

USD #112 - Central Plains School District

Student Handbook 2010-2011



Clafin Jr. / Sr. High School
Office Phone: (620) 587-3801
Principal: Toby Holmes

Clafin Elementary School
Office Phone: (620) 587-3896
Principal: Jane Oeser

Quivira Heights High School
Office Phone: (620) 562-3597
Principal: Lenny Gales

Quivira Heights Elem / Jr High
Office Phone: (785) 252-3666
Principal: Jane Oeser

Wilson Schools (K-12)
Office Phone: (785) 658-3555
Principal: Brian Smith

HAVE A WELL-ORGANIZED AND SUCCESSFUL SCHOOL YEAR. THE DATES IN THIS PLANNER ARE BASED ON THE MOST ACCURATE INFORMATION AVAILABLE AT THE TIME IT WAS PUBLISHED. CHECK SCHOOL POSTINGS FOR CHANGES DURING THE YEAR.

THIS PLANNER MUST BE USED FOR PASSES.

THE FIRST ONE IS PROVIDED AT NO COST.

THE STUDENT HANDBOOK MUST NOT BE REMOVED FROM THIS PLANNER FOR IT TO BE VALID

IF LOST, OR DAMAGED, THE STUDENT WILL BE REQUIRED TO REPLACE IT AT A COST OF \$5.00

*Approved by the USD #112 Board of Education
June 21, 2010*

BELL SCHEDULE

CLAFLIN JR. / SR. HIGH SCHOOL

Period 1: 8:10 - 9:02	Period 5: 12:34 - 1:23
Period 2: 9:05 - 9:56	Period 6: 1:26 - 2:15
Period 3: 9:59 - 10:48	Seminar: 2:18 - 2:35
Period 4: 10:51 - 11:40	Period 7: 2:35 - 3:30
LUNCH (10-12): 11:40 - 12:02	QPA (7-9): 11:40 - 12:05
QPA (10-12): 12:05 - 12:31	LUNCH (7-9): 12:08 - 12:31

QUIVIRA HEIGHTS HIGH SCHOOL BLUE DAY & WHITE DAYS

Block 1: 8:05 - 9:31	Break: 9:31-9:38
Block 2: 9:41 - 11:07	
Block 3: 11:10 - 1:04	Lunch 1: 11:07-11:32, Lunch 2: 11:53-12:18
Block 4: 1:08 - 2:34	
Seminar: 2:39 - 3:25	

QUIVIRA HEIGHTS JUNIOR HIGH / ELEMENTARY SCHOOL

Period 1: 8:00 - 8:50	
Period 2: 8:53 - 9:43	
Period 3: 9:46 - 11:00	Lunch 1: 11:00 - 11:23
Period 4: 11:26 - 12:41	Lunch 2: 11:26 - 11:49
Period 5: 12:44 - 1:34	
Period 6: 1:37 - 2:27	
Period 7: 2:30 - 3:20	

WILSON JUNIOR HIGH & HIGH SCHOOL PURPLE DAYS & WHITE DAYS

Block 1: 8:05 - 9:33	Break 1: 9:33 - 9:38
Block 2: 9:42 - 11:10	Break 2: 10:20 - 10:27
Block 3: 11:14 - 1:07	
Block 4: 1:11 - 2:39	
Seminar: 2:43 - 3:25	

* Lunch Schedule (K-2): 11:00 - 11:25, (3-5): 11:30 - 11:55, (6-12): 12:00 - 12:25

MISSION STATEMENT

Unified School District #112, in partnership with home and community, is dedicated to motivate, challenge, and educate students to become responsible, productive citizens in a diverse, global society. The district will provide educational experiences in a nurturing, student-friendly environment, which will empower each individual to achieve his/her greatest potential.

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NONDISCRIMINATION

Discrimination against any student on the basis of age, race, color, national origin, sex, disability, or religion in the admission, access to, or treatment in the district's programs and activities is prohibited. The superintendent at PO Box 109, Lorraine, KS, Ph. 785-472-5241, has been designated to coordinate compliance with nondiscrimination requirements contained in Age Discrimination Act, Title IV of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. Any individual who believes he or she has been discriminated against may file a complaint with the building principal or the superintendent.

Class assignments can be made at the discretion of the building principal and guidance counselor in order to maintain proper class sizes.

WELCOME

The faculty, support staff, and administration welcome you to the 2010-11 school year. This planner has been prepared to provide you with information regarding the regulations and practices of the schools in our district. These regulations were designed to provide a safe learning environment for all students. It is impossible for the handbook to be inclusive of all situations.

It is important to remember that Claflin, Quivira Heights and Wilson are learning environments with high expectations for appropriate behavior, academic work requirements and the equal treatment of all students and staff. We challenge all students to always:

- represent our school with dignity and class;
- treat the school facility with care;
- respect all students and staff regardless of ethnic, economic, or religious background;
- make healthy life decisions concerning alcohol and drugs;
- set goals that will add meaning to your life during, and after, high school;
- develop a work ethic to enhance academic and extracurricular skills;
- report any inappropriate activities of harassment;

We encourage you to take part in all aspects of the school community so that you may derive maximum benefit from being here, and that your contribution will continue that excellent tradition. We hope all students have an excellent year. If you ever have any concerns or problems, feel free to stop by and visit.

** The USD #112 handbook is a complete guide, but by no means comprehensive. Anything not discussed should be taken to the principal and he/she will make a decision how to deal with the situation. Each case will be given the utmost attention. A comprehensive Board Policy Book is available for review in the principal's office. References to Board Policy contained herein are to its Policy Book. Board Policy will supercede information contained in this handbook.

ATTENDANCE (JBD, JBD-R, JBE Truancy)

BOARD PHILOSOPHY ON ATTENDANCE

It shall be the policy of the board to encourage regular attendance at school by all students. Regular attendance contributes not only to the probability of scholastic success but also to the development of attitudes of consistent performance, which will carry over into adult life.

ATTENDANCE PROCEDURES

1. A parent or legal guardian is expected to telephone the school each day his/her child will be absent, other than for school activities, and state the reason for the absence. A phone call is expected before 8:30 a.m. on the day of the absence. Parents/guardians have 24 hours to excuse an absence. Notes will not be accepted in lieu of phone calls. Excused absences shall include, but not be limited to, illness, medical appointments, funerals, college visitations, family excursions and/or any other absence the principal deems appropriate. All other absences may be deemed unexcused by the principal. The principal or his/her designee may determine the acceptability and validity of the reason for the absence and may change a previously excused absence to an unexcused absence. The student has the right to appeal to the Principal the decision of the Principal.

2. If a student is leaving campus during the school day, the parent/guardian must call the attendance office to excuse him/her before the student leaves. It is the student's responsibility to sign in and out at the attendance office. Failure to sign out will be considered willful disobedience. Exceptions to this would be students in school-sponsored activities.

3. Two consecutive school days will be allowed to make up work the student has missed during a full day excused absence. Special circumstances may justify an administrative exception to this time.

4. Students who have pre-arranged absences, who will be absent for school activities, or leave during the school day must contact their teachers and arrange for assignments and completion of the work assigned prior to the absence. All assignments must be turned in during the next class period. Failure to turn in the assignments will result in a grade of zero.

UNEXCUSED ABSENCES POLICY

Following consequences will apply for unexcused absences:

1st Unexcused Absence -- One (1) day ISS or 1 session of Friday/Saturday Detention

2nd Unexcused Absence -- Two (2) days ISS or 2 sessions of Friday/Saturday Detention

3rd Unexcused Absence -- Three (3) days ISS or 3 sessions of Friday/Saturday Detention

** The Administration will choose either the ISS or Friday/Saturday Detention, whichever they deem appropriate.

If a student is under the age of 18, a process leading to a report to the County Attorney as a truancy case will begin when he/she has been unexcused for 3 consecutive days, 5 days in a semester, or 7 days in a school year. If the student is 18 years of age or older, a process leading to a due process hearing will begin when he/she has been unexcused for all or part of 3 consecutive days, 5 days in a semester, or 7 days in a school year.

COMPULSORY ATTENDANCE LAW

Kansas law requires students to attend school until the age of 18. Sixteen and seventeen-year-olds may be exempt from the compulsory attendance requirement if:

- 1) They have attained a diploma or GED; or
- 2) They are enrolled in an approved alternative education program recognized by the local board of education; or
- 3) A court orders exemption; or
- 4) The parent (or person acting as parent) consents in writing to their child being exempt from the requirement and the child and parent (or person acting as parent) attend a final counseling session conducted by the principal to sign a disclaimer.
- 5) The law requires the disclaimer to include the following information:
 - a) The academic skills the child has not yet achieved;
 - b) The difference in future earning power between a high school graduate and a high school dropout;
 - c) A list of educational alternatives available to the child.

TARDINESS TO 1ST BLOCK / PERIOD

Most occasions of tardiness to school are avoidable. Any student arriving after the start of the school day must report to the attendance office and home contact by the student will be required. For unexcused tardies, a detention will be served.

SEMINAR (Expanded Learning Opportunity) / No Credit

The seminar period is provided so students may get assistance from teachers, work on assignments, attend school assemblies, and schedule important counseling activities, such as career planning, college visits, and enrollment. Students are expected to use this time appropriately and come prepared to work. **Sleeping, game playing, and disruptive behavior will not be tolerated.**

ATHLETIC PHYSICALS

All students planning to participate in any form of competitive athletics must have the health certificate of the KANSAS STATE HIGH SCHOOL ACTIVITIES ASSOCIATION properly filled out and on file in the office before the first practice in that sport. This form must be signed by the parents or guardian and by a physician (listed approved). Although not required, students who will be enrolled in physical education are strongly recommended to have a physical form on file.

GRADES

Grades will be issued based on the traditional A, B, C, D, and F grading system. The grading scale is 90-100=A; 80-89=B; 70-79=C; 60-69=D; below 60=F. Four dates are scheduled for formal parent/teacher conferences, twice in the fall and twice in the spring.

However, students and parents are encouraged to contact teachers or counselors with questions regarding student class work, homework, and grades at any time during a grading period.

GRADE CARDS

Progress Reports will be distributed at the end of each nine-week grading period. Grade cards will be issued at the end of each semester. Semester examination grades may be given for high school students at the termination of the class. USD #112 schools issue one-half credits for a semester class and one credit for a full-year class. Students are allowed to withdraw from a class during the first week of the school year and prior to leaving for winter break for the second semester. Final grade cards will be mailed to parents.

BARTON COUNTY COMMUNITY COLLEGE CLASSES

Seniors will be allowed to enroll in classes at Barton County Community College if they meet the following criteria:

- A. The student must be in good standing with USD #112.
- B. The student must have an appropriate score on the ASSET Test.
- C. Dual credit will only be given if a USD #112 teacher teaches the course to our students.

BUS RULES

1. Stay in your seat and face forward with feet on the floor while the bus is in motion.
2. Keep all parts of your body and all objects inside the bus. Do not yell or stick your head out of the bus when windows are down.
3. Keep hands, feet and objects to yourself. No pushing, shoving, fighting or spitting on the floor.
4. Do not bring glass containers or sunflower seeds onto the bus.
5. Eating or drinking on the morning or afternoon route will be allowed with the permission of the bus driver.
6. Be on time - the bus can only wait 1 minute.
7. Students will not litter, write on, or damage the bus in any way. Before leaving the bus, pick up trash, close window, and clean your area.
8. Students will not curse, swear, or talk loudly, make rude gestures or tease anyone, or make threats on the bus.
9. Students will not bring harmful objects (animals, weapons, dangerous toys, etc.) onto the bus.
10. Students will exit the back door only during an actual emergency. Always keep the aisle clear.
11. Classroom behavior is expected while on the bus.

GRADUATION & PROMOTION REQUIREMENTS (IHF)

The educational program in our schools shall provide learning experiences for all students to acquire skills, knowledge and attitudes, which are necessary for a productive life in a changing society.

The final decision to promote, retain, or graduate a student will rest with the principal after receiving information from the parents, teachers, and other school personnel.

To advance to the next grade, a student must meet the following criteria:

Elementary / Junior High:

- * Students must pass Math, Science, and Language Arts or attend and successfully complete summer school if they fail to pass these subjects during the school year. Failure to attend or complete summer school may result in retention.
- * Students who do not meet standards on the KSDE State Assessment for either Math or Reading, must successfully complete summer school. Failure to attend or complete summer school may result in retention.

High School:

9th grade: 6 credits

10th grade: 12 credits

11th grade: 18 credits

If a student is retained at grade level, the student will continue to use his/her locker in the set of hallway lockers used by that class and will participate only in activities approved for that class until he/she has met the requirements at the end of the semester.

These credits will include specific requirements of USD #112 and the State of Kansas. Students, in cooperation with their counselor, are responsible for completing these requirements.

The graduation requirements for the seniors will be 24 units. These units must include the following:

- 1) 4 units of Language Arts.
- 2) 3 units of Social Studies, which shall include one unit of American History and one unit of Government
- 3) 3 units of Science, one of which must be a laboratory science
- 4) 3 units of Mathematics
- 5) $\frac{1}{2}$ unit of Health and $\frac{1}{2}$ unit of Physical Education
- 6) 1 unit of Fine Arts

COMMENCEMENT PARTICIPATION

Students must have completed all credit requirements before participating in graduation ceremonies. Graduation exercises shall be under the control and direction of the building principal. Additionally, all obligations such as fees and fines must be paid prior to participating in graduation ceremonies.

EARLY GRADUATION (JFCA)

The board does not encourage early graduation from high school. The board believes that students should avail themselves of the many and varied courses offered in the high schools as well as local colleges. However, students may pursue early graduation if they will have completed all graduation requirements, have attended seven semesters, and have a hardship or a unique cultural, academic, and/or vocational opportunity. Parent/Guardian, counselor, and principal approval shall be required before an application will be considered. An application for early graduation shall include a letter from the student, a letter from the parent/guardian, and a completed graduation plan developed cooperatively between the student, parent/guardian, and counselor.

Students who avail themselves of early graduation privileges are not eligible for extracurricular activities of any kind except as an approved guest. Early graduates may participate only in USD #112 Honors Banquet and graduation. Prior to final approval, a conference will be conducted with the student, parent/guardian, counselor, and principal, at which time all issues relative to this endeavor will be discussed.

HONORS FOR GRADUATION

SUMMA CUM LAUDE: (Highest Honors)

Students who finish high school with a final Grade Point Average (GPA) of 3.7 or above and have completed the Kansas Scholars' Curriculum courses.

MAGNA CUM LAUDE: (High Honors)

Students who finish high school with a final GPA of 3.7 or above and have completed the Board of Regents Qualified Admissions courses.

CUM LAUDE: (with Honors)

Students who finish high school with a final GPA of 3.5 or above.

LAKESIDE LEARNING CENTER

The Lakeside Learning Center is an alternative school with virtual capabilities. Students that meet graduation requirements set forth by the USD #112 Board of Education and Kansas State Department of Education may graduate with a USD #112 diploma, but are not eligible for participation in graduation ceremonies at the respective high schools. Each LLC graduate may participate in a Lakeside Learning Center graduation ceremony at the time he/she completes his/her requirements. Students may contact their counselors, if they are interested in any classes.

ACADEMIC DISHONESTY

We have established a high expectation for academic integrity. Academic dishonesty in any form will not be tolerated. Students who violate this standard will be subject to disciplinary procedures. One who submits another's work as his/her own is engaging in academic dishonesty. Academic dishonesty is any form of cheating or misrepresentation of one's work and includes, but is not limited to, the following:

- Sharing or receiving of questions/answers on tests and/or homework assignments without expressed teacher approval.
- Using a source specifically not allowed for a school assignment, quiz, test, or examination.
- Using technological or electronic resources unethically.
- Copying written information or works of art or music without giving credit to the source (plagiarism).

Communication of this policy through the student handbook is considered a warning. Students found to have participated in academic dishonesty will receive disciplinary consequences. Consequences may result in course failure depending on the weight of the assigned work.

1st Offense: Will result in an office referral. Parent contact is made, and no credit is given for the assignment.

2nd Offense: Will result in an office referral. Parent conference is held, and no credit is given for the assignment.

3rd Offense: Will result in an office referral. No credit is given for the assignment. A formal suspension hearing will be held.

STUDENT DRESS AND APPEARANCE

The board advocates a dress code for all students attending the district's schools during the school day and while representing the district in an activity. For students, personal grooming and dress is an individual responsibility and subject to the restrictions and limitations imposed by parents. The district's dress and appearance rules will serve as guidelines for students and parents in interpretation of what is appropriate school dress and appearance. The following rules are intended to reflect the district's desire that clothing be appropriate for school wear: Teachers are requested to enforce the dress code regulations. If a conflict occurs, please notify the administration.

1. Footwear shall be required; but bedroom slippers and heelys are not acceptable.
2. Caps and/ or head coverings are not to be worn between the hours of 7:00 a.m. and 4:00 p.m. Caps and/ or head coverings should be left in the locker.
3. A student's dress or appearance shall not present a danger to his/ her physical health or safety, or the physical health and safety of others (this includes a prohibition against the wearing of pocket chains).

4. A student's dress or appearance shall neither be obscene, indecent (pajama tops and bottoms), or immoral. It shall not contain implied indecent meanings or messages that promote alcohol, tobacco, other drugs, and racial or sexual harassment.
5. A student's dress or appearance shall not present a distraction to the educational process. This includes revealing clothing for both males and females. The torso must be covered, including the midriff and underwear must not show. Examples of inappropriate dress include, but are not limited to, spaghetti strap tops, slant tops, low cut tops, etc.

In these instances, the school will assume its delegated authority to protect the physical health, safety, and well being of the students and to preserve its intended purpose as an educational institution. Students representing the district in an elective activity, apart from the required school program, will be expected to adhere to the dress and appearance requirements set forth by the coaches and sponsors of the activity.

COUNSELING SERVICES

The guidance office personnel at the high schools provide numerous services for the students. Several of the services provided include educational planning for the future; help in seeking scholarships and other financial aid; information for applying for admission to private schools, vocational schools and colleges; career information; help in dealing with personal problems; a referral source to outside agencies which offer various services; and providing testing information as well as test interpretation.

CONFIDENTIALITY STATEMENT

What is said to a counselor in confidence will remain between you and the counselor. The only exception to this is when the student's condition is such that others are needed to assume responsibility for him/her, or when there is a clear and immediate danger to the student or others.

Under these circumstances, a counselor has a moral, ethical, and professional obligation to report the fact to an appropriate responsible authority and/or other emergency personnel.

Appointments to see a counselor can be made by contacting the counselor's office.

CLASS CHANGES/DROPS AND TRANSFERS

A student may drop a class or transfer to another class only after there has been counselor or administrative consultation with the teacher and/or parents, with the final decision made by an administrator.

HONOR ROLL

An honor roll for each secondary school will be computed for each semester based upon a 3.5 or better grade point average and no failing (F) or incomplete (I) grades. Students' names will be published on the honor roll if they have met the requirements set forth by the board of education. USD #112 has three levels of honorees; the Superintendent's Honor Roll that includes students who have a 4.0 GPA; Principal's Honor Roll includes students who have a 3.75 to 3.99 GPA; Honorable Mention which includes students who have a 3.5 to 3.749 GPA.

NATIONAL HONOR SOCIETY

The purpose of the National Honor Society is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character. Requirements include a 3.5 GPA or higher and evidence of leadership, character and service, both in the school and community. Students are eligible for this honor beginning the second semester of their sophomore year. See NHS Guidelines or sponsor for specific details.

PHILOSOPHY ON SCHOOL CONDUCT

It is our basic philosophy that any variation in personal conduct, which disrupts or interferes with normal class procedure, has no place in school. The school's time-honored purpose to promote educational, social, and emotional growth of the individual must be respected by all and preserved by the school and its officials. Interference with these goals is considered inappropriate and demands corrective action by the administration.

Specific consequences will be based on the seriousness and the intensity of the behavior, as well as the student's willingness to adapt and cooperate with administration and faculty as we work through the incident.

SCHOOL SAFETY

We must have the support and cooperation of students and parents to keep our school safe. Disruptive behavior, threats, prohibited harassment and weapons will not be tolerated and may have serious consequences, as spelled out in district policy.

DETENTION TIME

Students who receive detention time from administrators or teachers must begin that night or the next day and must continue making up the time in consecutive blocks until the time is completed. If this is not possible due to emergencies, the student must make arrangements with his/her principal or the teacher assigning time. Teacher-assigned detention time must be completed with that teacher or through the detention room.

The office will give a total of two make-up time warnings each semester. Any additional time that a student is in the office for failure to complete detention time will result in progressive suspension assignments to ISS or Friday/Saturday detention.

** The Administration will choose either the ISS or Friday/Saturday Detention, whichever they deem appropriate.

FRIDAY/SATURDAY DETENTION

Students may be assigned to Friday/Saturday Detentions for disciplinary reasons. The normal time for a student placed in Friday/Saturday Detention shall be from 3:30 pm to 7:30 pm on Friday and from 8:00 am to 12:00 pm on Saturday. A student not reporting, or failing to report, on time to his/her assigned detention will receive an out-of-school suspension for a period of 1 to 5 days. If the violation occurred on Thursday or Friday, the detention may be postponed to the following week.

OUT OF SCHOOL SUSPENSIONS

The following behaviors may be expected to result in out-of-school suspensions as outlined (results of due process hearings may modify suspensions):

Behavior	3 Day	5 Day	3 up to 185 Days + Hearing	Police could be Notified
Violation of the Drug Code			1*	✓
Possession &/or use of tobacco	2*	3*		✓
Assault/battery upon another person			1*	✓
Fighting	1*		2*	✓
Breaking School Rules repeatedly	1*	2*	3*	✓
Fireworks, including incendiary devices		1*	2*	✓
Actions involving disruption of safety devices/procedures, or significant disruption of the school day (i.e. false fire alarms, bomb threats, etc.)			1*	✓
Weapons (See Weapons section)			1* (up to 365 day Expulsion)	✓

* Numbers refer to occurrences

** These are guidelines and greater consequences may be imposed, dependent upon the facts and circumstances of any particular incident. Not all behavior issues which may result in suspension or expulsion from school are listed, whereas Kansas law shall apply.

Students given an out-of-school suspension are not to be at school, on the school grounds or at a school-sponsored activity during the suspension period. Violation of this policy can result in prosecution for trespassing. Upon request, students given a short term (10 days or less) out of school suspension shall be provided with their reading and written class assignments. Examinations missed during out-of-school suspensions shall be made up the next day the student is in session. All work will be graded. Repeated acts may result in suspension for the remainder of a semester or expulsion for a school year after a due process hearing.

While students are suspended (OSS), they are not allowed to participate in, or attend, any extracurricular activities or sports activities.

PARENT NOTIFICATION

Written notification that a student has been suspended (in school or out-of-school) shall be mailed to the parents or guardians within twenty-four (24) hours of the time of the suspension. Whenever possible, the principal shall try to notify the parent/guardian by phone.

LONG TERM SUSPENSION OR EXPULSION

Formal hearings shall be conducted according to procedures outlined in current Kansas law. The student and parents/guardians shall be given written notice of the time, date, and place of the hearing. The notice shall include copies of the suspension/expulsion law, appropriate board policies,

regulations, and a handbook. A certified employee or committee of certified employees may conduct the hearing. At the conclusion of the hearing, the person or committee conducting the hearing shall prepare a written report and the finding required by law. Records of the hearing shall be available to students and parents/guardians according to Kansas law. Failure of the student and the student's parents/guardians to attend the hearing shall result in a waiver of the student's opportunity for the hearing.

Students Rights during the Hearing

The student shall have the right:

- 1) to counsel of their own choice;
- 2) for parents/guardians to be present;
- 3) to hear or read a full report of testimony of witnesses;
- 4) to confront and cross-examine witnesses who appear in person at the hearing;
- 5) to present their own witnesses;
- 6) to testify in their own behalf and to give reasons for their conduct;
- 7) to an orderly hearing; and
- 8) to a fair and impartial decision based on substantial evidence

Students who are suspended for more than ten (10) days or expelled from school may appeal to the board of education within ten (10) days of receiving written notice of the hearing results.

Detailed documentation in accordance with Kansas law will be supplied to parents and students who are subject to suspension or expulsion for more than ten (10) days.

IN SCHOOL SUSPENSION & FRIDAY/SATURDAY DETENTION

** The Administration will choose either the ISS or Friday/Saturday Detention, whichever they deem appropriate.

Other disruptive acts of behavior are deemed to be grounds for assignment to in-school suspension or Friday/Saturday detention, with all school assignments required and given full credit. Continuation of these behaviors will result in out-of-school suspension. While assigned to the ISS or the detention room, the student will be required to complete regular classroom work, as well as other work assigned by the instructor. Failure to complete assigned work will result in a grade of zero being assigned for all classes missed. Failure to cooperate in the ISS or detention room will result in the student being placed on out-of-school suspension.

While students are suspended (ISS), they are not allowed to participate in, or attend via school-sponsored transportation, any extracurricular activities.

Behavior	Detention (30 mins)	1 Day / Session	2 Days / Sessions	3 Days / Sessions	3 Days / Sessions + Hearing
Extortion				1*	2*
Failure to comply with a reasonable request (Willful disobedience)	1 & 2*		3*		4*
Intimidation/Threats/Harassment (Includes sexual/racial harassment)				1*	2*
Misuse of Technology		1*		2*	
Obscenity/Profanity		1*		2*	3*
Open Defiance				1*	2*
Possession &/or use of tobacco				1*	
Stealing				1*	2*
Unruly conduct that disrupts class/school		1*		2*	3*
Vandalism				1*	2*

*Numbers refer to occurrences

** These are guidelines and greater consequences may be imposed, dependent upon the facts and circumstances of any particular incident. Not all behavior issues, which may result in suspension or expulsion from school, are listed, whereas Kansas law shall apply.

TOBACCO

The use and/or possession of tobacco products or facsimile thereof, is prohibited at all times in, or on, all district-owned, leased, personal or real property, including all school events.

Possession will result in law enforcement notification for students under the age of 18 and may result in suspension or expulsion.

POLICY ON PROHIBITED SUBSTANCES

A student who is found to be in possession of, or selling, any prohibited substance on school property or at school events will be detained immediately with the evidence. A school administrator will contact the Police Department and the student's parents or guardians. A short-term suspension (5 school days) will be imposed, a formal hearing will be scheduled, and the student may be subject to expulsion. In the event an expulsion is imposed, the student may be referred to alternative programs provided by USD #112.

The provisions of this policy shall also apply to all USD #112-sponsored activities off the school grounds. In addition to the above policy, students who sell, use, or are under the influence of, or possess (including the car) illegal drugs or alcohol at a school dance or on school premises before, during, or after a dance will not be allowed to attend future dances for the remainder of that semester.

Board policies relating to a Drug Free School (JDDA) will apply, and students may be subject to suspension or expulsion from school in accordance with board policy, state and federal law.

THREATS

All threats (verbal, written or physical) will be taken seriously by school personnel. Each and every threat will carry a consequence, including possible police involvement.

WEAPONS (JCDBB / JCDBB-R)

A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon at school, on school property or at a school-sponsored event. This shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon, except with prior administrative approval (see BOE policy or specific definitions).

Possession of a firearm or other weapon or facsimile of a weapon shall result in expulsion from school for a period of one calendar year, except that the superintendent may recommend that this expulsion requirement be modified on a case-by-case basis. Expulsion hearings for possession of a weapon shall be conducted by the superintendent or the superintendent's designee. Students violating this policy shall be referred to the appropriate law enforcement agency (ies) and, if a juvenile, to SRS or the Commissioner of Juvenile Justice.

Any student who uses an article that is not commonly used or designed to inflict bodily harm for the purpose of inflicting bodily harm or to cause a person to be placed in fear of bodily harm shall be subject to immediate suspension and possible expulsion.

Board policies relating to a Weapon Free School will apply and students may be subject to suspension or expulsion from school in accordance with board policy, state and federal law.

REPORTING THREATS/THEFTS/VANDALISM OR OTHER DISRUPTIVE/DANGEROUS OR VIOLENT ACTS

When students have a concern about safety at school, or knowledge of an unsafe situation/theft, vandalism or other disruptive, dangerous or violent act, they must report it at once to the principal, a teacher, or to another staff member. Failure to report may have serious consequences up to, and including, expulsion. Anonymous tips concerning acts mentioned above can be made to the district office. Tips may also be made to the State Wide School Safety Hotline: the toll free number is 1-877-626-8203; they may also call Crimestoppers at 1-800-222-8477.

HALLS AND PASSING

All students are to observe proper hall conduct. This means that students are to move from class to class individually without interfering with the flow of traffic. Improper behavior of students in hallways or on the school grounds can create a dangerous/disruptive situation and subject the student to disciplinary action.

PUBLIC DISPLAYS OF AFFECTION

The showing of affection in public to the extent that it is embarrassing for others is inappropriate and unacceptable; therefore, public displays of affection are not allowed.

SEXUAL HARASSMENT (JGEC)

The board of education is committed to providing a positive and productive learning and working environment, free from discrimination on the basis of sex, including sexual harassment. Sexual harassment shall not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

Sexual harassment is unlawful discrimination on the basis of sex under Title **IX** of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Sexual harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds. It shall be a violation of this policy for any student, employee or third party (visitor, vendor, etc.) to sexually harass any student, employee, or other individual associated with the school. It shall further be a violation for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy.

Sexual harassment is unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student when: (1) submission to such conduct is made, explicitly or implicitly, a term of condition of the individual's education; (2) submission to, or rejection of, such conduct by an individual is used as the basis for academic decisions affecting that individual; or (3) such conduct has the purpose or effect of interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive academic environment. Sexual harassment may result from verbal or physical conduct or written or graphic material. Sexual harassment may include, but is not limited to, verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person, with sexual or demeaning implication; unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participation in extra-curricular activities, etc.

The district encourages all victims of sexual harassment and persons with knowledge of such harassment to report the harassment immediately. The district will promptly investigate all complaints of sexual harassment and take prompt corrective action to end the harassment. Any student who believes that he or she has been subjected to sexual harassment should discuss the alleged harassment with the building principal, another administrator, the guidance counselor, or another certified/classified staff member. Any school employee who receives a complaint of sexual harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the district superintendent. The building principal or district superintendent shall discuss the complaint with the student to determine if it can be resolved. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a formal complaint under the district's discrimination complaint procedure. (*See KN*) Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes sexual harassment under

the definition outlined above. Unacceptable student conduct may, or may not, constitute sexual harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors which are unacceptable, but do not constitute sexual harassment, may provide grounds for discipline under the code of student conduct.

An employee who witnesses an act of sexual harassment shall report it immediately to the building principal. Employees who fail to report complaints or incidents of sexual harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take appropriate corrective action in response to complaints of sexual harassment may also face disciplinary action. When a complaint contains evidence of criminal activity or child abuse, the building coordinator or district coordinator shall report such conduct to the appropriate law enforcement or SRS authorities. (See GAAD) To the greatest extent possible, confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the district's obligation to conduct a thorough investigation, to take appropriate corrective action or to provide due process to the accused.

The filing of a complaint or otherwise reporting sexual harassment shall not reflect negatively upon the individual's status or grades. Any act of retaliation against any person who has filed a complaint or testified, assisted, or participated in an investigation of a sexual harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action up to, and including, expulsion for a student or termination of employment for an employee. False or malicious complaints of sexual harassment may result in corrective or disciplinary action against the complainant.

Sexual/racial harassment will not be tolerated in the school district. Harassment of students of the district by board members, administrators, staff members, students, vendors, and any others having business or other contact with the school district is strictly prohibited. The district encourages all victims of sexual/racial harassment and persons with knowledge of such harassment to report the harassment immediately. The district will promptly investigate all complaints of harassment and take prompt, corrective action to end the harassment. Any student who believes that he or she has been subjected to harassment should report it to the building principal, another administrator, the counselor, or another certified/classified staff member. Any report not made in good faith or made with malice is also a violation of this policy.

RACIAL HARASSMENT (JGEC-A)

The board of education is committed to providing a positive and productive learning and working environment, free from discrimination, including harassment, on the basis of race, color or national origin. Discrimination or harassment on the basis of race, color or national origin ("racial harassment") shall not be tolerated in the school district. Racial harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contract with the district is strictly prohibited.

Racial harassment is unlawful discrimination on the basis of race, color or national origin under Titles VI and VII of the Civil Rights Act of 1964, and the Kansas Acts against Discrimination. All forms of racial harassment are prohibited at school, on school property, and at all school-sponsored

activities, programs or events. Racial harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

It shall be a violation of this policy for any student, employee or third party (visitor, vendor, etc.) to racially harass any student, employee or other individual associated with the school. It shall further be a violation for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provision of this policy.

Racial Harassment is racially motivated conduct which:

1. Affords a student different treatment, solely on the basis of race, color or national origin, in a manner which interferes with, or limits, the ability of the student to participate in, or benefit from, the services, activities or programs of the school;
2. Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of creating a hostile academic environment; or
3. Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of interfering with a student's academic performance or ability to participate in, or benefit from, the services, activities or programs of the school.

Racial harassment may result from verbal or physical conduct or written graphic material. The district encourages all victims of racial harassment and persons with knowledge of such harassment to report the harassment immediately. The district will promptly investigate all complaints of racial harassment and take prompt, corrective action to end the harassment.

Any student who believes he or she has been subject to racial harassment or has witnessed an act of alleged racial harassment should discuss the alleged harassment with the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of racial harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the district superintendent. The building principal shall discuss the complaint with the student to determine if it can be resolved. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a formal complaint under the district's discrimination complaint procedure (see KN).

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes racial harassment under the definition outlined above. Unacceptable student conduct may or may not constitute racial harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors which are unacceptable, but do not constitute harassment, may provide grounds for discipline under the code of student conduct. The discipline of a student for violation of any provision of the code of student conduct may be enhanced if the conduct is racially motivated.

An employee who witnesses an act of racial harassment shall report the incident immediately to the building principal. Employees who fail to report complaints or incidents of racial harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take appropriate corrective action in response to complaints of racial harassment may also face disciplinary action.

When a complaint contains evidence of criminal activity or child abuse, the district superintendent shall report such conduct to the appropriate law enforcement or SRS authorities. (See GAAD) To the greatest extent possible, confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the district's obligation to conduct a thorough investigation, to take appropriate corrective action or to provide due process to the accused.

The filing of a complaint or otherwise reporting racial harassment shall not reflect negatively upon the student's status or grades. Any act of retaliation against any person who has filed a complaint or testified, assisted, or participated in an investigation of a racial harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action up to, and including, expulsion for a student or termination of employment for an employee.

False or malicious complaints of racial harassment may result in corrective or disciplinary action against the complainant.

BULLYING POLICY (JDDC / JDDC-R)

The board of education is committed to providing a positive and productive learning environment, free from bullying. Bullying of students and school district staff on school property, in a school vehicle or at a school-sponsored activity or event is prohibited.

"Bullying" is defined by Kansas law (K.S.A. 72-8256) as: (A) Any intentional gesture or any intentional written, verbal or physical act or threat that is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for a student or staff member that a reasonable person, under the circumstances, knows, or should know, will have the effect of:

- (i) Harming a student or staff member, whether physically or mentally;
- (ii) damaging a student's or staff member's property;
- (iii) placing a student or staff member in reasonable fear of harm to the student or staff member; or
- (iv) placing a student or staff member in reasonable fear of damage to the student's or staff member's property; or
- (v) any other form of intimidation or harassment prohibited by the board of education of the school district in its policies or student handbooks.

"School vehicle" means any school bus, school van, other school vehicle and private vehicle used to transport students or staff members to and from school or any school-sponsored activity or event.

It shall be a violation of this rule for any student or staff member to bully any other student or staff member on school property, in a school vehicle or at a school-sponsored activity or event. It shall further be a violation for any student or staff member to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this rule.

Bullying may result from verbal or physical conduct or written or graphic material. Bullying may include, but is not limited to: verbal harassment or abuse; pressure for a favored status or position;

and the repeated intentional act by a more powerful/influential person which causes embarrassment, pain, discomfort, or imbalance of power between those involved; repeated remarks to a person, with demeaning implication; unprovoked, persistent, offensive, abusive, intimidating or insulting behavior or use or abuse of power which makes a recipient feel upset, threatened, humiliated or which undermines self-confidence; unwelcome touching; suggesting or demanding an inappropriate activity or the refraining from an appropriate activity with either expressed or implied threat. Bullying also includes, but is not limited to, Social/Emotional bullying-being unfriendly, excluding, or tormenting; Physical-pushing, kicking, beating, punching or use of violence; Racist-racial taunts, graffiti, gestures; Sexual-unwanted physical contact or sexually abusive comments or actions; Homophobic-because or focusing on the issue of sexuality; Verbal/Nonverbal-name-calling, sarcasm, spreading of rumors, inappropriate teasing and gestures; Written-notes, letters, graffiti or electronically transmitted information or acts (Internet, cell phone wireless handheld device) or any other action that may reasonably be considered bullying. The district encourages all victims of bullying and persons with knowledge of such bullying to report the bullying immediately. The district will promptly investigate all complaints of bullying and take prompt, corrective action to end the bullying.

Any student who believes that he or she has been subjected to bullying should discuss the alleged bullying with the building principal, another administrator, the guidance counselor, or a trusted teacher or certified/classified staff member. Any school employee who receives a complaint of bullying from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged bully, the complaint shall be reported to the district superintendent. The building principal or district superintendent shall discuss the complaint with the student or staff member to determine if it can be resolved. If the matter is not resolved to the satisfaction of the student or staff member in this meeting, the student or staff member may initiate a formal complaint as set forth in the bullets listed under Formal Complaints Procedures in Board Rule KN-R.

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes bullying under the definition outlined above. Unacceptable student conduct may, or may not, constitute bullying as defined herein. Behaviors which are unacceptable but do not constitute bullying may provide grounds for discipline under the code of student conduct.

An employee who witnesses an act of bullying shall report the incident to the building principal immediately. Employees who fail to report complaints or incidents of bullying to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take appropriate corrective action in response to complaints of bullying may also face disciplinary action.

When a complaint contains evidence of criminal activity or child abuse, the building principal or district superintendent shall report such conduct to the appropriate law enforcement or SRS authorities. (See GAAD)

To the greatest extent possible, confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the district's obligation to conduct a thorough investigation to take appropriate corrective action or to provide due process to the accused.

The filing of a complaint or otherwise reporting bullying shall not reflect negatively upon the individual's status or grades. Any act of retaliation against any person who has filed a complaint or testified, assisted, or participated in an investigation of a bullying complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action up to, and including, expulsion for a student or termination of employment for an employee.

False or malicious complaints of bullying may result in corrective or disciplinary action against the complainant.

VANDALISM POLICY

The board will seek restitution according to law for loss and damage sustained by the district because of malicious mischief, vandalism, burglary, and other wrongful acts by adults or juveniles. Adults who are apprehended will be held responsible for payment for any loss or damage. Parents or guardians of juveniles under the age of 18 who are living with said parents/guardians are responsible for vandalism loss and damage caused by their children. Legal procedures may be instituted at the recommendation of the superintendent.

MONEY-MAKING PROJECTS

All class or organization money-making projects must have approval in advance from the sponsor and the principal. **ALL PURCHASES FOR CLASSES AND ORGANIZATIONS MUST BE MADE ON SCHOOL PURCHASE ORDERS SIGNED BY THE PRINCIPAL.** Any purchase made without a signed purchase order is the responsibility of the student or sponsor making the purchase. The school will not pay for purchases made without a purchase order.

SCHOOL ORGANIZATION FINANCES

All finances of activities will be handled directly through the activity fund accounting system and the organization's treasurer. Each organization treasurer will keep an accurate record of all receipts and expenditures of the organization and check monthly with the office secretary. All monies raised for a class or organization is the property of USD #112.

LEAVING THE BUILDING AND/OR CLASSROOM

A student who leaves a classroom or the building without a teacher's or office's permission may be subject to disciplinary action. If a student is requested to leave a classroom by a teacher, he/she must report to the place requested. If no place is designated, the student will not be allowed to leave the classroom.

LUNCH

The schools provide a closed lunch period. Students will have 25 minutes for lunch. Lunch prices will be published in the local media and high school newsletter. Students are to take all trays to the disposal area after finishing eating. We have a closed lunch; therefore, students **WILL NOT GO TO THE PARKING LOT OR LEAVE THE SCHOOL CAMPUS.** The only area open to students during the lunch period is the commons/cafeteria. Students may leave the school campus for lunch only if the Administration has granted permission.

VISITORS TO THE SCHOOL

Any person who visits a school building and/or grounds of the district shall first make his/her presence known to the administration before proceeding to contact any other person in the building or on the grounds. Violation of this rule may lead to removal from the building or grounds and denial of further access. A guest is defined as a person who comes to visit classes along with a student. The visitor must be from out of this geographic area, must be of school age (grades 9-12), and must be limited to one day's visit. Any teacher has a right to refuse the guest into the classroom on a particular day, upon which the guest should return to the office for that block or class period. Further, the parents of the enrolled student shall request that this visitor be permitted, given that they have contacted the school at least twenty-four (24) hours prior and inform the office of their student bringing a guest to visit. The guest must check in at the office, and an administrator will give final approval before a visitor's pass will be issued.

ITEMS OF VALUE

All articles of value not needed for school use should not be brought to school. The school is not responsible for the loss of any articles.

RETURN OF SCHOOL PROPERTY

School property must be returned when a student moves out of the district. If not returned, the district may refuse to forward student records according to law.

LOST AND FOUND

Lost books and personal items should be turned into, and claimed in, the office. The school is not responsible for lost items and, if unclaimed, they will be disposed of after school is out for the summer.

PROHIBITED STUDENT PROPERTY

Items which detract from the educational environment will not be allowed in school. Cell phones will be allowed in the building; however, they may not be seen or heard while in the building.

Students in grades Pre-K through 6th grade will not be allowed to have cell phones at school.

Administration has the right to change this policy during the school year.

PARTIES

As a general policy, parties are not to be held in a school room. We feel they serve little purpose, but on special occasions, such parties may be held during the study period of the particular class if prior special permission has been obtained from the administrator.

SCHOOL DANCES

Students currently enrolled in a USD #112 school will be admitted. One guest per USD #112 student will be admitted to our dances, provided the guest is registered in advance and accompanied by the USD #112 student. Guests must be registered in advance in the school office. Any person having violated USD #112 drug/alcohol policy during a school-sponsored dance will not be allowed to attend future dances for the remainder of the semester. A record of non-student guests who may have been a problem will be maintained and a list of those names made available at future dances so

that admission can be denied. Persons leaving the dance will not be re-admitted. All school rules and regulations apply. There is to be no tobacco and no drinking or possession of alcoholic beverages or other illegal drugs on the campus.

PROM

Prom is considered a formal event and will be treated as such. Boys are expected to wear slacks, shirts, ties, and jackets. Girls are expected to wear skirts or dresses. Proper attire is required for the duration of the evening. Any deviation from the above dress code must meet with the approval of the board of education. Failure to comply with the dress code will result in the boy or girl being asked to leave the premises.

INTERSCHOLASTIC ACTIVITIES

The Board encourages the development of a well-rounded program administered by these policies, by rules approved by the Kansas State High School Activities Association (KSHSAA), and consistent with budget limitations or other restrictions of the district.

Claflin High School is a member of the Central Prairie League and the KSHSAA. The Wildcats participate in basketball, cross country with Quivira Heights, football, golf, boys & girls tennis (girls tennis with Quivira Heights), track, volleyball, baseball and softball with Hoisington, forensics, scholars' bowl, theater/drama and music. Students should contact their counselor for a list of coaches/sponsors.

Quivira Heights High School is a member of the Central Prairie League and the KSHSAA. The Thunderbirds participate in basketball, cross country with Claflin, football, golf, girls tennis with Claflin, track, volleyball, baseball and softball with Wilson, forensics, scholars' bowl, theater/drama and music. Students should contact their counselor for a list of coaches/sponsors.

Wilson High School is a member of the Twin Lakes League and the KSHSAA. The Dragons participate in basketball, football, track, volleyball, baseball and softball with Quivira Heights, forensics, scholars' bowl, theater/drama and music. Students should contact their counselor for a list of coaches/sponsors.

ELIGIBILITY FOR ACTIVITIES/ATHLETICS

Student eligibility will be determined on both a semester and weekly basis as per policy established by KSHSAA.

SEMESTER ELIGIBILITY

Students shall pass five (5) subjects of unit weight the previous semester in order to be eligible. It will be the responsibility of the administration to check semester grades. To be eligible in the ninth grade fall semester, a student shall have passed five (5) subjects of unit weight during the previous semester. Variances from this must be approved by the KSHSAA.

WEEKLY ELIGIBILITY

Students must maintain passing grades to be eligible to participate in school-sponsored/extracurricular activities provided by the schools. At noon, on each Friday of the school year, students' grades will be pulled from our Power School grading program. If a student is failing

a class, a letter will be sent to parents no later than the following Monday morning indicating whether the student is ineligible or has been placed on probation. In addition, an individual conference will be conducted with each affected student, defining the limitation of his/her eligibility status.

Students receiving a failing grade in any class will be deemed to be either on probation or ineligible, based on the following criteria:

1. On the first occurrence of a failing grade in any class, the student will be placed on probation for one (1) week. During the probation week, should the student again receive a failing grade in the same course for which he/she was placed on probation, he/she will be deemed to be ineligible for one week (Monday through Sunday).

A student deemed to be ineligible will not be allowed to play/perform/participate in school or KSHSAA-sponsored activities during the week of ineligibility (attendance to USD #112 athletic events shall be exempt from this rule). The student will be allowed to practice, but not play/perform. Students who are involved in activities which are part of a class (i.e. band, vocal, forensics, etc.) will be allowed to perform on campus, but not allowed to represent the schools off campus. If an academic grade is involved, an alternative means will be provided to allow students to earn comparable academic points.

A student absent from school may not practice or participate on that day unless:

1. He/she is in attendance by 8:25 am; or
2. Permission is granted by the principal.

ACCIDENT REPORTING

Students should report any injury incurred at school or a school-sponsored activity to their sponsor or the principal. Whenever appropriate, a parent/guardian shall be notified of a student injury as soon as possible to determine the appropriate action. If the student needs medical attention and the parents/guardians cannot be reached, the principal or his/her designee will seek emergency medical treatment.

STUDENT TRANSPORTATION TO AND FROM ACTIVITIES

All students participating in extracurricular activities shall be required to go and return from that activity by transportation authorized and provided by the school. An exception may be granted under the following conditions:

A written request from the parent is on file in an administrator's office in advance of the activity, and there is personal contact made by the sponsor with the parent or guardian at the activity.

Under normal circumstances, a student may not be released to anyone other than a parent or guardian. Under unique circumstances, a student may be released to a person designated by a parent/guardian. Arrangements must be made with a principal one day in advance of the date of the scheduled extracurricular activity.

INTERNET

While the purpose of the school is to use Internet resources for constructive educational goals, students must demonstrate responsible behavior when accessing the Internet on school computers. Students shall have no expectation of privacy when using district e-mail or other official communication systems. Any computer application or information in district computers or computer systems is subject to monitoring by the administration. Students are responsible for appropriate behavior when using school computers. The use of computers and access to the Internet is a privilege, not a right, and may be revoked by the school, if abused. Students who violate this policy may also be subject to further disciplinary action, including suspension or expulsion. To gain access to the Internet, all students must obtain parental permission and agree to the district-approved rules. All USD #112 equipment and access privileges are to be utilized appropriately for educational purposes as described in this policy.

Students shall have no expectations of privacy or restricted access to any information generated during the course of their work or entered into any district computers. Students waive any right to privacy in e-mail messages and consent to the access and disclosure of e-mail messages by authorized persons. Computer materials or devices created, as part of any assignment undertaken on school time, shall be the property of the district.

LOCKERS (JCAB)

The lockers in the schools of the district shall be under the joint control of the student to whom the locker is assigned and the building principal or his/her designated representative. The building principal shall have the combination or key to all locker locks and may search any locker at any time upon reasonable suspicion that the locker contains firearms, explosives, liquor, flammable material, dangerous weapons, narcotics or other matter prohibited by law or school regulations from being on school property. Prohibited items recovered from a student's locker shall remain in the custody of the building principal, unless such items are turned over to law enforcement officials. If this is done, the principal shall receive a receipt for such items so delivered.

At the request of the administration, law enforcement officers or licensed private agencies may use trained dogs on school premises to identify student property which may contain illegal or illicit materials and to determine whether materials are present which may threaten the general health, welfare, or safety of students and/or district employees.

Backpacks will be kept in the student's assigned locker. Students will not carry and/or wear their backpacks during the school day.

Beverages are not allowed to be stored in the lockers, and they will be confiscated and thrown out if found.

STUDENT VEHICLES AND PARKING

Students are provided with parking spaces set by the administration. All traffic and parking signs must be observed. The speed limit on school grounds is 15 MPH. The principal or his/her designee will monitor the parking lot. Violations of driving and parking regulations may result in school disciplinary action under the category of direct willful disobedience and open defiance. Students may be subject to suspension and forfeiture of driving privileges. Students are not permitted to be in, or around, their cars during the school day. If it becomes necessary for students to go to their

cars during the school day, they need to secure permission from the office first. Failure to secure permission will result in disciplinary action.

BUILDINGS AND GROUNDS

Our buildings and grounds have been well-cared for by former students. It is your responsibility to care for the buildings, grounds and equipment and pass them on in excellent condition. Students who mark, deface or damage property are expected to repair or pay for such damages/repairs at the discretion of the administration.

TITLE IX REQUIREMENTS

Students, their parents/guardians, and employees of USD #112 are hereby notified that this school district does not discriminate on the basis of sex and is required by Title IX not to discriminate on the basis of sex in its educational activities. Any person having inquiries concerning USD #112 compliance with Title IX is directed to contact the Board of Education.

EMERGENCY PREPAREDNESS

State regulations require periodic drills to be held for fire and emergency preparedness. All classes, students and teachers are expected to participate in these exercises and treat them as real occurrences. Specific instructions are given to staff members in the faculty handbook.

If at any time a parent/guardian feels that the road conditions in his/her area are unsuitable for travel, they are encouraged to keep the child at home and call the office by 8:30 am.

The following procedures will be used when inclement weather conditions prevail. All announcements pertaining to school closings, late starts or early dismissals, etc., because of hazardous weather conditions, will be directed from the District Office. The superintendent will call the building principals, the bus drivers, and the lunchroom supervisor. The District Office will make every effort to have the announcement made on the 6:30 a.m. news by the following stations:

TOWN	RADIO	AM	FM	TV STATIONS
Salina	KSAL	1150		KSNW Ch. 2 / 22
Great Bend	KVGB	1590	104.3	KAKE Ch. 10
Great Bend	KZXL		107.9	KWCH Ch. 12
Great Bend	KHOK		100.7	
Russell	KRSL	990	KCAY 95.9	

The building principals will be responsible to contact their building staff.

The above procedures will be followed whenever conditions allow. Because of changing weather conditions, there may be times when the above procedure cannot be followed.

Parents are asked to make certain that children are dressed for the demands of the weather in case of unforeseen difficulties involving bus transportation.

SEARCHES OF STUDENTS (JCABB)

The principals are authorized to search students' clothing, book bags, and other belongings if there is reasonable suspicion that district policies, rules, or directives are being violated.

INTERROGATION AND INVESTIGATIONS (JCAC / JCAC-R)

Building administrators and others designated by the superintendent may conduct investigations and question students about infractions of school rules or the student conduct code. If there is reason to believe that a violation of a criminal law has been committed, the principal shall notify the police department. Whenever law enforcement officers conduct an investigation and/or question a student during school hours, the principal shall make contact with the parents/guardians prior to questioning. If a student's parents/guardians are not present during questioning of a student, the principal or certified staff member shall be present.

See Board Policy for more detail.

DISTRIBUTION OF MATERIALS (KI)

Materials unrelated to the school's curriculum may not be distributed or posted without prior consent of the principal.

STUDENT RECORDS

All students' records shall be treated as confidential and primarily for local school use unless otherwise stipulated. Under the provision of the Family Education Rights and Privacy Act (FERPA), parents/guardians of the students and eligible students (those over the age of 18) are afforded various rights with regards to educational records which are kept and maintained by the school. In accordance with FERPA, you are required to be notified of those rights, which include:

- * The right to review & inspect all of your educational records except those, which are specifically exempted.
- * The right to prevent disclosure of personally identifiable information from your educational records to persons with certain limited exceptions.
- * Disclosure of information from your educational records to other persons will occur only if:
 - * School personnel have prior written consent for disclosure.
 - * The information is considered directory information; disclosure of directory information with consent is permitted by law.
 - * The right to request your educational records is amended if you believe the records are misleading, inaccurate, or otherwise in violation of your rights. This right includes the right to request a hearing at which you may present evidence to show why the record should be changed if your request for an amendment to your records is denied in the first instance.
 - * The right to file a complaint with the Family Policy and Regulations Office at the United States Department of Education (USDE) if you believe that USD #112 has failed to comply with FERPA's requirements. The address of this office is 400 Maryland Ave. SW, MES, Room 4074, Washington, D.C., 20202.
 - * The right to obtain a copy of USD #112 policies for complying with FERPA. A copy may be obtained from the district office, PO Box 109, Lorraine, KS 67459.

DIRECTORY INFORMATION

For the purposes of FERPA, USD #112 has designated certain information contained in educational records as directory information, which may be disclosed with your consent. Directory information categories will include the following:

- * Student Name
- * Address
- * Telephone Number
- * Picture
- * Parents / Guardians
- * Date and Place of birth
- * Major field of study
- * Weight & Height
- * Most recent educational agency
- * Recognized Activities
- * Dates of attendance
- * Honors and Awards

You have the right to refuse to disclose any, or all, of the above information as directory information. If you refuse, you must file a written notification indicating this with USD #112 at your school office on or before September 1. If the refusal is not filed, USD #112 assumes there is no objection to the release of the information.

OUT OF DISTRICT STUDENTS (JBC)

Non-Resident/Out of District students are those who do not meet the qualifications to be considered a resident student. Requests to attend school in the district will be handled on an individual basis with final determination to be made by the building administration. Factors which affect approval/disapproval of request to attend school in the district are based, in part, upon staff, equipment, school facilities and capacities, as well as previous academic and behavioral concerns. Once a non-resident student has been approved to attend school in the district, the privilege to continue attending a USD #112 school will be determined by school administration and this determination will be based upon current academic, attendance and/or behavioral issues. Attendance of a non-resident is a privilege, not a right, which privilege can be revoked at any time. Out of district students' privilege to attend schools in the district can be revoked at anytime the school administration deems it prudent to do so. However, a revocation during any current school year will be determined by, and based upon, current academic, attendance and/or behavioral issues. Non-resident students dropped from district attendance rolls will no longer be allowed to attend school at any district facility. Non-resident students are required to apply to the district on an annual basis for admission to a district school or program. The request for admission shall be made by August 1. Attendance by a non-resident student at any district facility or in any district program is deemed to constitute the student's and/or parent/guardian's acceptance of these terms and conditions.

**USD 112
Discipline Policy – Point System**

Level 1 1 Point/Referral	Level 2 2 Point/Referral	Level 3 3 Point/Referral	Level 4 5 Point/Referral	Level 5 15 Point/Referral
Detention time is with teacher or teacher designee.	Detention with teacher and/or administrator, may be Friday or Saturday detention	Administrator assigned detention, Friday or Saturday detention, or short-term suspension.	Short-Term suspension from school for 1-10 days.	Long-Term Suspension or Expulsion
Cafeteria violation	Skipping teacher detention	Conflict with student	Tobacco violation	Substance (possession or use)
Display of affection	Altering planner/pass	Refusing a reasonable request (could be level 4)	Alcohol violation	Explosives (possession or use)
Electronic device	Hazardous driving in restricted area	Disrespect to staff or student (could be level 4)	Substance violation	Weapons (possession or use)
Food/drink violation	Out of room or building without permission (on campus)	Skipping Friday/Saturday detention, 3 rd plus classroom disturbance	Refusing a reasonable request*	Intimidation, harassment, or threats
Hall violation	Additional dress code violation		Disrespect to staff*	
Not prepared for class	Additional seminar violation		Drug paraphernalia	
Parking violation	4 th Between class tardy		Fighting	
Profanity			Fire alarm pull	
Seminar violation			Intimidation, harassment, threats (could be level 5)	
1 st Dress code violation			Leaving campus without permission	
Between class tardies			Theft	
Conflict with student			Vandalism	
Agenda violation			Note: these violations stay with the student the entire school year.	

A student who accumulates 15 points or more during a semester may be recommended for a long-term suspension or expulsion.

* Indicates a classroom disruption referral, a student who accumulates (3) of these referrals during a semester may be recommended for removal from the class with no credit being granted.

Students may be suspended from school for 1-10 days and a conference will be held with the student, his/her parent/guardian upon reaching the following points:

5-10 Points – Fri/Sat Detention, Short-Term suspension

10-15 Points - Short-Term suspension

15+ Points – Short-Term suspension and a request for a long-term suspension or expulsion

Friday Detention: 3:30 PM. to 7:30 PM. Saturday Detention: 8:00 AM. to 12:00 noon. Detentions obtained on Thursday or Friday may be served that week or the next.

EXTRACURRICULAR ACTIVITIES TOBACCO, DRUG AND ALCOHOL POLICY

Privilege - Higher Standard of Conduct

All Board of Education and building rules and policies with regard to student conduct and activities are applicable to extracurricular activities. Participation in extracurricular activities is a privilege and participating students will be held to higher standards of conduct. Participation in all extracurricular activities is available to those students who comply with local, state and federal law, Kansas State High School Activities Association ("KSHSAA") rules, school district and coach/sponsor rules and policies, and whose school and nonschool conduct and actions do not violate this policy, which may result in a loss of respect or esteem for the school or the student.

Conduct Prohibited by This Policy

Students cannot use tobacco, alcohol or drugs in violation of this policy. This policy will be in force from the first day of a student's participation in any activity covered by this policy through the last day of participation, including breaks and holidays.

1. It is a violation of this policy and an offense subject to disciplinary action hereunder for a student participating in any extracurricular or KSHSAA activity to use or possess, distribute, disburse, or be under the influence of alcoholic liquor, wine or a cereal malt beverage or other intoxicants, tobacco or tobacco products, inhalants, controlled substances, illegal drugs, or legal drugs or medications having misused or intending to misuse them.
2. It is a violation of this policy and an offense subject to disciplinary action hereunder for a student participating in any extracurricular or KSHSAA activity to: (1) withhold requested information from; (2) to make a false or misleading statement to any administrator, coach or sponsor investigating an alleged violation of this policy; (3) induce or request another student to withhold requested information from, or make a false or misleading statement to, any administrator, coach or sponsor investigating an alleged violation of this policy.

Investigation - Procedure

Any student suspected of an offense shall be notified of the suspected offense and be given an opportunity to respond to the allegations concerning a violation of this policy. The parent/guardian of a minor student will also be notified of the alleged offense and the outcome of any investigation. The head coach/ sponsor of the activity and/or the principal of the building sponsoring the extracurricular or KSHSAA activity shall investigate alleged violations of this policy, and shall make a decision based on information obtained, common knowledge and past experience with the student. The decision shall be based on the information and circumstances which the investigator believes to be more believable. No formal hearing process or investigative procedure need be followed.

Disciplinary Action

- a. For a first offense the student will not be eligible for participation in a recognized activity or event for fourteen (14) consecutive days beginning on the day of the suspension. If there is no recognized activity or event within the fourteen (14) day ineligibility period, the student will not be allowed to participate in the next two (2) recognized activities or events. If the suspension continues after the end of the season, the remaining days of the suspension will begin again on the first day of that athlete's first competition in the athlete's next season. Holiday Break, Spring Break, KSHSAA Buffer Week or KSHSAA Holiday Non-Practice Days will NOT count toward days of suspension.

TECHNOLOGY USAGE AT USD #112 Central Plains School District (Claflin, Quivira Heights & Wilson)

Policies and Guidelines Related to the Use of District Technology

Definition of Technology & the Internet

Technology is any form of electronic equipment or media designed to support the productivity of the students, staff and patrons of USD #112, as well as enhancing the learning process. This equipment includes, but is not limited to, desktop computers, laptops, printers, networking equipment, the Internet, e-mail, other forms of telecommunications, telephones, all forms of software and other peripherals.

Specifically, the Internet is an electronic communications network which provides vast, diverse and unique resources. Our goal in providing this service to teachers, staff, patrons and students is to promote educational excellence in USD #112 by facilitating resource-sharing, innovation and communication.

Overview and Purpose

All of the guidelines and procedures outlined in this document pertaining to the acceptable use of technology are intended to make that technology more useful to students, staff and patrons of USD #112. These guidelines are also intended to maximize the learning environment and process. Access to these technologies is a privilege that comes with responsibility.

USD #112 views information gathered from various technological resources, including the Internet, in the same manner as reference materials identified by the schools. Specifically, the district supports resources that will enhance the learning environment with directed guidance and supervision from the faculty and staff. Exploration and manipulation of resources is encouraged. Filtering software is in place in USD #112; however, it is impossible to control all materials on a global network and an industrious user may discover inappropriate information that is not consistent with the educational mission, goals and policies of the school district.

Parents who do not wish their student to have individual access to the Internet should contact the school administrator.

Guidelines

1) Acceptable Use

Informal rules of behavior have evolved for the use of technology and communication on the Internet and other on-line services. All users of Central Plains School District USD #112's computers and networks are expected to abide by the generally accepted rules of technology usage and etiquette. Collectively, they help to identify a level of acceptable use of the technology in USD #112. Rules for acceptable use are included below.

2) State Law and Local Policy

Violations of the policies and procedures of USD #112 and/or Kansas law concerning the use of technology will result in disciplinary action.

3) Penalties

Any user violating these provisions, state and /or local policies, applicable state and federal laws or posted classroom and district rules is subject to loss of technology privileges and any other district disciplinary options, including criminal prosecution. School and district administrators will make the final determination as to what constitutes unacceptable use, and their decision is final.

In relation to punishment for technology violations, every effort will be made to change the behavior of the student rather than deny them access to the technology. Punishment will be administered, but it is the hope of the administration that conventional forms of discipline will

deter future offenses in this area. Administrators and staff members will use conventional forms of discipline, where appropriate, before resorting to the loss of access to the technology. In the event that the type or number of occurrences of infraction(s) necessitates the removal of access to the technology, every effort will be made to ensure that the student does not suffer academically. The student may have to be given alternative assignments if the technology was an integral part of what was expected in relation to the assignments. This decision will be made by the teacher and administrator or his/her designee.

Rules for Technology and Internet Use

1. Never share your password with anyone. If you do so, both you and the student using your account will be held liable.
2. Treat all technology with respect. Do not vandalize any technology equipment.
3. Obey all copyright laws.
4. Avoid any technology activity, which is illegal or involves inappropriate language, pictures, or graphics.
5. Be very careful about giving out any identifying personal information on the Internet.
6. Students doing class work always have priority.
7. Printing on school printers is limited to class work only.
8. Take responsibility for your own actions and words. Do not give out anonymous or false information.
9. Students will not access outside e-mail, chatrooms, or messaging services using USD #112 computers during the school day. The only e-mail accounts that students are allowed to use during the school day on our system are the ones issued to them at the beginning of the school year. If you have a special need for outside e-mail access, contact Mrs. Sloan: ssloan@usd112.org.

Any violation of these rules will result in disciplinary action.

LAPTOP POLICY

The MACBOOK and carrying case that have been issued to each student at Quivira Heights High School and Wilson High School are the property of the Central Plains School District USD #112. This computer is on loan to the student and must be used in accordance with the following policies:

Laptop Computer Security Policy

- During the school day, students must have laptops with them. Laptops must never be left unattended. Faculty will pick up and give unattended laptops to the office.
- Laptops must be kept in the backpack or sleeve issued with the MACBOOK. They may not be kept in regular book bags or backpacks without being in their protective sleeves.
- Students are not to deface their MACBOOK or carrying case in any way, for example, with stickers, Whiteout, etc. If there are any questions, check with the administrators.
- Students are not to remove, deface, or alter the USD #112 identifying stickers, labels, or bar codes in any way, shape or form.

Central Plains School District USD #112's network facilities and/or laptops are to be used in a responsible, efficient, and ethical manner in accordance with the philosophy of USD #112. Students must acknowledge their understanding of this policy as well as the following guidelines. Failure to adhere to these standards may result in suspension or revocation of the offender's laptop and/or network privileges.

- The administration and /or their designee(s) have the right to inspect any computer, application, or peripheral device associated with any or all USD #112 computers. This includes, but is not limited to, e-mails, documents, pictures, or other components associated with all USD #112 computers.
- E-mail and all other forms of electronic communication are to be used in a responsible manner. Students may not use vulgar, derogatory, or obscene language. Students may not engage in personal attacks or harass others.
- It is recommended that if students register or sign up for anything via Internet or e-mail, that they don't use their assigned USD #112 e-mail address.

- Use of the computer (including “Instant Messaging” if and when allowed) for anything other than a teacher-directed or approved activity is prohibited during instructional time. Students found to engage in this behavior during class will be penalized.
- The Internet is to be used for research and as a means of obtaining academically relevant information. Material obtained through research on the Internet and then used in academic work is to be properly documented.
- Network students may not access websites, newsgroups, or chat areas that contain material that is obscene or that promotes illegal activity. If a student does accidentally access this type of information, he or she should immediately notify a teacher.
- Internet and computer games are prohibited during regular school hours.
- Installation of peer-to-peer file-sharing programs is strictly forbidden. (ex. Lime Wire). Using I-Tunes or similar programs to share music is also forbidden.
- Copyright laws must be respected. If you have any questions about what constitutes a copyright violation, please contact an administrator, media specialist, or language arts department person.
- If you have a specific need for additional software or you want to add personal software, you must fill out an application that can be picked up in the technology office.
- Computers may not be used to make sound recordings without the consent of all those who are being recorded. Sound must be turned off at all times, except when being used as a part of a class. Students may use their own headphones to listen to music, etc., if they have instructor permission.
- Students are encouraged to back up school-related files regularly to the USD #112 student server. This space is reserved solely for educational purposes. Any item that is not educationally related will be deleted from the server. If you have a question as to whether or not your information should be placed on USD #112 servers, please contact the technology director, or the high school administrators.
- Deliberate attempts to degrade the USD #112 network or to disrupt system performance will result in disciplinary action.
- School administrators reserve the right to remove student accounts on the network to prevent unauthorized activity.
- USD #112 reserves the right to define inappropriate use of technology.
- Students must be enrolled in a minimum of four (4) class periods at USD #112 High Schools in order to be eligible for the laptop program.

Laptop Rental Fee

- Before a student is issued a laptop, he/she must have paid the laptop rental fee (**\$40 at the time of this printing-this dollar amount may change**) and have signed the acceptable use policy.
- Each computer is covered by Applecare, which covers defects in materials and workmanship.
- The insurance will cover Theft, Accidental Damage, Fire, Power Surge, Vandalism, & Natural Disasters. (Earthquake & Flood Coverage are not available.) There is a deductible of \$100 per incident, which is the responsibility of the student/parent.
- In addition, lost power adapters and batteries are not covered and are the responsibility of the student/parent/guardian.

USD #112 CENTRAL PLAINS ACCEPTABLE USE POLICY

USD #112 offers a comprehensive system of technological equipment. Users may have access to internal and external resources in order to retrieve and process information designed to facilitate learning and enhance educational information exchange.

USD #112 assumes responsibility for the management of the structure, hardware, and software that allow users access to information technologies for educational purposes. District equipment includes (but is not limited to) computers, drives, printers, scanners, networks, video and audio recorders, cameras, photocopiers, telephones, modems, and other related technological resources. Software includes (but is not limited to) computer software, print and non-print resources. Networks include (but are not limited to) all voice, video and data systems, including the district's internal network and the Internet.

The purpose of these technology systems is to facilitate communications in support of education and research that is consistent with educational objectives and the outcomes for USD #112. The school district reserves the right to monitor all use of technology systems. The district may, at its discretion, review any and all technology systems accessed by users. Such monitoring may be conducted without notice. Acting as agent of USD #112, the administration will determine whether or not specific use of the technology system is appropriate and/or consistent with acceptable use. ***This decision is final.*** The use of district technology systems is a privilege and may be revoked at any time. USD #112 is not responsible for any actions taken by the users that do not support the purposes and outcomes of USD #112.

- Only USD #112 laptop computers and wireless peripherals are allowed in the building during the instructional day unless approved by school officials.
- Students may not deface, mark or damage any surface of the laptop or carrying case in any way.
- Do not leave the laptop unattended in hallways, classrooms, lunchrooms, unsecured lockers or other unsecured spaces. This practice should also be followed during activities outside of school time such as sports practices, rehearsals or events.
- Always close the laptop before transporting it in the district-approved carrying case.
- Protect the LCD screen from damage. Do not touch the screen, place any foreign objects on the keyboard or spray with glass cleaner. Use only a static-free soft cloth to clean the screen.
- Any malfunctions of the hardware or software should be reported to the school *immediately*.
- The laptop is owned by the school district and can be checked at any time or taken away for disciplinary reasons.
- The school's Internet connection should be used only for research or information-gathering directly related to academic assignments or extracurricular projects supervised by the district.
- Any form of rude, abusive, threatening or otherwise inappropriate language is not permitted.
- Obscene or vulgar images, sounds, music or other materials such as screensavers, backgrounds, or pictures are prohibited.
- Do not install additional software.
- Use the electrical adapter whenever possible to extend battery life. Students will be responsible for keeping laptops fully charged each day.
- Follow all classroom standards and rules for use of the laptop as established by teachers.
- File sharing must be approved and directed by the instructor.
- Do not reveal personal information online.
- No online chatting at school or downloading of chat software unless required by a specific assignment and under a teacher's supervision.
- Laptops may not be used to play music from either audio CDs or online music sources during the school day unless approved by a teacher and under a teacher's supervision.
- Personal e-mail is not allowed during class time except as a classroom assignment.
- No music or video files may be downloaded and stored on the hard drive.
- Backup of document files is the responsibility of the student.
- Never give your password to anyone.

