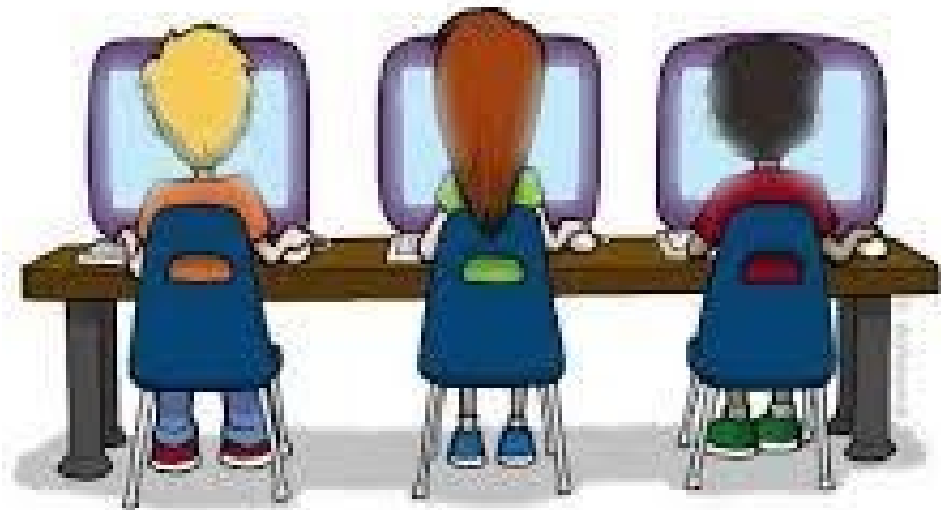


# MIDDLE/HIGH SCHOOL STUDENT HANDBOOK



**ELL-SALINE USD 307  
2019 - 2020**

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## Principal's Welcome

The USD 307 Superintendent and Board of Education have provided for the students that attend EII-Saline Schools a very challenging and exciting educational opportunity. We offer a variety of curriculum and extra-curricular opportunities, as well as clubs, organizations and social experiences. All of these opportunities are designed to help our students prepare themselves to be successful in their future endeavors.

The Superintendent and Board of Education have designed, organized and written policies that will provide our students these opportunities in a safe, positive and organized manner. These policies and procedures are intended to guide our students and are not to be all-inclusive in every situation. In such situations, discretion by the building principal and school superintendent will be exercised. Please familiarize yourself with the policies and procedures of the building. Being unaware of policies and/or procedures will not be an acceptable reason for a violation.

If you have any comments or questions, please feel free to contact the teachers, counselor, building principal or superintendent. Thank you and have a great year.

## Doug Wilson

USD 307 7-12 Principal

## Introduction

The policies and procedures contained in this handbook are the results of a concerted effort on the part of the faculty, administration, and Student Council. Not all policies and procedures can be included in this handbook. Additional questions should be directed to the principal.

USD 307 EII-Saline Schools advises students, parents and patrons that all educational opportunities are offered without regard to disability Section 504/ADA. Applications for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with the EII-Saline School District are hereby notified that this district does not discriminate on the basis of race, color, national origin, sex, age, or handicap in admission or access to, or treatment of employment in its programs and activities. Any person having inquiries concerning the EII-Saline School District's compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact Mr. Brian Rowley, Superintendent of Schools, 412 E. Anderson, Brookville, KS 67425, 785-225-6813, who has been designated by the EII-Saline School District to coordinate the District's efforts to comply with the regulations implementing Title VI, Title IX, and Section 504.

# **School Culture and Safety Policies**

## **Behavior Expectations**

Students are expected to behave appropriately and respectfully on all school properties as well as all school activities. Each teacher will maintain classroom expectations and discipline procedures for their classroom with parental/guardian support. The building administrator will intervene whenever behaviors exceed the teacher's discipline policies and parental/guardian support. The following list is a comprehensive but not complete list of student expectations:

- Respect and obey all rules, procedures, and policies.
- Be conscientious of attendance and tardy policies.
- Be conscientious of language and obscene gestures.
- Demonstrate respect toward faculty, staff, and students.
- Comply with reasonable requests by all faculty and staff.
- Demonstrate respect for school property and facilities.
- Comply with all drug, alcohol, and tobacco policies.
- Adhere to a hands-off policy for romantic and affectionate relationships.
- Teacher discretion is practiced for hall passes, assignment completion and due dates, class preparation, classroom engagement, and individual tolerance for student behaviors.
- Behaviors that exceed the behavior expectations will be disciplined according to student handbook policies.

In the majority of situations, appropriate communication between home and school will resolve a high percentage of misunderstandings.

## **Guidance and Counseling**

The guidance counselor is here to help you with any of your concerns or problems. If you find your school work too hard, your grades are too low, or you want to just talk about your educational goals, or for any personal problem (home or school), make an appointment to visit with the counselor.

Parents are urged to call the counselor for any guidance or counseling concerns.

## **Complaints about Discrimination or Discriminatory Harassment**

Complaints of discrimination or discriminatory harassment by an employee should be addressed to the employee's supervisor, the building principal, or the compliance coordinator. Complaints by a student should be addressed to the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of discrimination or 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 compliance coordinator. Complaints by any other person alleging discrimination should be addressed to the building administrator or the compliance coordinator. Complaints about discrimination, including complaints of harassment, will be resolved through the following complaint procedure: The building principal shall attempt to resolve complaints of discrimination or harassment in an informal manner at the building level. Any school employee who receives a complaint of discrimination harassment from a student, another employee or any other individual shall inform the individual of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. The building principal shall discuss

the complaint with the individual to determine if it can be resolved. If the matter is resolved to the satisfaction of the individual, the building principal shall document the nature of the complaint and the proposed resolution and forward this record to the district compliance coordinator. Within 20 days after the complaint is resolved in this manner, the principal shall contact the complainant to determine if the resolution of the matter remains acceptable. If the matter is not resolved to the satisfaction of the individual in the meeting with the principal, or if the individual does not believe the resolution remains acceptable, the individual may initiate a formal complaint.

If discrimination or harassment has occurred, the district will take prompt, remedial action to prevent its reoccurrence. The district prohibits retaliation or discrimination against any person for opposing discrimination, including harassment; for participating in the complaint process; or making a complaint, testifying, assisting, or participating in any investigation, proceeding, or hearing.

## **Sexual Harassment**

The primary goal of American public education is to prepare its young citizens for the full exercise of citizenship rights and responsibilities. If students are to develop the attitudes and behavior identified with effective citizenship, the school itself by precept and example should create a democratic atmosphere gradually expanding the opportunities for student participation in school decision-making as students demonstrate their capacity for accepting greater responsibility. It shall be the policy of the board to foster and encourage the development of procedures through which students may be effectively involved in establishing goals and objectives for their lives, insofar as these goals may properly be developed in the school setting.

In order for this to be possible, schools must operate in a fashion that allows all students and employees to function free from discrimination. Court decisions have clarified what sexual harassment is and the problems that it creates in the workplace and school. The board recognizes that sexual harassment of students or employees creates a stressful situation that makes working or learning extremely difficult.

The board prohibits any and all forms of sexual harassment against any student or employee. Sexual harassment is defined as follows:

Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature are sexual harassment when:

- A. submission to such conduct is made implicitly or explicitly a term or condition of employment;
- B. submission to or rejection of such conduct is used as a basis for employment decisions; or
- C. the conduct has the purpose or effect of unreasonably interfering with work performance or creating an intimidating, hostile, or offensive work environment.

Should a person wish to file a sexual harassment complaint against an individual or group, that person would need to notify the building principal or superintendent in writing of the charges. All charges will be investigated and handled as discretely as possible. A written report will be prepared for the offended party. No retaliatory measures will be permitted nor tolerated against the person filing the complaint. Persons found to be in violation of the policy will have disciplinary measures applied, which may include suspension or dismissal from employment with the district.

## **Fire, Tornado, and Lockdown Drills**

Fire and tornado drills will be conducted periodically as specified by Kansas law. Students should check the drill plan in each room to see where they are to go during drills.

Lockdown drills will be conducted periodically. Students should abide by the building guidelines for all lockdown drills.

## **Medicines**

Students are to keep all medicines, both prescription and non-prescription, in the office. This medicine will be dispensed to the student only if we have a written statement on file from the parent for non-prescriptions and from doctor or pharmacist for prescription medicine. Note: The office will not keep on hand ibuprofen/acetaminophen/aspirin products for student use.

## **Illness**

When students are ill, parents should keep them home, school is not a medical facility. Before returning to school, students should remain fever free without the aid of fever reducing medication for a suggested 24 hours. On return to school after an illness, students should be well enough to participate in normal activities unless parents provide written reasons why they should be excused.

Students should not attend school if:

- A student is running a fever of 100 degrees or higher.
- A student is vomiting.
- A student is having diarrhea.
- A student is unable to participate in regular classroom activities.

It is important that parents keep emergency phone numbers updated.

## **Kansas Law Regarding Drugs/Firearms**

Kansas law has recently been strengthened in an effort to protect our children. Kansas statutes dealing with drug trafficking, K.S.A. 65-4127b, have been amended to make it a class B felony with a penalty up to life imprisonment for trafficking offenses by persons 18 years of age and older and on or within 1,000 feet of any school property utilized for instructions, attendance or extracurricular activities of students enrolled in kindergarten through grade 12.

Further, the unlawful possession of a firearm statute, K.S.A. 21-4204, has been amended to make it a criminal violation to possess a firearm in or on any school property or grounds used by either public or non-public schools for student instruction or attendance, grades kindergarten through 12, unless the possession falls within certain designated exceptions, e.g. law enforcement officers.

## **Federal Law Regarding Drugs/Firearms**

Federal laws have also been passed providing for gun-free school zones. This law makes it unlawful for anyone to possess a firearm at a place they know or have reasonable cause to believe is a school zone. A school zone includes those areas in or on the grounds of a public, parochial or private school, or within 1,000 feet of such schools.

The statute, 18 USC Section 922, also prohibits anyone from knowingly or with reckless disregard for the safety of others to discharge or attempt to discharge firearms in a school zone. Each of these provisions contain exceptions, e.g. law enforcement officers.

If you have questions or need further clarification on either the laws or the signs, please contact the Anti-Crime Unit of the KBI.

## **Drug Free Schools and Communities Act**

The unlawful possession, use, or distribution of illicit drugs and alcohol by students or school employees on school premises or as a part of any school activity is prohibited. This policy is required by the 1989 amendments to the Drug Free School and Communities Act, P.L. 102-226. This policy, and any curriculum used in conjunction within, shall be evaluated at least every other year using criteria developed by the superintendent and approved by the board.

All the district's students shall be made aware of the legal, social, and health consequences of drug and alcohol use. Students shall be instructed on effective techniques for resisting peer pressure to use illicit drugs or alcohol. Students shall also be informed that the use of illicit drugs and the unlawful possession and use of alcohol are both wrong and harmful.

The USD 307 Board of Education has adopted a comprehensive drug and alcohol abuse and prevention program as part of the district's curriculum. The curriculum is age-appropriate and developmentally based to reach students at all ages and levels of education within the district.

## **USD 307 Weapons Policy**

A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon on the school grounds or off the school grounds at a school activity, function or event.

This policy shall include any weapon, any item being used as a weapon or destructive device, or a facsimile of a weapon. Pocket knives included if using as a weapon.

Possession of a firearm shall result in expulsion from school for a period of one-year (186 school days), except that the superintendent may recommend that this expulsion requirement be modified on a case-by-case basis.

As used in the policy, the term "firearm" means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, or any firearm muffler or silencer, or any destructive device.

As used in this policy, term "destructive device" means any explosive, incendiary, or poison gas; bomb; grenade; rocket having a propellant charge of more than four ounces; missile having an explosive or incendiary charge of more than one-quarter ounce; mine; or other device similar to any of these devices.

## **Drug Testing Policy**

The U.S.D. 307 Ell-Saline Board of Education, in an effort to protect the health and safety of its students involved in school and activities from illegal drugs and/or alcohol, adopts this policy for drug testing of students.

The following is a condensed version of the policy. A complete copy is available on the school website, in the office, and during enrollment.

### Informed Consent for Testing:

At the beginning of each school year, students and parent/guardian/custodian will complete and sign the U.S.D. 307 consent for testing. No student may participate in or attend U.S.D. 307 activities, events, practice, or competitions until this form is signed and on file in the school office.

### Saliva Drug Testing Frequency

At the beginning of each school year, all students wishing to participate in or attend school events may be subject to saliva testing for illicit or banned substances. Up to 30% of students may be randomly tested anytime during the school year. Any student who refuses to submit to the saliva drug testing program will not be allowed to practice, participate, or attend U.S.D. 307 events.

### Sample Collection

Any eligible student selected randomly for saliva testing who is not in school on the day of testing will be tested at the next available testing time. Likewise, any student unable to produce an adequate specimen of saliva during the collection period will be subject to retesting at the next selected testing date. Students not able to provide an adequate saliva specimen at the next testing time will be viewed as refusing to test and subject to this policy's actions in that regard. Arrangements may be made for special collections at a collection site with prior approval of the principal or designee.

### Confidentiality of Results

All test results are considered confidential information and will be handled accordingly. The testing results will not be included in the student's school records.

### Random Selection of Students

Once provided a list of eligible students, the testing provider, by use of a computer random generator program, will select the required number of students for testing. The selected student's names will be given to the principal or designee who will arrange for these students to report to the collection area. The day and time of testing will be random as determined by the testing provider.

### Illegal substances

Meaning alcohol, and any drug deemed illegal to sell, possess, use, distribute, or purchase by either federal or Kansas law. The term illegal substance shall also include but not be limited to all scheduled drugs as defined by Kansas Law, all prescription drugs obtained without proper authorization and all prescription drugs or over the counter drugs being used for an abusive purpose. This included all tobacco products and electronic nicotine devices.

### Positive Test Results

For all positive results, the school administrator will determine the appropriateness of the events/activities the student will miss based on their past participation and/or prior commitment to the events/activities. For consequences of positive tests, *please refer to the appendix*.

## **Attendance Policies**

### **Arrival & Dismissal Times**

Students may enter the building at 8:00 a.m. Students entering the building before 8:00 a.m. may enter through the front doors and check into the office. Buses begin unloading at 8:00 a.m. Students report

to the commons area and are released to 1st hour at 8:07 a.m. School begins at 8:15 a.m. Students who are tardy to first hour should report to the office. The building closes at 4:00 p.m. unless students have made arrangements with a teacher or those students that are participating in a season practice. Other arrangements may also be made through the office.

## **Visitor's Policy**

All visitors must enter the front door of the building and report to the office. If a student wishes to bring a visitor, arrangements must be pre-arranged with the building administrator. Visiting students must abide by the following guidelines:

- Approximate age of the host.
- Two hour visitation limit.
- Arrangements for lunch must be made.
- Observe rules and regulations of the building.
- Any violation of the rules will lead to immediate removal from the building and potential denial of future building access.
- Students must pre-arrange visitation with classroom teachers.
- Visitors will not have access to school transportation.
- Visitors from area schools will not be given permission to visit when their school is not in session.

## **Attendance**

The success of our students begins with attendance and punctuality.

Due to safety concerns, all parents/guardians of absent students will receive a phone call in the morning of their student's absence by the building secretary to verify the student's absence. A parental contact will prevent this call and is appreciated.

Students are granted 5 discretionary days per semester. Students who are absent for the following reasons should consider providing documentation as these are exempt from the discretionary days if proper documentation is provided upon the student's return.

- Illness
- Professional appointments
- Religious observance
- Serious illness/injury or death of a family member
- Family emergency

School-sponsored activities are exempt from the discretionary days as well. The number of days of a lengthy pre-arranged absence isn't always equal to the number of allowable discretionary days. Pre-arranged absences must be approved by the building administrator.

When students have concurrent absences they have the following number of days to complete their assignments.

- Day 1 absence            2 Days make-up
- Day 2 absence            4 Days make-up
- Day 3+ absence          5 Days make-up

Long term assignments (five days or longer) are due upon the due date or student's return. Assignments assigned before the absence are due on the due date or upon the student's return.

Pre-arranged absences are required to submit work upon the student's return.

Absences that do not fall under the above criteria will be considered unexcused, and the student will receive no credit for due assignments or assigned assignments.

Students must attend school for a half day to be eligible to participate in that day's co-curricular/extra-curricular activities including practices, with the exception of doctor's appointments and funerals. The principal reserves the right to rule on extenuating circumstances.

## **Tardies**

If a student is late for school, they must report to the office. Classroom tardies are up to the discretion of the teachers. All students are allowed one unexcused office tardy per nine weeks. All unexcused tardies after the first will result in a detention. Three unexcused tardies in nine weeks will count as an unexcused absence. All tardies excused or unexcused are up to the discretion of the principal.

## **Leaving School**

Students or parents/guardians must sign themselves or their student out in the office before leaving the building. All students must have proper communication from parents/guardians with the office before a student will be permitted to sign out. Notes, phone calls, and e-mails are greatly appreciated.

# **Academic Policies and Requirements**

## **Out of District Students**

Out of district students are accepted after their application is approved by the building principal. Out of district students must meet and maintain the following criteria:

- exemplary discipline record
- student meets individual academic standards
- exemplary attendance
- maintains positive financial balances
- maintains appropriate levels of supervision

After September 20th, out-of-district enrollment must have board approval.

Out-of-district students will be evaluated each semester. Students must maintain the above criteria, or their re-admittance each semester will be in jeopardy. Students that are in jeopardy of losing attendance privileges will be placed on probation for one semester, building principal will meet in person with parent or guardian on two separate occasions before attendance privileges are revoked.

The building principal under the guidance of the district superintendent reserves the right to revoke any out-of-district student's admittance in our school district.

## **Student Withdrawal from School**

In order for all necessary records to be completed, parents/guardians should notify the building administrator with their intention to withdraw their student. At least two day notification is appropriate

leaving adequate time for materials to be turned in as well as all bills to be paid. Other schools cannot receive records until withdrawal is final.

## **USD 307 Grading Scale**

The Ell-Saline Board of Education has adopted a standardized grading scale for all schools in the district. Grades will be determined according to the following scale:

90 -100 = A  
80 – 89 = B  
70 – 79 = C  
60 – 69 = D  
0 – 59 = F

## **Semester Finals**

Students in grades 7-12 will be required to complete finals and or projects in each of their semester classes. Finals and or projects are up to the discretion of the classroom teacher. Semester finals are worth 10% of the semester grade. Failure to complete a semester final will result in a "0" on the final. All finals and or projects will be scheduled at the end each semester.

## **Honor Roll and Classification**

Ell-Saline Middle/High School recognizes two classifications of Honor Roll, "B" Honor Roll and "A" Honor Roll. The following criteria is used to classify Honor Roll:

- "B" Honor Roll-3.0-3.49 semester grade point average
- "A" Honor Roll-3.50-4.0 semester grade point average

Students having a "D" or "F" in any class for the semester forfeit their right to be on the Honor Roll regardless of their grade point average.

## **National Honor Society**

To be admitted into the National Honor Society Chapter at Ell-Saline High School students must achieve and maintain the following:

- A. To be considered for membership:
  - a. Complete 3 semesters at Ell-Saline High School.
  - b. Have and maintain a cumulative 3.7 grade point average.
  - c. Complete a portfolio and all application requirements set forth by the NHS sponsor.
- B. To obtain membership:
  - a. All NHS candidates will be evaluated by a teacher committee and building principal.
  - b. All candidates must receive a majority of yes votes from the teacher committee.
  - c. Attend the spring semester induction ceremony or make prior arrangements with the sponsor.
- C. To maintain membership:
  - a. All NHS members must maintain a 3.7 cumulative grade point average throughout their high school career. If they fall below it, the student will have one semester to bring their cumulative grade point average back up to 3.7 or higher. If they do not, they will be

- removed from the membership roster and must go back through the application process to become a member of the Ell-Saline National Honor Society Chapter.
- b. If a student commits an act that the sponsor or building principal deems to be out of character of being a member of the Ell-Saline National Honor Society Organization, they may be removed from the membership roster.
- D. Service Hours Requirement:
- a. All NHS members must complete 10 service hours to be eligible for membership. Those hours must be completed upon the start of the application process.
  - b. Service hours will be kept on a designated time sheet created by the NHS Sponsor. Service hours not recorded on the designated time sheet will not be accepted.

## **Grade Cards**

Grade cards are sent home or distributed at parent/teacher conferences at the end of every quarter. Parents are also encouraged to keep track of their students' progress in PowerSchool. Students will not receive a final grade card until they have completed their year end check-out. The following criteria must be met for final check-out:

- all school issued material returned
- all balances and fees paid
- all teachers have signed student out
- office has signed student out

## **Incompletes**

Incompletes not made up within five school days of day one of the next nine-weeks will receive "zeros" unless arrangements have been made with the building administrator. It is the student's and parent's/guardian's responsibility to communicate appropriately with the teachers and building administrator if an incomplete is necessary. The request for an incomplete must be prearranged and approved by the building administrator.

## **Full Course Schedule Required**

Students must be enrolled and maintain full time status to be eligible for participation in any co-curricular/extracurricular activities. Exceptions must be approved by the building administrator.

## **Student Classification**

The following applies for student classification:

- Sophomores 5 credit hours
- Juniors 10 credit hours
- Seniors 17 credit hours

## **Plagiarism and Academic Dishonesty**

Academic dishonesty is not acceptable. Cheating, defined as copying another student's work and claiming it is your own, and plagiarism, defined as intentionally or unintentionally using others words or ideas as one's own without crediting the source, are both prohibited practices. Materials taken from electronic sources are covered by this policy. A student who engages in any form of academic dishonesty will be subject to the loss of credit for the work in question, as well as other disciplinary measures as outlined in the appendix to be administered as the principal's discretion.

## **Course Changes**

After the final enrollment for the school semester, schedule changes will be considered only under the following conditions:

- The request has been made by the principal or a teacher to meet the special needs of the students, school or staff.
- The request has been made by the student and parent on or before the 5th day of the semester.
- To initiate changes, the student must complete the necessary Class Change Form. This form is available from the school counselor.
- Students who have failed a class will be allowed to attempt the class at The Learning Center, other institution, or an approved credit recovery course.

Additional as well as all course changes are up to the discretion of the building principal.

## **Attendance of Off-Campus Classes**

In order for a student to be granted permission to take vocational or college classes off campus during regular school hours, the student must be on schedule to graduate with the rest of his/her class. All required classes should have a passing grade.

If a student fails a required class while attending off campus classes, he/she will lose the privilege of leaving campus during regular school hours to take classes.

Students dropping Vo-Tech courses are responsible for the tuition costs of classes dropped.

## **Salina Area Technical College**

Juniors and seniors may attend classes at Salina Tech during the periods of the day according to the Salina Tech class schedule. Students will receive 3 credits per semester.

Programs available to high school students are available from the counselor upon request. All programs require two years to complete. Students interested in technical education classes must make prior arrangements with the school counselor and must fill out an application to Salina Tech and must pay the registration fees. Class sizes are limited; therefore, students should apply in January of their sophomore year.

## College Courses

Students may take classes at KSU-Salina or at Kansas Wesleyan University (classes other than those offered at Ell-Saline High) as classes work into schedules. Students and parents are responsible for enrolling the students and providing proof to the counselor that the student is enrolled. Arrangements will then be made through the principal's office for the student's daily arrival and departure times so that all parties are aware of the whereabouts of the student during the school day. On-line courses are available for students. Arrangements will be made through the principal.

## Internships

Seniors may do an internship for two class periods a day in a career field that interests them. This should be a non-paying arrangement. Students interested in an internship should contact the counselor as early as possible in the junior year so that paperwork can be filed and arrangements made through the school to careers consortium at the Smoky Hill Education Service Center. All internships should be finalized by early April of the junior year or November of the senior year.

## Dual Credit Classes

Students enrolling in Vo-Tech will receive dual credit. Students enrolling in the college classes at Ell-Saline High School will be issued dual credit and the hours will be counted toward graduation requirements. College classes, or college on-line classes, taken during the summer or on a college campus during the regular school year will not be counted toward Ell-Saline graduation requirements. Exceptions will be evaluated on an individual basis if this situation interferes with an internship possibility or if a student has taken all available classes in a given academic area. All grades received in Vo-Tech and college courses taken for dual credit will also be included in a student "cumulative grade point average".

## Graduation Requirements

To be eligible for graduation from Ell-Saline High School, students must pass a minimum of 24 semester credits. Below are the specific graduation requirements.

Language Arts.....	4
English I	
English II	
English III	
English IV OR English Comp I and II	
Mathematics.....	3
Foundations of Algebra or Algebra I	
Geometry	
Algebra II	
Science.....	3
Earth/Space Science	
Biology	

Chemistry or Approved Science Class	
Social Studies.....	3
World History	
American History	
American Government	
Fine Arts (select from below).....	1
Art: two semesters	
Band: two semesters	
Choir: two semesters	
Foreign Language: two semesters	
Physical Education & Health.....	1
Business/Technology.....	1
All students will take: Computer Applications as freshman and personal finance as a junior or seniors satisfying their business technology credit.	
<i>**If a student takes MS Computer Applications from another school they must receive .5 credits from an additional business class in high school.</i>	
Electives from all areas	8.0

#### **Total Semesters of Credits Required 24**

Two semesters are equal to successful completion in a one-year class.  
One semester is equal to successful completion in a one-semester class.

Students who choose to take a High School class as a Middle School student do so with the understanding that it will become a part of their High School Transcript and Cumulative High School G.P.A.

### **Foreign Exchange Students**

Any foreign exchange student who attends Ell-Saline High School for a year will receive a certificate of attendance in place of a certificate of graduation. The Ell-Saline School District is not able to honor requests from foreign exchange students to translate grades from their home school to American grades.

### **Graduation Exercises**

Students who have completed the requirements for graduation may be allowed to participate in graduation exercises unless participation is denied for appropriate reasons. Graduation exercises shall be under the control and direction of the building principal.

### **Selection Procedures for Valedictorian/Salutatorian**

The Valedictorian/Salutatorian award shall go to the students with the highest cumulative GPA (based on a 4.0 scale) respectively, and who have met the following criteria:

1. Meet the Kansas Regents recommended curriculum as certified by the High School Counselor.
2. If two or more students tie for Valedictorian based on the GPA criteria, the highest ACT score will break the tie.
3. The Salutatorian will be the second highest ACT score.
4. If two or more students remain tied after the ACT score, there will be co-Valedictorians and no Salutatorian.
5. Final class ranking calculations will be completed on the seniors final day.

6. Students will be eligible for these awards only if they have completed two (2) full years as students at Ell-Saline High School.

## **Qualified Admissions**

Any student enrolling as a freshman must meet one of the following criteria to be admitted to any one of the six Kansas Regents universities:

- an ACT composite score of at least 21
- rank in the top third of their high school graduating class
- a grade point average of at least a 2.0 on a 4.0 scale in the pre-college curriculum as outlined by the Kansas Board of Regents.
- The pre-college curriculum includes the following requirements:
  - 8 semesters of English (2 semesters of English must be taken each year)
  - 6 semesters of natural science from physical science, biology, chemistry, or physics. At least 2 semesters must be in chemistry or physics.
  - 6 semesters of math: Algebra I, Algebra II, and Geometry.
  - 6 semesters of social sciences: 2 semesters of U.S. History, 2 semesters of U.S. government, one semester of civics, and one semester of geography.
  - 2 semesters of CIS

## **Regents Recommended Curriculum**

The Kansas State Scholarship program is a need-based financial aid award for students who are designated as State Scholars during their high school senior year. Students become State Scholars if they take the ACT Assessment by December of their senior year and if they complete the Regents Recommended Curriculum. This curriculum includes the following courses:

- |                             |                                     |
|-----------------------------|-------------------------------------|
| • 4 years of English        | • Biology                           |
| • Algebra I                 | • Chemistry                         |
| • Algebra II                | • Physics                           |
| • Geometry                  | • one year of computer applications |
| • Trigonometry/Pre-Calculus | • 2 years of Foreign Language.      |
| • 3 years of Social Science |                                     |

The Ethnic Minority Scholarship program is a need-based financial aid award for students who are identified as members of any of the following ethnic/racial groups: American Indian or Alaskan Native, Asian or Pacific Islander, black, or Hispanic. Students must have an ACT score of 21, a cumulative g.p.a. of 3.0, rank in the top third of their graduating class, and complete the Regents Recommended Curriculum as listed above.

The Kansas Teacher Scholarship program is for those students who plan to teach in Kansas and to teach in a specific curriculum area in which there is a shortage of teachers. Minimum criteria include completion of the Regents Recommended Curriculum as listed above, ACT scores, high school grade point average and high school class rank.

## **NCAA Division I and Division II Freshman Eligibility Requirements**

In Kansas, Division I schools include Kansas State University, University of Kansas, and Wichita State University. Division II schools include Emporia State University, Ft. Hays State University, Pittsburg State University, and Washburn University.

To play sports as a freshman in NCAA Divisions I and II, you must meet specific standards. You must graduate from high school and make at least a 2.0 G.P.A. in 13 core academic courses. You must also earn a sum of scores of at least 68 on the ACT or a combined score of at least 820 on the SAT.

<b>Core Units for NCAA Certification</b>	<b>Division I</b>	<b>Division II</b>
English Core	4 Years	3 Years
Math Core	2 Years	2 Years
Natural/Physical Science	2 Years	2 Years
Social Science Core	2 Years	2 Years
From:		
English, Math, or Natural Science	1 Year	1 Year
Additional Core:		
English, Math, Science, Social Science, Foreign Language, Computer Science	1 Year	1 Year
<b>TOTAL CORE UNITS REQUIRED</b>	<b>12</b>	<b>13</b>

Students wanting to participate in Division I or II sports in college must register with the NCAA's Initial Eligibility Clearinghouse. Registration forms can be picked up from the guidance counselor's office. Student athletes should start the certification process when they are juniors.

**Some on-line classes including edgenuity do not meet the requirements of the NCAA.**

## Extra & Co-Curricular Activities Policies

Extra/co-curricular activities are an important part in a complete middle and senior high school program as the Kansas State High School Activities Association suggests in its mission statement.

It is important to remember that our student-athletes are students first and athletes second. The loss of class time to participate in athletics/activities can have a negative impact on a student-athlete's academic progress. Therefore, student-athletes can participate in no more than two (2) days of competition in the same sport/activity which requires a loss of school time in any given week.

Our purpose is to help the total development of our students, helping them to find themselves in relation to the world around them. We feel that extra classes and special activities can help a student reach the goal of the total student. Activities promote a student's identification with his/her school and help provide pride toward it.

It is the responsibility of the sponsors, coaches, and administrators of Ell-Saline Middle and Senior High School to promote the belief that activities do teach such virtues as self-discipline respect for authority, discipline, dedication, competitive spirit, good sportsmanship, compassion, cooperation, appropriate behavior under pressure, and striving to be healthy in mind, body and spirit.

### Playing Philosophy

All students should be accorded the opportunity to try out and participate for athletic teams. As a result "cutting" players from squads at either the high school or middle school level will not take place.

At the high school level of competition, it is expected that the dominant philosophy will be one of playing to win. Good sportsmanship and healthy competition is encouraged, and it is expected that the coach will use his/her judgment to play those players he/she feels will help the team be successful in competition.

At the middle school level, it is expected that the philosophy will be one of playing to win using as many players as possible. If large numbers of participants are present, some students may not dress out for every contest. Even when a student dresses out, that student will not have an inherent right to participate in the contest. While it is recognized that support of many team members is necessary for the overall success of the team, it will be left up to the coach to determine who will play and how much time different players receive on the field/court at each contest.

“B” contests will be scheduled to let those players of lesser levels of skill have an opportunity to gain experience.

## **Activities & Practices in Inclement Weather**

Ell-Saline Schools does not permit activities or activity practices to be held on days when school is dismissed due to inclement weather conditions.

## **Hazing**

Hazing is defined as “any action taken or any situation created intentionally that causes embarrassment, harassment or ridicule and risks emotional and/or physical harm to members of a group or team, whether new or not, regardless of the person’s willingness to participate.”<sup>1</sup>

***Promoting or permitting hazing is a class B nonperson misdemeanor. This section shall be part of and supplemental to the Kansas criminal code.***

## **Athletic Participation & Physical Form/Examination**

Students are not eligible to represent the school in interscholastic athletics and cheerleading until there is on file with the principal a signed physical form by a practicing physician certifying the student has passed an adequate physical examination and is physically fit to participate in interscholastic activities or cheerleading. This form shall also be signed by the student and by the parent or legal guardian, stating the student has permission to participate.

Forms to be signed by the physician, parents, and students, may be picked up at the high school office. In case a student has neither a parent or guardian, the signature of the principal or superintendent shall be required.

## **Parent Meetings**

Parent meetings will be held for each team sport. Parents/students are required to sign off on discussion items. Hopefully, these meetings will answer any questions before the season starts. Students will not be allowed to practice until they and their parents have signed off on this form.

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<sup>1</sup> Definition obtained from [www.hazingprevention.org](http://www.hazingprevention.org).

## **Complaint/24 Hour Rule**

Parents and patrons who have complaints about coaches and/or their coaching strategies shall not confront coaches before, during, or after games, but will make an appointment to discuss their concerns with the coach and the building principal.

## **Student Roles in Athletics**

### Athletes

1. All students, grades 7-12, are encouraged to participate in the various sports programs.
2. All extra-curricular activities (both athletic and non-athletic) are regulated by KSHSAA and local district guidelines.

### Managers/Statisticians

1. Students interested in being a manager for a particular sport are to contact the head coach of that sport. The coach will select a maximum of two managers for each sport and assign the various duties.
2. Managers are required to abide by the same rules and regulations as the athletes including all practices and travel with the team.
3. Students interested in serving as team statistician should contact the head coach of the particular sport. Students applying for this position must be willing to devote a considerable amount of time, perhaps including weekends, in assisting coaches compiling accurate statistical information about athletic contests.
4. Coaches will assign duties to the statisticians and determine whether to require the statistician to attend daily practices.
5. Statisticians are required to travel with the teams and to be at all games and are responsible for accurate statistics recording.
6. The team statistician is held accountable to the same eligibility guidelines as the athlete.

## **Athlete Responsibilities**

1. Before being allowed to participate, each athlete must furnish the head coach with the required insurance waiver and completed physical form. This is to be completed BEFORE the first practice.
2. To be eligible to participate, a student currently enrolled must be a member of the team within a week of the first practice.
3. A thirty-five dollar (\$35.00) participation fee is required for each athletic season. This fee is due before the first contest. If the student athlete drops the sport before the first contest/game the fee will be returned. After the first contest/game the fee will not be returned.
4. High school athletes can only participate in one sport per season.
5. Each athlete is responsible to attend practices. If an athlete has been in school on a scheduled practice day, permission to be excused from practice must be approved by the head coach. Athletes who are consistently tardy to practice may be removed from the squad.
6. Profanity, insubordination, and lack of composure by athletes at any time or in any situation will not be tolerated.
7. Head coaches will determine individual sport training rules and will determine athlete dress code on game days.

## **Equipment & Locker Room Care**

For safety and health reasons these rules shall apply to all equipment, lockers, and locker rooms:

1. There will be no horseplay of any kind in the locker room areas.
2. The training area is off limits unless authorized by a coach. In case of injury, the coach must be notified.
3. Stealing may result in loss of eligibility.
4. The district provided uniforms are to be worn only at scheduled school activities. School property must not be used for personal use or for P.E. Students assume responsibility for all issued uniforms and equipment that are issued to them. Should a uniform be stolen or damaged, it is to be reported immediately to the coach in charge. The student will be responsible for the replacement cost of any missing or damaged uniform or for equipment issued. Students failing to return equipment or uniforms will not be issued additional equipment until the cost of the missing equipment or uniform is paid to the district. Uniforms cannot be purchased by students because of the difficulty in replacing them with exact duplicates.
5. Uniforms must be washed regularly. All dirty uniforms should be taken home and cleaned before use. Cleanliness is very important to one's health and continued participation. It is also a concern of other athletes who must share close quarters.
6. Athletes are to dress and leave school immediately after showering. Coaches are to be the last to leave the facilities.
7. Cooperation with the managers and custodians is essential. They have a tough and thankless job. All equipment must be picked up and locked in lockers. Athletes are asked to be diligent about keeping the locker room clean and uncluttered after practice and games and to extend the same courtesy when traveling to other schools.
8. Each athlete is responsible for assigned equipment and locker. Any damage to either must be reported to a coach immediately.
9. Only players, coaches, and managers are allowed in the locker room at any time unless there is an emergency. Any unauthorized person in the locker room is to be reported to the coach, athletic director, or principal.
10. Students not participating in a sport or weight program during the current season are to stay out of the locker rooms unless given permission by a coach or the principal.

## **Insurance**

Although the school will take precautions to prevent athletic injuries, there is a certain risk involved when one participates in athletic programs. Students and parents should be aware of that risk before a decision is made to participate. If a student chooses to participate in a program and is injured, the school will not assume responsibility for the injury nor for the student's decision to participate. The school district does not provide any type of medical insurance for its athletes (except catastrophic insurance required by the KSHSAA). Before being allowed to participate in competition, each athlete and parent will be required to sign a waiver absolving the school district of any medical bills that might occur due to sports injuries. These waivers will be kept on file and need to be updated yearly.

## **Athletic Policy**

1. Athletes are not to consume alcoholic beverages.
2. Athletes are to abstain from using tobacco products (including electronic cigarettes), illegal drugs or controlled substances, and illegal supplements.
3. Athletes out for a particular sport are to abide by all rules established by the coaches of that sport.
4. Any athlete may drop a sport if reasons are stated to the coach personally, if all equipment is returned, and if all financial responsibilities are cleared with the school as they pertain to that particular sport.

## Leaving and Arriving Home from Away Activities

For activities being held at schools to the east of Brookville, the team bus will stop at the Russel's Restaurant before and after the game (before arriving at Brookville). Students driving cars must follow the bus to Russel's Restaurant when they are leaving their cars at Russel's Restaurant. Coaches will try to estimate the approximate time of arrival so parents can be at Russel's Restaurant or Brookville to pick up their son or daughter.

For activities being held at schools to the west of Brookville, the bus will arrive and return at Brookville only.

Students are required to have a written note releasing them to their parents. If the parents write a note releasing the student to ride home with someone other than a family member, that person must be at least 21 years of age. The coaches will also have a form for the parents to sign if they do not have a note. This is very important, as the coaches do not want to leave any students if they are riding the bus.

## Eligibility Guidelines

Student participants in extracurricular activities are governed by two types of eligibility: academic and behavioral.

**To be eligible for participation or attendance at extra/co-curricular activities, a student must be passing in all classes.** Extra/co-curricular activities would include, but not be limited to, athletics, organizational contests, and other school sponsored activities such as dances. If participation in the activity is for a class grade, then the teacher would be required to give the student an alternative assignment in lieu of the activity, field trip, or event.

Students are governed by both the Kansas State High School Activities Association (KSHSAA) and USD 307 guidelines that require a student to have passed five (5) subjects of unit weight the previous semester to be eligible for the current semester.

Eligibility for students attending USD 307 is monitored weekly. Teachers are responsible for reporting any student who has a grade of "F" to the principal's office at the end of each school week. A student who has a grade of "F" (59% or below) in any subject is ineligible for the next week's activities (Monday-Sunday). Ineligible students will not miss school for field trips or other academic events or activities.

Students are also governed by KSHSAA behavioral guidelines which states: "A student who is under penalty of suspension or whose character or conduct brings discredit to the school or to the student, as determined by the principal, is not in good standing and is ineligible for a period of time as specified by the principal." Students placed in in-school or out-of-school suspension will be ineligible for a period of time established by the principal. Students on out-of-school suspension are not allowed to practice during the period of suspension.

## Awards

1. No awards other than certificates, medals, and letters of felt or chenille shall be presented to players participating in interscholastic athletics unless approved by the executive board of the KSHSAA.
2. All awards will be in accordance with the requirements set down by the coach of the sport in which the athlete participates.

The following applies to **high school only**:

1. Only letter winners are eligible to purchase the official letter jacket.
2. Possible qualifications for winning letters are as follows:
  - **Football:** Participate in sixteen varsity quarters.
  - **Volleyball:** Participate on an average of one game per match.
  - **Basketball:** Participate in 50% of all varsity quarters.
  - **Track:** Participate in five meets and accumulate ten points.
  - **Baseball:** Participate in 30 innings of varsity games.
  - **Softball:** Participate in 30 innings of varsity games.
  - Letters earned in other activities are up to the discretion of the sponsor/coach
3. First year varsity letter winners will receive the official school letter. This letter will be awarded at the end of the activity's season. A certificate of participation, a metal symbol, and a metal bar will also be received. Only a metal bar and a certificate will be given after the first year of lettering.
4. Any senior that completes four seasons in any sport will receive a chenille year letter.
5. Members of teams placing first in league, district, regional, sub state and first, second, or third in state competition will receive a chenille award. Individuals receiving all league recognition will be presented a chenille award.
6. Participants who qualify for earning letters will be honored at athletic awards night or team dinner.

## Travel, Meals, & Lodging

When students qualify to participate in a state-sponsored event and the activity requires expenditures for travel, meals, or lodging, the school district will pay for such costs for student participants and coaches.

## Senior Trip

The senior class sponsor(s) should, in preparation for the senior trip do the following:

1. Make sure that all bills are paid and that enough money is left in the fund to pay any unpaid bills (approximately \$500.00).
  - a. After all trip expenses have been paid, any remaining amount will be divided equally amongst the students and sponsors participating in the senior trip.
  - b. Money not used by the senior class will revert to the student activity fund.
2. Make sure all monies are deposited into the correct accounts.
3. Call the district's current insurance carrier in Salina, Kansas, three to four weeks before senior trip and arrange for coverage for students and sponsors who attend the trip.
4. Be sure that money is allotted for charter bus, lodging, and any and all extra-curricular activities that can be paid by the senior class treasury.
5. Make sure all seniors have paid their bills due the school and class before senior trip and/or senior high commencement.

6. If school transportation is to be used, the bus driver(s) will be considered sponsors.
  - a. If school transportation is used, a maximum of 500 miles will be allowed.
  - b. School bus driver(s) will be paid the allotted amount as a sponsor - \$200.00.
  - c. The senior class will be responsible for fuel and any additional USD 307 vehicles used.
7. If air travel is to be used, the Board of Education must make final decision and release statements from parents must be completely and correctly filled out.

#### Guidelines for Senior Trip

- The senior trip is open to all seniors that are in good financial standing with the class and are academically eligible to graduate.
- A pre-trip meeting will take place with ALL seniors attending senior trip, their parent(s), the high school principal, and ALL sponsors. This meeting will be announced well in advance and is mandatory. This following rule applies: "NO MEETING, NO TRIP." The trip itinerary will be discussed in detail as well as rules, expectations, and the consequences of any misbehavior or inappropriate behavior on the trip. During the meeting cell phone numbers will be written down and will be made available the night senior trip begins to all parents, seniors, sponsors, as well as other important phone numbers on the trip.
- Senior trip chaperones:
  1. 1 School Resource Officer
  2. Parent(s)/Patron(s) as necessary
  3. The district administration will approve all sponsors.
  4. Because of the time element at the end of the school year, elementary, middle and high school teachers are discouraged from sponsoring the senior trip.
- The senior trip will be scheduled prior to graduation in order to insure more control of senior behavior. The trip will begin no earlier than midnight on the first Friday in May and return no later than midnight the following Wednesday. Loading and unloading will take place at the Quality Inn (old Red Coach Inn) in Salina, Kansas.
- Before loading for the senior trip, the school principal, the class sponsor, and the SRO will be present to search all bags that will be taken on the trip. At that time if any drugs, alcohol, and/or any other illegal substances are found, the school senior trip policy will immediately be put into use.
- Luggage for the senior class is as follows: 1 suitcase, and 1 carry-on. Items like golf clubs, skis, fishing poles, etc. are acceptable, but arrangements must be made with the class sponsor and the bus service first before loading.
- Coolers that contain only items purchased with class funds by the sponsor and controlled by the sponsor will be allowed.
- Students' rooms will be checked periodically; and if necessary, because of behavior, students may be housed with chaperones.
- Students caught possessing, transferring, using, or distributing illegal drugs and/or alcoholic beverages while on senior trip will be reported to the appropriate law enforcement agency and then transported home at the parent's expense and arrangement.
- Students violating the guidelines on drug and alcohol while on senior trip will not participate in the graduation commencement exercise.
- Immediately prior to departure from the hotel, all rooms will be inspected by the chaperones and all keys given to the sponsors. Damage assessments, if applicable, will be given to the student(s) and restitution will be expected to be made before leaving for home.

## **Behavior Expectations and Policies**

### **School Discipline**

In the office of the principal, a discipline record will be kept for every student who is sent to the office for a discipline problem. A copy of this record will be sent to the parents notifying them of the nature of the

problem and the actions taken to correct it. (This record will not be included in the student's permanent record. All files will be destroyed when the student withdraws from school.) Whenever a student's record is on file he/she is considered on probation for at least one year. If a student is on probation and becomes a habitual offender of rules and regulations involving misconduct and interferes with the learning process, he/she will be suspended. (Severe infractions may bring about immediate suspension prior to probation.) If suspension occurs the parent or guardian will be notified immediately by phone and/or certified mail that the student was suspended and the reason for the suspension. If after suspension the situation is not corrected, the student will be subject to expulsion.

#### In-School Suspension (ISS)

Administration will not assume expected disciplinary duties of the classroom teachers. Behaviors that are not being modified by normal classroom disciplinary consequences can be referred to the administration for possible in-school suspension. Students in ISS are to be given all assignments and tests the same as an excused absence.

#### Out-of-School Suspension (OSS)

Out-of-school suspension will be used for only the most severe misbehavior. Administration will not reward misbehavior with a vacation from school. However, the administration reserves the right to give OSS if needed.

#### Detentions

Forty-five (45) minute detentions may be given by the classroom teacher for academic ineligibility or as a consequence for inappropriate behavior and/or non-compliance of classroom rules. In such cases, at least 24 hours notice will be given to a student in order that transportation can be arranged for by the student. Such preference will be stated in the class syllabus/guidelines. Students are expected to serve any assigned detention time with the staff member that assigns them detention time.

### **Student Appearance**

No personal appearance code of conduct can cover all situations. A student's appearance should not distract or interfere with the educational experience of other students, or constitute a threat to the safety or health of other students, faculty, and staff.

The following should be considered when attending school:

- Legging, tights, spandex, etc. shall be covered with a lengthy shirt reaching the top of the quadriceps and hamstrings.
- Sleeveless shirts for the males, and shirts with a wide and tight enough shoulder band to cover all undergarments (width of a credit card is a good rule).
- See through clothing must cover a shirt that meets the above criteria.
- Shorts and skirt length should be considered regularly. Shorts should meet knuckles and skirts the fingertips. If these are not met, student must wear spandex shorts underneath the garment.
- Items that promote promiscuity, drugs, alcohol, tobacco, gang violence, and obscenities.
- Bare shoulders, backs, and midriffs.
- Head coverings shall not be worn inside the building during school hours, 8:15-3:40.

Religious observances and medical circumstances can exempt students from certain dress code policies. Please inform the building administrator to avoid misunderstandings.

Many formal gowns do not meet the dress code expectations. Female students, as well as males and their female dates, should exercise good taste in selecting their formal gown. Gowns that are excessively revealing and inappropriate will jeopardize the student's entry into the formal occasion.

All dress code violations and criteria are up to the discretion of the building administrator.

## Student Use of Telephone

Students may ask to use the office phone between classes. Students are not to get out of class to use the phone.

## Cell Phone Usage Policy

Cell phones may be used before school, during lunch, after school, and during passing periods. During class, cell phone use is up to the discretion of the classroom teacher. Any student that is caught with their cell phone out at an inappropriate time will have their cell phone turned into the office to be picked up at the end of the day. Use of the cell phone in the hallways during class periods is prohibited. Multiple cell phone violations will result in a parental contact.

Picture and video use of the cell phone in the bathrooms and or locker rooms is strictly prohibited and does not follow the above guidelines. Penalty for such use is equal to the violation and can be extremely severe.

## Bullying

Bullying Definitions:

- Verbal Bullying – teasing, name calling, insulting, or other behavior that would hurt others' feelings or make them feel bad about themselves. This includes verbal, written, and cyberbullying.
- Exclusion – starting rumors, telling others not to be friends with someone, or other actions that would cause someone to be without friends.
- Physical Bullying – pushing, slapping, grabbing, flicking, poking, pinching, tripping, or other violations of personal space.
- Severe Bullying – punching, kicking, and similar behavior that could result in injury to others. Threat of serious violence.
- Harassment – racial, ethnic, or sexual name-calling or other severe harassment.

Bullying Prevention Plan Policies

- Rule 1: We will not bully others.
- Rule 2: We will try to help students who are bullied.
- Rule 3: We will try to include students who are left out.
- Rule 4: If we know that somebody is being bullied, we will tell an adult at school and an adult at home.

For behaviors and consequences, *please see the appendix.*

## Textbook Care

Care must be exercised in the use of textbooks. Students who choose to be careless or purposely damage school property will be subject to disciplinary action and will be expected to pay for all damages.

## Lockers

Lockers and combination locks are issued to students at the beginning of the year. Lockers should be kept locked at all times. Students are cautioned against sharing their combinations with other students. **The school will assume NO responsibility for items stolen from the locker.** Middle and Senior High students are expected to properly care for their property. Damages caused by misuse of tape, etc. will be charged to the students responsible for damage. Any locker malfunction should be reported to the office. Students are cautioned not to keep money or other valuables in their lockers. Such items may be turned in to the office for safekeeping. Lockers are school property, and as such, may be searched at any time the school feels there to be legitimate reason to do so.

## Passing Periods

There is a three-minute passing period between each class. Students should come to class prepared to be in the room for the entire period and should have adequate work to keep them busy should the teacher finish instruction early.

Hallway passes are up to the discretion of the classroom teacher. Students will not leave the school building for any reason unless permission is granted through the office. Students are not to go to their cars in the parking lot without permission from the office. Students must sign out in the office and then sign in upon their return to the office.

## Use of Parking Lots

Driving to school is a privilege and use of our parking lots requires safe and considerate drivers. Students are asked to park straight in rows not at angles. Exit lanes are to be left at the end of each row of cars. Reckless driving or misuse of facilities will carry consequences plus loss of driving privileges on school property.

Students who are injured and need to park in Handicapped Parking need a permit from the principal's office. Parking in these areas without a permit from the office will result in a call to the appropriate law enforcement agency. Your car may be towed and ticketed if these areas are misused.

## School Bus Code of Conduct

Students can and will be suspended from bus riding privileges at any time, depending on the severity of the misbehaviors. The length of the suspension can be up to one calendar year.

Electronic device use is up to the discretion of the bus driver. Loss/damage is the student's responsibility.

For behaviors and consequences, please *see the appendix*.

## Field Trip Participation

Field trips are defined as "Trips sponsored by school staff member(s) for purposes of extending the classroom learning experience."

Trips such as community functions, college visitations, paging, etc. are not considered field trips. Students wishing to participate in these trips will be permitted to use an excused absence if attendance guidelines have been met. (Each situation will be judged individually.)

Parental release for (or phone call) allowing the student to be absent from school for a field trip must be signed by the parent before the student is allowed to go on a field trip. Parental release forms are not necessary for co-curricular/extracurricular competitive events.

## **Cafeteria and Lunch**

USD 307 Ell-Saline Schools has a closed lunch policy. Students are asked to bring or eat the lunch provided by the school in the designated area provided. Soda and candy are discouraged. Parents may request that their son/daughter go home for lunch. In such cases, the parent must file a written confirmation with the office. Students will remain in the cafeteria until the lunch period is over unless given permission to leave by the supervisor.

Families will be unable to charge no more than 5 days of meals per student. After that limit has been reached the student will no longer be allowed to charge school meals until payment has been made to the family account.

## **Lost & Found**

There are several locations for lost and found items. If you are missing an item, please check one of those locations. If you find an item, please bring it to the office. The school discourages bringing large amounts of cash or valuables to school.

## **Library Policies**

The library is open from 8:10 a.m. until 3:40 p.m. on school days. Students may arrange with the librarian to access materials before or after school.

Food and drink are not allowed in the library. Personal electronic devices are not allowed in the library unless the classroom teacher is present.

Students must have a pass signed by a classroom teacher to use the library during the school day. Students may check out two books for two weeks at a time. A student may check out more items if they are needed for a classroom research assignment.

Students who lose or damage library materials will be expected to reimburse the library and may lose checkout privileges until these items are paid.

## **MS/HS Dance Rules**

The following rules apply to ***BOTH Middle School and High School***:

1. All those attending a dance will be admitted to the dance within ½ hour of the start time of the dance.
2. Once a student leaves the dance, they will not be re-admitted.
3. Appropriate school dress will be worn.
4. No group may sponsor an activity on deficit spending.
5. Dances must have at least two (2) chaperones.

6. If school is cancelled for any reason, all school-sponsored events/practices will be cancelled.
7. High school student dances are for high school students. Middle school dances are for middle school students.
8. Public display of affection is not acceptable at school or school activities.

The following rules apply to ***Middle School ONLY***:

1. Each dance involving any segment of the student body must be approved by and/or coordinated in advance by the administration.
2. No outside guests will be permitted.

The following rules apply to ***High School only***:

1. Each dance involving any segment of the student body must be approved by and/or coordinated in advance by the student council. The Student Council will obtain necessary administrative approval.
2. All guests must be signed in at least 2 days prior to the dance.
3. Anyone with an outside guest is responsible for that guest. This means if your guest violates school rules you will be disciplined the same as if you broke the rule for his or her conduct.
4. Prom guests must be signed in as per above.

## **Suspension and Expulsion Procedures**

A student may be suspended or expelled for reasons set forth in Kansas Law by the following certified personnel: Principal or Superintendent. Any student who is suspended or expelled shall receive a copy of the current suspension and expulsion law and this policy and rule. Any suspension or expulsion shall be according to the procedures as set forth in Kansas Law.

### Short-Term Suspension

Except in an emergency, a short-term suspension (not exceeding ten school days) must be preceded by oral or written notice of the charges to the student and an informal hearing. If a hearing is not held prior to the suspension, an informal hearing shall be provided no later than seventy-two (72) hours after imposition of a short-term suspension. Written notice of any short-term suspension, including the reason for the suspension, shall be given to the student and the student's parents or guardians within 24 hours after the suspension has been imposed.

At the formal hearing, the student shall be notified of the following:

- The right to be present at the hearing
- To be informed of the charges
- To be informed of the basis of the accusation
- To make statements in defense of or in mitigation of the charges or accusations.

When a suspension is imposed during the school day, the student shall not be removed from school until a parent has been notified. If a parent cannot be notified during regular school hours, the student shall remain at school until the regular dismissal time.

The principal may establish appropriate requirements relating to the students' future behavior at school and may place the student on probation.

### Long-Term Suspension or Expulsion

Before a student is subject to long-term suspension (not to exceed 90 school days) or expulsion (not to exceed 186 school days), a hearing shall be conducted by a hearing officer who has authority to suspend or expel. The principal shall designate a hearing office from a list approved by the Board. The person conducting the hearing shall explain that the purpose of the administrative hearing is to review the charges and incidents upon which the proposed long-term suspension or expulsion is based, and to provide an opportunity for the student, the student's parents or guardians, counsel and witnesses to present information pertinent to the case.

### Long-Term Suspension or Expulsion Hearings

Formal hearings shall be conducted according to procedures outlined in current Kansas Law. The student and parents or guardians shall be given written notice of the date, time, and place of the hearing. The notice shall include copies of the suspension/expulsion law, and appropriate board policies, regulations and handbooks. The hearings may be conducted by a certified employee or committee of certified employees. At the conclusion of the hearings, a written report and the findings will be prepared by the person or committee conducting the hearing. Records of the hearing shall be available to students and parents or guardians according to Kansas law. Any student suspended for more than ten (10) days or expelled from school shall be provided with information concerning services or programs offered by public or private agencies which provide services to improve the student's attitude and behavior. Failure of the student and the student's parents 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 his/her own choice;
2. For parents or 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 his or her own witness;
6. To testify in his or her own behalf and to give reasons for his or her 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 10 days or expelled from school may appeal to the Board within 10 days of receiving written notice of the hearing results.

### Special Education Suspension and Expulsion Procedures

See State Plan

## **Assignments during In-School and Out-of-School Suspension**

Students who are suspended in school will have assignments brought to the office secretary by 8:20 a.m. each day of the suspension. To receive full credit, students will be responsible for submitting completed assignments to each teacher by the end of the day.

Students who are suspended out of school will be responsible for contacting the school office to obtain assignments that have been turned in by each teacher for completion during the suspension. To receive full credit, the suspended student must complete all assignments assigned during the suspension and turn completed work in to each teacher upon returning to school.

# Appendix

## Behavioral Offenses and Consequences

- Two detentions in a week will receive an ISS. Two ISS in a nine-week period will receive an OSS. Two OSS in a nine-week period could result in an expulsion hearing. The building principal has the option of following any step in the disciplinary guidelines or administering some other disciplinary action circumstances warrant.
- Malicious Destruction of Property—stealing, marking or defacing school or personal property, improper care of school and materials.
  - 1<sup>st</sup> 3 days ISS up to OSS
  - 2<sup>nd</sup> 3-5 days OSS
  - 3<sup>rd</sup> OSS/ HearingFinancial restitution in all cases
- Open defiance/insubordination/disobedience toward a member of school staff; refusal to obey school rules; or failure to comply with a reasonable request. Deliberate profane remarks to any school personnel.
  - 1<sup>st</sup> 3 days OSS
  - 2<sup>nd</sup> 3-5 days OSS
  - 3<sup>rd</sup> OSS/ Hearing
- Fighting (both parties contributing) (Provoking – Add ONE day)
  - 1<sup>st</sup> 2 days OSS
  - 2<sup>nd</sup> 4 days OSS
  - 3<sup>rd</sup> OSS/ Hearing
- Cheating/Plagiarism
  - 1<sup>st</sup> ISS up to the discretion of the principal
  - 2<sup>nd</sup> OSS
  - 3<sup>rd</sup> OSS/ Hearing
- Arson; fire alarm; dialing 911; bomb threat; making written or oral threats toward staff/students
  - 1<sup>st</sup> Min. OSS
  - 2<sup>nd</sup> OSS/Hearing
  - 3<sup>rd</sup> OSS/ Hearing
- Disorderly Conduct—cafeteria misconduct; classroom disturbance; dress code violation; public display of affection (PDA)
  - 1<sup>st</sup> Min. Parent Conference
  - 2<sup>nd</sup> Max. OSS
  - 3<sup>rd</sup> Max. OSS
- Ethnic/racial slurs, swearing, gestures
  - 1<sup>st</sup> Min. ISS
  - 2<sup>nd</sup> OSS
  - 3<sup>rd</sup> OSS/ Hearing/Max. OSS
- Extortion
  - 1<sup>st</sup> ISS
  - 2<sup>nd</sup> 5 days OSS
  - 3<sup>rd</sup> OSS/ Hearing
- Forgery—writing or using the signature of another person
  - 1<sup>st</sup> Min. Parent Conference
  - 2<sup>nd</sup> Long-term suspension



- Gambling—participating in games of chance for the purpose of exchanging money or goods
  - 1<sup>st</sup> Min. Parent Conference
  - 2<sup>nd</sup> Max. ISS
  - 3<sup>rd</sup> Max. OSS
- Inappropriate items at school
  - 1<sup>st</sup> Confiscation of contraband
  - 2<sup>nd</sup> ISS
  - 3<sup>rd</sup> ISS and detention/Parent conference
- Lying—making untrue statements or actions with intent to deceive
  - 1<sup>st</sup> Parent Conference
  - 2<sup>nd</sup> ISS
  - 3<sup>rd</sup> OSS
- Physical Assault—includes physical attack or recklessly causing any physical injury to another person. Intentionally putting another person in reasonable fear of personal injury, knowingly touching another person with intent to injure, insult or provoke.
  - 1<sup>st</sup> OSS
  - 2<sup>nd</sup> OSS/Hearing
  - 3<sup>rd</sup> OSS/ Hearing
- Pornography—possession, distribution, or sale of any pornographic materials
  - 1<sup>st</sup> Min. ISS
  - 2<sup>nd</sup> Max. OSS
  - 3<sup>rd</sup> OSS/Hearing
- Sexual Misconduct—including, but not limited to, indecent exposure (mooning), “depantsing” or attempting to “depants” or remove clothing from another person, inappropriate touching of others, etc.
  - 1<sup>st</sup> OSS
  - 2<sup>nd</sup> OSS/Hearing
  - 3<sup>rd</sup> OSS/ Hearing
- Sexual Harassment—includes unwelcome sexual advances, requests for sexual favors
  - 1<sup>st</sup> OSS
  - 2<sup>nd</sup> OSS/Hearing
  - 3<sup>rd</sup> OSS/ Hearing
- Tardiness to School—two (2) per nine weeks. Following the second, ISS before or after school to make up time.
  - 1<sup>st</sup>
  - 2<sup>nd</sup> Parent Conference after 2
  - 3<sup>rd</sup>
- Theft—taking property from another without their permission
  - 1<sup>st</sup> Min. ISS
  - 2<sup>nd</sup> OSS
  - 3<sup>rd</sup> OSS/ Hearing

Restitution in all cases
- Truancy/unexcused absences—any absence which has not been excused by a parent or guardian (in advance) and approved by a school official (includes leaving the building, classroom, or school grounds without permission).
  - 1<sup>st</sup> ISS
  - 2<sup>nd</sup> OSS
  - 3<sup>rd</sup> OSS/ Hearing
- Weapons
  - All offences: As per handbook guidelines (See page 8)
- Knife not used as a weapon

- 1<sup>st</sup> Confiscation—after school pickup
- 2<sup>nd</sup> Confiscation—parent pickup
- 3<sup>rd</sup> Confiscation—end of year pickup
- **Violations of Acceptable Use Policy**  
 Students using school issued devices are responsible for the device, and equipment. Refer to the Chromebook/Laptop Handbook for further information regarding privacy, acceptable use, and care of the device.
  - 1<sup>st</sup> Warning
  - 2<sup>nd</sup> 5 school day suspension from network
  - 3<sup>rd</sup> 10 day suspension from network
  - 4<sup>th</sup> Parental contact to discuss future network use and school issued devices.

## School Bus Conduct Code Violations Consequences

Consequences to be determined by the principal, depending on severity of student offenses, student loses bus privileges for five (5) days.

1st incident:

Verbal warning by driver.

2nd incident:

Verbal warning by driver and change of seat.

3rd incident:

Behavior slip issued. Driver informs student the slip will be issued. Principal discusses slip with student and contacts parents by phone or mail. Student loses bus privileges for three (3) days.

4th incident:

Behavior slip issued. Student referred to the office. Parents notified by principal.

## Bullying Prevention Plan Behaviors and Consequences

Behavior: Verbal

1<sup>st</sup> Written Warning

2<sup>nd</sup> Detention—45 minutes before or after school

3<sup>rd</sup> ISS/Call home

4<sup>th</sup> 3 days ISS

Behavior: Bullying/Teasing

1<sup>st</sup> Call home

2<sup>nd</sup> Call home; Reflective form

3<sup>rd</sup> Reflective form

4<sup>th</sup> Behavior plan; Meeting including: Counselor, Parent, Student, and Principal; Reflective form

Behavior: Exclusion

1<sup>st</sup> Detention; Call home; Reflective form

2<sup>nd</sup> ISS; Call home; Reflective form

3<sup>rd</sup> 3 days ISS; Behavior plan; Meeting including: Counselor, Parent, Student, and Principal; Reflective form

4<sup>th</sup> OSS; Possible expulsion

Behavior: Physical Bullying

1<sup>st</sup> OSS; Call home; reflective form

- 2<sup>nd</sup> 3 days OSS; Behavior plan; Meeting including: Counselor, Parent, Student, and Principal; Reflective form
- 3<sup>rd</sup> Hearing and/or Possible expulsion

## **Tobacco/Drug/Alcohol Possession**

### First Offense

- Parents will be notified.
- Law enforcement agencies will be notified if the offense is criminal in nature.
- A punishment up to and including short-term suspension. (From 5 days to 30 days)
- Community service up to five hours outside the school day.
- Student will be required to meet with school counselor three times. These meetings will be on a weekly basis and each meeting will last one hour each.
- The student's teachers will be asked to fill out a checklist of the student's classroom behaviors.
- Suspension from all extra-curricular student activities as set forth by the KSHSAA. This includes activities that are KSHSAA sanctioned, and all school sponsored or school operated activities (those activities for which the district provides sponsors).

### Second Offense

- Parents will be notified.
- Law enforcement agencies will be notified if the offense is criminal in nature.
- Suspension or expulsion from school for up to one year or until the completion of a drug and alcohol evaluation by a certified agency.
- The school will receive a copy of the evaluation results and recommendations.
- The student will be readmitted to school after the recommendations have been carried out (or have been initiated in the case of long-term recommendations) or if no recommendations have been made.
- Community service up to 10 hours outside the school day.
- Suspension from all extra-curricular student activities as set forth by the KSHSAA. This includes activities that are KSHSAA sanctioned, and all school sponsored or school operated activities (those activities for which the district provides sponsors).

### Third Offense

- Parents will be notified.
- Law enforcement agencies will be notified if the offense is criminal in nature.
- The student will be suspended or expelled from school for up to one year or until the following criteria have been completed.
- If after the second offense, the student's evaluation does not require treatment, the student will seek an evaluation by a second source independent of the first and the results and recommendations will be made available to the school.
- The student will follow the recommendations of the second evaluation.
- Community service up to 15 hours outside the school day.
- Suspension from all extra-curricular student activities as set forth by the KSHSAA. This includes activities that are KSHSAA sanctioned, and all school sponsored or school operated activities (those activities for which the district provides sponsors).

The provisions of this policy shall apply to all USD 307 students during the regular day and at all school activities on and off the school grounds.

## **Drug Testing Policy Consequences**

Whenever a student's drug test result indicates the presence of illegal drugs or banned substances, the following will occur:

- The MRO will contact the parent/guardian/custodian first to confirm there is no medical reason for the positive result of the test. If a medical reason is discovered, the MRO will make appropriate contacts to confirm the information. If the information is confirmed the result will be verified as negative. If no medical reason is found, the result will be verified as positive and the Principal will be notified by telephone of the positive result.
- In the case of a positive test result, the MRO will inform the parent/guardian/custodian that they have 72 hours in which they may request in writing a retest of the specimen. The request should be made to the building principal. If this action is taken, the laboratory will send the specimen to a second U.S.D. 307 approved laboratory for testing. This is done at the parent/guardian/custodian or student expense.
- The MRO may use quantitative results to determine if positive results on repeat testing indicate recent use of illicit or banned substances or the natural decline of levels of the illicit or banned substance from the body. If the MRO feels the quantitative levels determined to be above the established cutoffs do not reflect current use but natural decay, then a negative result may be reported.
- Students who test positive on a drug test will automatically be retested in a subsequent drug test. No practice will be allowed during the student's drug related suspension.
- Non-Punitive Nature of the Policy:  
No student will be penalized academically for testing positive for illegal drugs or banned substances. The results of drug tests pursuant to this policy will not be documented in any student's academic records. Information regarding the results of drug tests will not be disclosed to criminal or juvenile authorities, absent legal compulsion by valid and binding subpoena or other legal process, which the U.S.D. 307 school board will not solicit. In the event of services of any subpoena or legal process, the student and the student's custodial parent/legal guardian/custodian will be notified before response is made by the U.S.D. 307 Board of Education or administration, to the extent permitted by such subpoena or legal process.

1st positive result:

Suspended from participation or attendance at all U.S.D. 307 activities for 2 weeks and at least 2 activities. If the suspension happens at the end of an activity season and there are not 2 activities remaining in that season, then the suspension may be longer than 2 weeks or until the individual has missed 2 activities.

2nd positive result

Suspended from participation or attendance at all U.S.D. 307 activities for the remainder of that season or duration of that activity. If the suspension happens at the end of an activity season and there are not at least 4 activities remaining in that season, then the suspension may be longer than that season or duration of that activity or until the individual has missed 4 activities. Before being reinstated the student may be asked to undergo an alcohol/drug evaluation (at their expense) in an approved drug/alcohol program.

3rd positive result

Suspended from participation or attendance at all U.S.D. 307 activities for the remainder of the year. Before being reinstated the student will be asked to undergo an alcohol/drug evaluation (at their expense) in an approved drug/alcohol program. Proof of completing the program will be required.

