to the principal.

D. **ELIGIBILITY POLICY.** Any student receiving an “F” in any subject in a given week will be placed on academic probation for one week. During this time, that student may participate in the co-curricular event. At the end of this week, if the student’s grade is not passing, that student will be ineligible to participate in co-curricular activities for one (1) week beginning the following Monday at 8:00 a. m. through the following Saturday at 12:00 a. m. (midnight). Students will remain ineligible for the week of ineligibility regardless of grade change. A student may use this probationary period once, in each class per quarter. The eligibility takes effect the third week of each quarter and is continuous between quarters.

I. **GRADES RECORDED.** One credit is given for each course taken during the entire year. In these courses, credit will be given either as 1 unit or no unit. Parts of credit will not be given for passing part of the subject. A student “passes” or “fails” for the entire year and if the yearly grade is failing, he/she must repeat the entire course regardless if he/she passed one semester. ½ credit may be given for semester courses with the same rules as above followed for “parts of credit” being in the course.

J. **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.

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

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

F. **COURSE CREDIT.** Semester grade will be determined by weighting the two quarters at 45%, and the final will be weighted at 10% of the final semester grade.

SECTION V – STUDENT BEHAVIOR

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

Greeley County Schools seeks 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.

A. **MINOR OFFENSES** include but shall not be limited to littering, spitting, excessive talking, public display of affection, disrespectful comments or attitude, etc.

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Any student receiving an “F” in a given week will forfeit the privilege

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B. SERIOUS OFFENSES include but shall not be limited to intimidation, harassment, vulgarity, possession or use of illegal substances, weapons, assault, destruction of property, fighting, etc.

Continued minor offenses can be considered serious offenses.

Minor offenses will be dealt with through detentions, physical activity (push-ups, flexed arm hang), research assignments, handbook tests, restrictions, etc.

Serious offenses will be dealt with through in-school suspension, out-of-school suspension, loss of privileges, items listed under minor offenses, and/or expulsion.

*Parents will be notified (verbally and in writing) beginning with the second minor and/or the first serious offense.

***The administration reserves the right to waive the above procedure if the offense is determined to warrant such action.**

CHEATING

Cheating on tests and/or classroom assignments is a violation of school policy. Punishment may be assignment to detention hall 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 will be followed.

DRESS

Dress that is distracting, disruptive, interferes with normal school activities, or not in good taste will not be permitted. Students wearing the following will be required to change before continuing classes:

1. Spaghetti straps, halter tops, muscle shirts, see-through tee-shirts or sleeveless shirts. NOTE: Tank tops allowed as long as the arm holes are not below the inferior angle of the shoulder blade.
2. "Fish net" shirts unless a tee shirt is worn underneath.
3. No Hats, Caps, Visors, do-rags, or bandanas in the school building.
4. Shirts or tee shirts with vulgar or suggestive words or pictures or which advertise alcoholic beverages, tobacco, or drugs. This will include sexual pictures and wording (i.e. Big Johnson, Coed Naked, and Extreme Tee shirts).

5. Shirts, which expose the bare midriff, or revealing, low cut shirts or blouses.
6. Going barefoot.
7. Sunglasses in the building unless specified by a doctor's orders.
8. See-through shorts, short shorts, shorts with holes, nylon shorts, (i.e. umbro style), cut off sweats, and biker shorts. Shorts must be of a length that will reach the wearer's fingertips when the arms are extended downward along the body.

DRESS CODE VIOLATIONS

First Offense: A) Principal will deliver suitable item for offender to wear for remainder of day, unless item is hat, in which case principal will confiscate item for remainder of the day.

Second Offense: A) Principal will deliver suitable item for offender to wear for remainder of day, unless item is hat, in which case principal will confiscate item for remainder of the day.

B) Parents will be notified and advised that their child should not be allowed to wear vulgar items in the future.

C) 30 minute detention will be issues

Third Offense: A) Principal will deliver suitable item for offender to wear for remainder of day, unless item is hat, in which case principal will confiscate item for remainder of day.

B) Parents will be notified and advised that their child should not be allowed to wear vulgar items in the future.

C) 60 minute detention will be issued

Continued Offenses: Continued offenses will be result in increasing loss of good standing, suspensions, and/or expulsion.

SUBSTANCE ABUSE

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

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Violations will be handled as follows:

1st OFFENSE:

suspension

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attempting to distribute and sell any items such as alcohol, tobacco, drugs, or stimulants. Discipline for violation of the above shall include, but not limited to any or all of the following, depending on the severity of the violation.

- a) detention, suspension, or expulsion
- a) drug/alcohol assessment
- b) suspension from activities for one semester (18 weeks from the date of the offense)

Suspension includes attendance and participation in any activity / event outside of the normal school day from 8:00 am to 3:00 pm.

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.

F. 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 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.

G. PRACTICES: When school is closed (snow, ice, or other causes), activities practice will be optional and at the discretion of the parent. Common sense will be encouraged when attempting to attend practice on inclement weather days.

H. 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. 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 paid or arrangements to do so are made. Lockers are also considered school property and damage is also responsibility of the student.

SECTION VI – 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.

- A. Students must be in attendance for more than half of the school day for that particular activity. Example: The HS Band is participating at a contest and will leave at 2 p.m. The student must be in school by 11 a.m. and remain in school until dismissed for the activity. Any exceptions MUST be approved IN ADVANCE by the principal.**
- B. All students must meet the eligibility requirements of the KSHSAA.**
- C. ACTIVITIES AND PROJECTS:** All classes, club and activities projects, and sale projects be approved by the sponsor and the principal before the activity, project, or sale.
- D. ACTIVITY MEETING:** Club meetings, class meetings, and activity meetings will be held before or after school, or during seminar and coordinated through the principal.
- E. ACTIVITY ACCOUNTING PROCEDURES:** All monies for sale of projects will be turned in daily to the school secretary or sponsor of the project. The sponsor with

SECTION VII – 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. Students will return via school owned vehicles unless student returns with a parent, grandparent, aunt, uncle, or legal guardian. The parent must present a written

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<#>suspension or detention -
<#>drug/alcohol assessment -
<#>Suspension for activities for the remainder of
the school year or 18 weeks whichever is longer
suspension can carry over into the next school
year. -

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handbook. (See Substance Abuse Policy) -

note to the sponsor or coach before taking the student. 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.

SECTION VIII – LOCKERS

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

SECTION IX – FIRE AND TORNADO 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, while tornado drills will be conducted during the fall and spring season.

SECTION X – GRADUATION REQUIREMENTS

1. Fine Arts – 1 unit* - Student choice (Art, Band, Chorus)
2. Language Arts – 4 Units – English I, II, III, IV
3. Mathematics – 3 Units
4. Physical Education – 1 Unit
5. Practical Arts – 1 unit – Student Choice (Business, Home Ec., Ind. Arts, and Vo-ag)
6. Science – 3 Units
7. Social Science – 3 Units – KS History – ½, World History – ½, Geography – ½, American Government – ½, and American History.

Total 16 Units
8 Units (Elective Courses)
24 Units necessary for a graduating diploma

SECTION XI – PROMOTIONS:

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

Freshman:

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Students who enter high school for the first time and/or have no credits at the high school level.

Sophomores:

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

Juniors:

Any student who completed 6 additional units of credit or more in grade 10 and at least 12 credits during high school.

Seniors:

Any student who completed 6 additional units of credit or more in grade 11 or during high school.

SECTION XII – GRADUATION:

A graduation is an auspicious occasion honoring those students who have fulfilled requirements for graduation. If a senior has failed to qualify for graduation by the end of the fourth nine weeks, he/she will not be permitted to take part in the high school graduation ceremony. 24 Units are required to graduate from Greeley County High School.

SECTION XIII – GENERAL STUDENT POLICIES:

A. COUNSELING

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

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

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

Vocational planing 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 is a particular situation dictates a need for such interpretation.

B. SENIOR WORK-STUDY PROGRAM

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

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

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

C. LUNCH TIME

A hot lunch is available, or students may leave the campus for meals. The noon hour for grades 9 – 12 will be open this year. This means that students may leave the school grounds during lunch period.

These regulations will be in effect:

1. Students must be on time for the beginning of the class after lunch. (No Tardies)
2. The library will be open for student use during lunch. Ask the teachers on lunch duty for permission to go to the library.
3. Students are to stay out of the classroom area of the building unless they have a pass from a teacher.
4. Common sense behavior is the key to making the open noon hour work. Reports of student misbehavior during lunch period may result in the re-establishment of a closed noon hour. Keep in mind that the open noon hour can be revoked by the Board of Education at anytime. If students want the open noon hour they must be the ones who make it work.

Meals may be purchased at the following prices:

Grade School

20 day - \$18.00 (\$.90 per day) - Breakfast
20 day - \$25.00 (\$1.25 per day) - Lunch

High School

20 day - \$18.00 (\$.90 per day) - Breakfast
20 day - \$28.00 (\$1.40 per day) - Lunch

Adults

20 day - \$29.00 (\$1.45 per day) - Breakfast
20 day - \$47.00 (\$2.35 per day) - Lunch

All meal tickets throughout the year must be purchased before school starts each day.

No refunds will be made unless a child is moving or at the end of the school year.

The Board of Education at its February 13, 1995 meeting approved the following procedure: **"No student shall exceed twenty (20) lunch charges. When a student has 20 charges, no additional meals will be charged unless arrangements for payment are made."**

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Deleted: D. SCHOOL REFRESHMENTS: -
Vending machines have been placed in the junior/senior high school hallway for use by students and faculty. In addition to lunches as a meal, students will be permitted to consume "snack refreshments". The designated areas for "snack refreshments" will be limited to the school hallways. Areas off limits for "snack refreshments" are bathrooms, gymnasium, library, and the auditorium. Outside containers (pop cans or bottles, cups, etc.) will not be allowed in the building. -
-
STUDENTS WILL BE HELD RESPONSIBLE FOR THE CLEANLINESS OF THE DESIGNATED AREAS! Any violation of this rule or any complaint about the lack of cleanliness will result in the immediate suspension of this privilege, in ALL designated areas. In addition, all "snack refreshment" privileges will be revoked, plus, lunches as a meal will be limited to the cafeteria during lunch period. -

E. TELEPHONE

Students are not allowed to use the telephone during class time. **Students will not be called from class for telephone calls unless it is an emergency situation.**

Cell phones are not allowed in the building. If you are caught with a cell phone it will be taken away until the end of the day.

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 student will have a maximum of 4 days per year in which to visit the college of their choice, if they have can prove to the counselor that the visitation is a necessity.
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 visitations, 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 make preparation for enrollment at that institution in which he/she plans to attend following graduation from Greeley County High School.

Only those students planning on attendance at a particular school may be allowed to leave, and they will not be accompanied by another student who does not plan to attend and enroll at the same time.

SECTION XIV – NON-DISCRIMINATORY POLICY

Title IX: Greeley County Schools does not discriminate on the basis of race, color, national origin, sex, age, or handicap in admission or access to, or treatment or employment in its programs and activities. If you have questions regarding the above, please contact the Superintendent of Schools, 400 W. Lawrence, Tribune, KS. Phone 620-376-4211. The Superintendent is the Title IX Director.

Health, Student, Illness, and Injury

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

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

If you child is ill due to a communicable disease, such as chicken pox, measles, etc., please notify the school nurse's office so other cases may be quickly diagnosed. Do not allow your child to return to school until all risk of transmittal of the disease is past. Students diagnosed with Strep Throat will be excluded from school until they have completed 24 hours of antibiotics. Students with chickenpox will be excluded from school for 10 days or until all pox are scabbed over.

In the event of an injury, the student's parents will be notified. All students must have an emergency consent form signed and on file in the nurse's office in case medical attention is required. An injured child may be accompanied to the clinic by only one other child.

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

SCHOOL NURSE/MEDICINE AT SCHOOL

We are very fortunate to have a school nurse on duty throughout each day.

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

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

JH / HS SCHEDULE

1st Hour ----- 8:00 – 8:45
 2nd Hour ----- 8:49 – 9:34
 3rd Hour ----- 9:38 – 10:23
 4th Hour ----- 10:27 – 11:12
 Lunch ----- 11:12 – 11:42
 5th Hour ----- 11:46 – 12:33
 6th Hour ----- 12:37 – 1:22
 7th Hour ----- 1:26 – 2:11
 8th Hour ----- 2:15 – 3:00

DEFINITIONS:

SATURDAY SCHOOL: Student will report to the high school at 8:00 a.m. and perform duties assigned by the principal. Saturday school will conclude at 11:00 a.m. duties performed may include general clean-up of school grounds, facilities, or equipment. Office duties such as copying and stapling materials may be included in duties performed. Student is expected to wear appropriate clothing for these duties.

ISS – In School Suspension. Begins at 8:00 a.m. and goes to 3:00 p.m. 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. Student is required to do class work with credit and is denied usual privileges.

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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.
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 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. Ibooks belong to and are distributed by the school.

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

Greeley County Schools USD #200 Acceptable Use Policy

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

<u>ACCEPTABLE USE</u>	<u>UNACCEPTABLE USE</u>
<p><u>There are countless ways to use the Greeley County Computer Network in acceptable ways. These include, but are not limited to:</u></p> <ul style="list-style-type: none"> • <u>Internet research for projects and reports.</u> • <u>Subject-specific software.</u> • <u>Word processing reports.</u> • <u>Processing data on spreadsheets.</u> • <u>Creating and accessing databases.</u> • <u>Creating multimedia presentations.</u> • <u>Creating web pages and web sites.</u> • <u>Creating and editing digital audio and video.</u> <p><u>- This is not meant to be a finite list, but a short list of how computer and network technology can enhance the learning process.</u></p>	<p><u>The following behaviors are unacceptable when using the Greeley County Computer Network.</u></p> <ul style="list-style-type: none"> • <u>Damaging school district resources in any manner.</u> • <u>Violating any local, state (K.S.A. 21-3755), or federal statutes.</u> • <u>Changing a computer affecting how others use it.</u> • <u>Violating copyright laws.</u> • <u>Using another person's password.</u> • <u>Gaining unauthorized access to the files of others, or vandalizing the data or files of another user.</u> • <u>Viewing or sending obscene or derogatory material.</u> • <u>Intentionally wasting resources.</u> • <u>Installing software that has not been approved by the school district.</u> • <u>Using the school district's resources for gambling, extortion, pyramid schemes, chain letters. Stealing data, equipment, or intellectual property.</u> • <u>Forging electronic mail messages, or uses an account owned by another user.</u> <p><u>- This also is not meant to be a finite list, but examples of actions that may result in disciplinary action.</u></p>

A. Consequences of Violations

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 5 schools days.
- 2nd violation: Laptop computer will be removed for a period of 9 school weeks.
- 3rd violation: Laptop computer will be removed for a period of 1 calendar year.
- 4th violation: Laptop computer will be revoked without option of earning the privilege back.

In-school suspension; school expulsion; and/or legal action and prosecution by the local and federal authorities.

B. Remedies and Recourses

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

USD #200 views the use of school computers and access to 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.** Electronic mail (e-mail) is not guaranteed to be private. Messages relating to or in support of illegal activities must be reported to school authorities. Do not assume that a sender of e-mail is giving his or her permission for you to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should only be done with permission or when you know that the individual would have no objection.

4. **Be considerate.** When sending attachments with e-mail (where this is permitted) remember to be considerate. Be sure that the file is not too large to be accommodated by the recipient's system and is in a format that the recipient can open.

5. **Privacy.** Do not reveal your home address or personal phone number or the addresses and phone numbers 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 are the best guide to materials to shun. 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 or telephone number. 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.

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 **Student NAME** Grade: **Grade**
(Please Print)

Student Signature: _____ Date: _____

As the parent or guardian of this student, I have read the policies relating to Greeley County'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 **Parent/Guardian Name**
(Please Print)

Signature: _____ Date: _____

Greeley County Schools USD #200

Laptop Use Expectations

Parent Responsibilities

Your child has been issued an iBook 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 iBook 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 iBook.

• I will report to the school any problems with the iBook.

• I will not load or delete any software from the iBook.

• I will make sure my child recharges the iBook battery nightly.

• I will make sure my child brings the iBook to school every day.

• I know that if my child comes to school without his or her computer 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.

• I will treat the iBook 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 iBook to my friends or siblings; it will stay in my possession at all times.

• I will not load software from CDs or the Internet onto the iBook.

• I will not remove programs or files from the iBook.

• I will follow the Greeley County Schools, USD #200 Acceptable Use Policy when using the Internet on the iBook 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 iBook.

• I will recharge the iBook battery each night.

• I will bring the iBook to school everyday.

• I will follow the directions of each classroom teachers and USD #200 staff member.

• I will abide by the rules of the classroom, school and school district.

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

Student Initials _____

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

Parent Initials _____

Student Responsibilities

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

Greeley County Schools
USD #200
Computer Loan Agreement

Date: Date
 Latest Date of Return: _____
 Name: Name
 Home Phone Home Phone #
 Grade Grade
 City: City

<u>Item Description</u>	<u>Serial No./Laptop No.</u>	<u>Condition</u>
<u>Apple iBook Laptop</u>		<u>New/Good</u>

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 \$50.00 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 of the sum of \$ _____ from Borrower or Borrower's parent or legal guardian in consideration of the use of the District Equipment and to secure the timely return thereof in good condition and repair.

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

Date: Date
 Signature of District Supervisor _____