

# STANTON COUNTY HIGH SCHOOL

## MISSION STATEMENT

USD #452 strives for educational excellence for a lifetime of learning.

## PHILOSOPHY

The Stanton County High School is founded on the ideal that every individual should have the opportunity to develop his/her talents and abilities to their full potential.

The school will assist each student to realize the rights and responsibilities which he/she has inherited and must shoulder if the country is to be a free, strong democracy. Without enlightened, moral and able leaders, America cannot stand free.

## OBJECTIVES OF STANTON COUNTY HIGH SCHOOL

These are our goals:

1. To encourage students to think creatively and act responsibly
2. Foster good physical and mental health
3. To provide each student the opportunity to acquire the fundamental skills and ability to communicate with others
4. To develop stable skills and vocations
5. To promote moral growth
6. To promote social skills and development
7. To prepare students for citizenship in a democracy
8. To help students adjust to a fast changing world
9. To aid each student in attaining a happier, richer, fuller life
10. Develop worthwhile use of leisure time activities

## ATTENDANCE

Regular punctual attendance definitely affects the quality of work performed by each student. It is of great importance that all students attend school as regularly as health will permit. It is difficult for the student, teacher, and parents to maintain the proper interest and morale if the attendance is irregular. Parents and students are reminded of the changes in state law that requires the school to report possible cases of truancy to the local department of Social Rehabilitation Service, as prescribed in K.S.A. 72-1111 and 72-1113, or to the county attorney.

Any absence from school, other than for illness, is discouraged. However, when an absence is anticipated, students are asked to request an "admit-to-school" form, obtain assignments from teachers, and complete the assignments before the absence, if possible.

When a student is absent from school, parents are requested to call the school 492-6284 by 9:00 a.m. Written notes will be accepted from parents who do not call in if the note accompanies the student **ON THE FIRST DAY OF RETURN** or **PRIOR** to the planned absence. **If parents do not call by 9:00 am, the school will call the parent.** Missing class without such notice is considered to be an absence without parental and school approval. Such absences will be considered unexcused. If a student misses school for medical reasons, the student must provide doctor documentation unless accompanied by a parent to be considered excused.

After an absence, students shall obtain from the office an "admit-to-school" form. This form must be presented to each teacher upon return to class.

**Students whose parents or guardian have not contacted the school on the day of their absence will need to provide a written or verbal excuse upon return to school.** Absences will be considered unexcused and truant if notification by parent or guardian is not received within 24 hours upon return to school. Exceptions to this rule, such as prolonged hospital stay, will be handled through the principal. Full credit will be allowed. (In classes involving missed project work, such as shop, students will be required to put in make-up time for class missed in the shop until caught up.)

## EXCUSED AND UNEXCUSED

Excused absences are illness, disability caused by an accident, funerals, appointments, or other justifiable causes, as determined by the principal. All other absences are unexcused. Unexcused absences will be made up before credit is given in a class. **Unexcused absence time will be made up at the rate of 1 1/2 times the hours missed. Also, a discipline referral will result from each unexcused absence.** This time must be made up before the end of the semester. If in doubt about how an absence will be classified, request a determination from the principal in advance.

## ATTENDANCE AND EARNING CREDIT

In order to earn credit in a class, a student may not have more than three unexcused absences or more than **eight (8)** total absences per semester without making up appropriate time. **Five medical documented absences will be allowed in addition to the eight (8) days.** In School Suspensions are not considered as absences. Out of School Suspensions are considered unexcused absences. Students will be allowed to make up all work missed and have the work checked, but will not be given credit for work missed during OSS time as well as making up 1 ½ hours for each hour of unexcused time missed for OSS time.

After a student has accumulated three unexcused absences or a total of six excused absences in a semester, the student and/or his or her parent will receive written notification from the principal. The principal will advise the student and parent of the policy and the consequences that will result if the maximum number of absences is exceeded and appropriate time is not made up.

When a student has exceeded the minimum accumulation of three unexcused absences or a total of **eight (8)** absences in a semester, the student will immediately be placed on probation and written notice will be given to the student and parent. This probationary period will determine the status of the student and whether or not credit will be allowed at the end of the semester. As long as the student makes up the attendance time over and above the ten absences, credit will be allowed in all classes. This time must be made up in a timely manner determined by the principal and the parent. Since attendance is primarily the responsibility of the student and the parent, this time will be made up during early mornings, after school, Saturday, or on days school is not regularly in session such as inservice days and parent/teacher conferences.

The attendance committee, in determining whether additional time is to be made up, may give consideration to extreme medical or health problems which are fully documented or other extreme hardship situations which account for a substantial number of the absences.

The student and parent may appeal the decision of the attendance committee to the Board of Education.

The two days allowed seniors for college or vo-tech visitations will not be considered part of the ten absence maximum per semester.

## TARDINESS

Being tardy is an unacceptable habit for students to develop. The good trait of being punctual is valuable to all of us, including teachers, administrators and other school personnel. In the world of work, it is essential in one to maintain employment that they show up for work on a timely basis. We wish to stress the importance of being on time and stress that fact as part of our educational philosophy.

Students are expected to be on time to school and to arrive at all classes before the tardy bell rings. A student will be considered tardy if he/she is not in their classroom at the beginning of each class period. The only reason that a student might be late to a class is if he/she is detained by a staff member for educational purposes. If this should occur, the student will receive a pass explaining why the student was detained and no tardy will be recorded.

A student can only be tardy the first five (5) minutes of class. After five minutes of class has elapsed, the student will be counted absent for attendance purposes. Students will not be allowed in a class without an absence pass from the office if they are more than five minutes late. Three (3) tardies will equal one of the ten allowable absences each semester in that class.

Students are allowed three (3) class tardies without consequence. Students will receive a detention for a fourth, fifth, or sixth tardy starting from the first day of school until the last. A day of In-School Suspension and a detention will be issued beginning with the seventh tardy during semester.

Students tardy to school will serve the following make up time after school in the office the day of the tardy: 1st-5 minutes, 2nd-10 minutes, 3rd-20 minutes, 4th-30 minutes, 5th-60 minutes, 6th and succeeding-In School Suspension.

### DETENTION

Detentions will be served from 3:40 pm to 4:10 pm in a teacher's classroom, or office complex or the following morning from 7:30 am to 8:00 am. The staff member assigning the detention will be responsible for contacting the parent/guardian to explain why the student was assigned a detention. If the parent/guardian cannot be contacted by phone, a note will be sent home. If transportation is available, the detention will be served the day of the infraction. Otherwise, the detention will be served the next school day with transportation being the responsibility of the student or parent/guardian.

If a student fails to serve the assigned detention time, his/her time will be doubled. If a student still fails to serve the assigned time, he/she will be placed in ISS for one day and also serve the doubled detention time. Absences from an assigned detention due to illness will not relieve students from fulfilling the required time. Any student not attending after school detention will be suspended from all activities for the period of time not to exceed ten days.

### LEAVING SCHOOL DURING THE SCHOOL DAY

Students who have to leave the building during the school day **must** have parents or guardians permission and they **must** report to the school office and sign out before leaving the building. Failure to receive permission and sign out in the office before leaving will be considered an unexcused absence.

If a student needs to leave the campus for any reason during the school day, the student must have an excuse in advance from his/her parents or from an individual listed in the student's file designated for that purpose. The student shall obtain a "slip" from the office and "sign out" upon leaving and "sign in" upon return. Leaving school without permission will be classified as an unexcused absence. Parents **may not** excuse students who leave during the school day after the absence has occurred. **ALL EXCUSES MUST BE CLEARED THROUGH THE OFFICE PRIOR TO THE STUDENT LEAVING CAMPUS.**

### BREAKFAST/LUNCH PROGRAM, CHARGES

A breakfast and hot lunch program is available for all students. These meals are served in the cafeteria. A student may bring a lunch from home, but he/she will be expected to eat in the cafeteria.

Students are expected to learn and display proper etiquette and table manners. If a student is unwilling to sit at the table and behave in an appropriate manner, the student may be moved to another location to eat.

The cafeteria period is designed to provide a balanced diet and proper nutrition, opportunities for socialization and relaxation.

1. The cafeteria is a place to eat. Please help make it a pleasant place by following simple rules of courtesy and showing respect for the rights of others. Each student is responsible for cleaning the entire table and floor around the table at which he/she eats.
2. Stanton County High School has a closed lunch period. Students may not leave the school grounds during the lunch period except when accompanied by a parent/guardian. During a student's lunch period they are to remain in the lunchroom, commons area.
3. Students are not permitted in the cafeteria during periods other than their assigned lunch period.
4. Pop will not be purchased or consumed until all students have gone through the lunch line. Pop may not be purchased and consumed during any other time. Only clear bottled drinks, in clear containers, can be taken on the carpeted areas or within any classroom at any time. Violations of this policy will be dealt with by the building administrator.

### ACTIVITY PARTICIPATION AND ATTENDANCE

In order for a student to participate in an extra curricular activity, either practice or competition, they **must be in attendance at school for the entire day.** Exceptions to this attendance would be an appointment,

which had prior notification and approval of the high school office. Excused examples would be funerals, medical appointments, college visits, and education events such as 4-H competitions, Boy Scouts, etc.

## DRESS CODE

The appearance and dress of an individual or group influences attitude and behavior, this affecting the learning environment. Simplicity and cleanliness are the basic qualities for proper school dress. The following dress code will apply for SCHS students during school and at all school activities:

Clothing is to be neat and clean. Clothes that are revealing, cut off, have lewd, suggestive, or double meaning sayings, display tobacco, alcohol, or illegal drug products, display disrespect, or display gang paraphernalia will not be allowed.

1. Sleeveless blouses and/or tops will be allowed for females only. They must have a strap width of at least three (3) inches and have a factory hemmed sleeve. A blouse or dress must meet these guidelines. No undergarments may be showing with any sleeveless clothing. Sleeves should be snug fitting.
2. No hats or caps will be worn in the building during school day.
3. No shirts or tee shirts with vulgar or suggestive words or pictures or which advertise alcoholic beverages. This includes sexual pictures, sexual references and/or wording. Not clothing is allowed that contains references to alcohol or tobacco companies.
4. No shirts which expose the bare midriff or revealing low cut shirts or blouses. No cleavage is allowed to be shown. If cleavage is showing the student will be required to change clothes.
5. Skirts, skorts, or skirts with leggings must be no more than 5" above the top of the knee cap in length.
6. No going barefoot. Sandals may be worn.
7. Shorts may be worn only during the first and last nine weeks period. They must have at least a 5" inseam. See thru shorts, or shorts with holes will not be allowed.
6. Students who participate in interscholastic activities or extracurricular activities and public performances will be expected to follow the personal appearance code approved by the directors or coaches of those activities and school administration.
7. School Dress Code applies when attending any school activity such as football games, basketball games, school dances, class meetings, musical events, at SCHS or elsewhere.
8. Jeans with holes will not be allowed. If the hole has threads across it and it below the knee, this is acceptable. No open holes with leggings underneath will be accepted.
9. No dirty or soiled clothing will be allowed.
10. Pants must be worn on the waist. No sagging will be allowed.

Students whose clothing or appearance is questionable will be referred to the office. The first referral will warrant changing the clothing item. A second referral will warrant not being allowed to wear shorts, skirts, or sleeveless tops the remainder of the semester. Students wearing inappropriate clothing will be expected to change clothing at school or request parents to bring appropriate clothing, or spend the remainder of the day in ISS. Students will not be allowed to leave to go home to change. This will be at the discretion of the principal.

## GENERAL CONDUCT

The school is primarily an institution for learning. The basic purpose for discipline within the school is to maintain an environment in which teaching and learning can take place without unnecessary distraction and to allow all students to feel free to attend without undue disruptions. It is the responsibility of each teacher to assure that the classrooms provide this atmosphere. Infractions of a minor nature should be handled with the following steps in order to avoid or correct unacceptable behavior.

- Step 1 Teacher/student conference: Teacher may assign corrective discipline if deemed necessary.
- Step 2 Teacher/parent telephone call or conference. Teacher may assign corrective discipline if deemed necessary.
- Step 3 Student referral to principal with documentation of above incidents. Principal will call conference for student/teacher/principal/parent. Principal may assign corrective discipline if deemed necessary.

1. Students are expected to use courteous and proper language at all times. Obscene gestures or language toward teachers, administrators, supporting staff or fellow students will not be tolerated and corrective discipline will be assigned.
2. Smoking, smokeless tobacco, alcohol, or drugs are not permitted on school property or on the school bus at any time or at school events whether at SCHS or elsewhere.
3. Cheating is unacceptable and will result in corrective disciplinary action.
4. Students who are absent should bring a note explaining the reason for their absence signed by their parents the day they return to school. Parent/Guardian will be called to verify authenticity of note prior to student attending first hour. If the note is not turned into the office prior to first hour, the student will be referred to after school detention from 3:40 pm to 4:00 pm.
5. Classroom behavior should always be courteous, attentive and responsive. Students must always come prepared to do their work equipped with pens, pencils, books, homework assignments completed, etc. The office will not supply such equipment.
6. Items such as lollipops/suckers are not permitted anywhere within the building, during any activity, for safety reasons.
7. Running, shouting, and other disorderly conduct will not be permitted in the halls and corrective discipline will be taken.
8. Snowball throwing and throwing of other dangerous objects are not permitted on school property at any time. Strong disciplinary action will be taken because of the danger involved.
9. Fireworks of any type are illegal on school property. Any student involved with fireworks will be referred to the police. Strong disciplinary action will be taken by the school.
10. Students are expected to respect other people's property at all times. Stealing will not be tolerated. Strong disciplinary action will be taken.
11. Personal items such as CD players, tape recorders, CDs, large amounts of money, etc. are not to be brought to school. The school will not be responsible for the damage or loss of such items.
12. Cellular phones are not allowed during school hours. They may be placed in your locker if they are turned off.
13. Locks will be provided for student lockers in the hallways and the locker rooms. Loss of these locks will result in a \$5.00 charge for the lost lock and a \$5.00 charge to request a replacement lock. Locks in either area must be school issue.
14. Valentines Day deliveries will be accepted at the high school. The deliveries will be distributed to the students at the end of the school day. Any vendor who makes deliveries to the high school must provide an employee to help distribute the valentine gifts to the students. That employee will need to be at the high school 15 minutes prior to the final dismissal of students.
15. IPODS, MP3 players and pagers are allowed in the classroom only and by teacher discretion. (See the student generated policy for discipline consequences for misuse) Items are not allowed in hallways or in the cafeteria or commons area.

### **SCHOOL SPONSORED ACTIVITIES**

Students who miss classes due to school sponsored activities are not considered absent. However, they are responsible for the class work that is missed. If possible, assignments should be completed in advance. Work missed for activities will be handled the same as for absent make-up work.

### **COLLEGE VISITATION**

Senior students desiring to visit college or vo-tech with the plan of attending will be excused two days, provided they make arrangements with the counselor, request an "admit-to-school" form, obtain assignments from teachers, and complete the assignments before the absence, if possible.

### **MAKE UP WORK AND INCOMPLETES**

Students will not have the opportunity to "make-up" assignments for credit unless they have made prior arrangements for being absent from school. Work missed for an unexcused absence will not be allowed to be made up for credit. Unusual circumstances such as sudden illness or injury or family situations will be reviewed by the principal or attendance committee. Students are allowed two days for each day they are absent to

complete their assignments. (Example: A student is absent Monday and Tuesday, the assignments are due Friday.) Exception: If students are present for a test review before being absent, they are required to take the test the day of their return to school.

An incomplete at the end of a nine-weeks grading period must be made-up within one week following the completion of the nine weeks. Incompletes will not be carried over at the end of the year. All work must be completed at the end of the last nine weeks, unless there are extra-ordinary circumstances such as an accident or serious illness.

### CLASS SCHEDULE, STUDENT LOAD, CLASS CHANGES

All students are required to enroll in a minimum of seven classes, unless as a senior they have an Aide hour. Schedule changes may be made during the first **two (2) days** of the class. Students changing out of year long classes at semester will not receive credit for that semester.

### INDEPENDENT STUDY

Students who wish to pursue a course beyond those offered on the class schedule shall be allowed to do so through independent study arranged by the student with the teacher involved and with the approval of the principal. If the district pays for an independent/on-line course and the **student does not complete/pass the independent study/on-line class, they will be required to reimburse the district the cost of the class if the district originally paid for the class for the student. This is for enrichment classes only.**

### STUDENT AIDE

Senior students may serve as a student aide one period (hour) per day provided they meet the qualifications and are accepted into the program. A complete description of the student aide program is available. One unit of credit will be awarded for the student who successfully completes the student aide requirements. Letter grades will not be given. A "P" for pass or an "F" for fail will be recorded on the student grade card. A "P" or "F" will not be included in the student's GPA. **Seniors will be accepted on a very limited basis, based on school performance.**

### GRADUATION

Graduation is an auspicious occasion honoring those students who have completed the requirements for graduation. **If a senior has not completed the 24.5 credits needed to qualify for graduation by the end of the fourth nine weeks, he/she will not be permitted to take part in the high school graduation ceremony.** Students will be allowed to finish requirements for graduation on a part or full time basis the next year and will receive their diploma when they have completed graduation requirements. They will not take part in graduation exercises following the completion of their requirements.

### GRADUATION REQUIREMENTS

24.5 units for graduation

The following requirements must be met:

Language Arts – 4 units (English I; English II; English III.; English IV; **beginning with the class of 2010.**

Math – 3 units (1 unit must be Algebra I) **Algebra I; Geometry; and Algebra II or approved 3rd credit.**

Social Science – 3 units – World History; United States History; and Government

Science – 3 units – General Science; Biology; & 1 other science unit

Fine Arts – 1 unit – Art; Vocal; Band; Graphic Design or Yearbook; or CAD or Cabinet Making

Computers – 1 unit – Computer Applications/Intro to Multi Media

1 additional unit in one of the following areas: Foreign Language, Math or Science

The remaining units for graduation may be elected from any area of the curriculum.

Courses must be taken in sequence order. If a student fails a class, they cannot take the next level class at the same time as the failed class. A student may not enroll in two sequence classes at the same time such as English I and English II.

Students must complete 9th PE before enrolling in lifetime sports. Failed course work must either be made up by correspondence, at the student's expense, or another year or school may be possible.

**DIPLOMA OF EXCELLENCE REQUIREMENTS**

English-4 units - English I; English II; English III; English IV

Science-4 units - Physical Science; Biology; Chemistry-\*required; Physics, Advanced Biology, or Anatomy

Social Science-4 units - World History; American History; Government; plus one additional elective

Math-4 units - all Algebra I or above

PE/Health-1 unit

Computers-2 units (Computer or Technology Classes)

Art or Music-1 unit

Foreign Language-2 units

**VALEDICTORIAN/SALUTATORIAN**

To be eligible for the Valedictorian or Salutatorian awards, a senior must attend Stanton County High School a minimum of one year, which shall include his/her senior year. They must also take the required classes to fulfill the Diploma of Excellence curriculum.

**HONOR ROLL**

Honor rolls will be published at the close of each nine weeks period.

Principal's Honor roll will be those students who have all A's.

The honor roll is based on a 4.0 point system. To be on the high honor roll a student must have all A and B grades and have an average of at least 3.67.

Honor has to be an average of at least 3.0 with no grade below a C.

**GRADES**

Grade Cards – Student grade cards are mailed to parents at the conclusion of each nine weeks period. These cards give the parents and students an idea of the work done during the nine weeks period. The number of absences and tardies are recorded on each card. Only semester grades will be recorded on the final transcript.

Grade cards will be distributed in a timely manner after the end of the nine weeks period.

Explanation of grades:

Grade of **A** means that the student's work is superior.

Grade of **B** means that the student's work is above average.

Grade of **C** means that the student's work is average.

Grade of **D** means that the student's work is inferior in quality.

Grade of **F** means that the quality may not be counted toward promotion.

**Grading Scale**

	A+	100, 99		C+	81, 80, 79
A	A	98, 97, 96, 95	C	C	78, 77, 76,
	A-	94, 93, 92, 91		C-	75, 74, 73
	B+	90, 89, 88		D+	72, 71, 70,
B	B	87, 86, 85, 84	D	D	69, 68, 67
	B-	83, 82, 81		D-	66, 65, 64
				F	63 and below

## EARLY GRADUATION

Board of Education policy permits early graduation. If a student graduates early, all the student's school activities cease when the student leaves school.

The diploma of an early graduate will be dated the date of the first commencement exercise following the completion of graduation requirements. The student's picture may appear on the class panel. Early graduates may participate in the first commencement exercise following the completion of graduation requirements.

## WITHDRAWAL FROM SCHOOL

The office should be notified when it is necessary for a student to withdraw from school. The student will be given a withdrawal form to complete. This form must be signed by each of the student's teachers, the librarian and counselor. All fees must be paid, school-owned books returned, and academic work completed before the withdrawal is approved by the office.

## ACADEMIC HONESTY

Academic honesty is expected of all SCHS students. Cheating, copying, plagiarism, or other forms of academic dishonesty will result in disciplinary action. If cheating occurs, the teacher will take the assignment from the student, the student will receive a "zero" for the assignment, and the assignment will be delivered to the parent along with an explanation. A disciplinary referral will be given along with one hour detention for an offense. Any involvement by another individual or student in academic dishonesty will result in the same consequences as listed above.

## SCHOOL PROPERTY

School property is public property and as such should receive special care. School administrators, teachers, and custodians must protect and teach students responsibility in this area. Malicious vandalism permits recovery and civil damages to malicious or willful destruction of school property by a minor. Damages to property by unavoidable accidents or normal use will not be charged for, however, damage due to unnecessary accidents due to "horseplay" or willful acts will be charged for.

A healthy attitude of good citizenship toward property on the part of the student is the ideal for which we will strive.

State Statutes listed below:

Sec.20 – Damage to School property 21-3720 Criminal damage to property. (1) Criminal damage to property is by means other than by fire or explosive; (a) Willfully injuring, damaging, mutilating, defacing, destroying, or substantially impairing the use of any property in which another has an interest without the consent of such other persons; or (b) Injuring, damaging, mutilating, defacing, destroying, or substantially impairing the use of any property with intent to injure or defraud an insurer or lein holder. (2) Criminal damage to property is damaged to the extent of fifty dollars (\$50) or more or is of the value of fifty dollars (\$50) or more and is damaged to extent of less than fifty dollars (\$50). (1,969, ch. 180, 21-3720; July 1, 1970). 21-3732 Possession or transportation of incendiary or explosive device. Possession or transportation of incendiary or explosive device is the knowing possession or transportation of incendiary or explosive material, liquid, solid or mixture, equipped with a fuse, wick or any other detonating device, commonly known as a 'molotov cocktail'. Possession or transportation of any incendiary or explosive device is a class A misdemeanor. (L1969, ch 180 21-3732; July 1, 1970). 21-4110 Giving a false alarm. Giving a false alarm is (a) Initiating or circulating a report or warning of an impending bombing or other crime or catastrophe, knowing that the report or warning is baseless and under such circumstances that it is likely to cause evacuation of a building, place of assembly, or facility of public transport or to cause public inconvenience or alarm; or (b) Transmitting in any manner to the

fire department of any city, township or municipality a false alarm of fire, knowing at the time of such transmission that there is no reasonable ground for believing that such fire exists. Giving a false alarm is a class A misdemeanor. (1, 1969, ch. 180, 21-4110; July, 1970).

### **SCHOOL PROPERTY AND TEXTBOOKS**

School property (textbooks, desks, lockers, tools, etc.) is public property and is not to be defaced or marred in any way. In cases of willful damage of property, full payment will be expected. Student textbooks are provided by the school district. However, damaged or lost textbooks must be paid for by the student and parent as follows: new book, 100% of cost of new book; 2-3 years old, 75% of cost of new book; **4 years old, 50% of cost of new book., 5 years and older, 20% cost a new book.**

### **PARENT/TEACHER CONFERENCES**

USD 452 actively seeks and welcomes the partnership of parents. We extend the invitation to work together for the mutual goal of academic success for all students. One way we do this is through parent-teacher conferences scheduled during the school year. Feel free to call your teacher(s) on an as needed basis. The exchange of information between teachers and parents can be invaluable in improving the quality of your student's learning experiences.

#### **Preparing for the conference**

- Make a list of the questions you want to ask the teacher(s).
- Decide what the teachers should know about your child in order to help the teacher better teacher him/her.

#### **During the conference**

- Keep in mind that the teacher(s) are just as interested in the well-being of your child as you are.
- Ask the teacher(s) how you specifically can help at home.

#### **After the conference**

- Start immediately on any action you have decided to take.
- Make certain your child understands that you and the teacher(s) are working together for his/her benefit.

### **TOBACCO**

The use or display of tobacco in any form at any time on the school grounds, in the buildings, or at school functions anywhere is prohibited.

### **ALCOHOL AND DRUGS**

The possession, use, consumption, or being under the influence of alcohol, narcotics or illegal drugs at any time on the school grounds, in the building, or at school functions anywhere is prohibited.

### **MOTOR VEHICLES**

Students who use cars for transportation to and from school are expected to comply with the regulations listed below. These regulations are reasonable and are for the protection of the entire school body.

1. There is to be no **"hot rodding"** near school or within the parking lot at any time.
2. Cars are to be parked in designated areas and under no circumstances are to be driven during lunch without special permission of the principal or superintendent. Any student violating the above rule may not be allowed to drive his/her car on school grounds.
3. Designated entry and exit points are clearly displayed. Please make sure that you follow these designations so that the parking lot may be safe for all who use it.
4. Students are to park within marked spaces and no student is to park on the front row for the full length of the building for any reason.
5. During the course of the school day, students are not to go to the parking area or cars unless special permission is granted by the building principal and is escorted by school personnel. Any student in violation of this policy will be given corrective discipline.
6. Students with a driving permit are reminded that such a permit entitles the student to go only directly to and from school by the shortest route.

7. Students are not to loiter in the parking lot at any time.
8. Students taking part in activities after school, especially football and basketball are reminded to park on the north side of the building after school so that the front parking lot may be used by the persons supporting said programs.
9. Students are not to use cars for errands during school time unless given special permission by the principal or superintendent.
10. At no time are students to move their vehicles when school buses are loading or unloading students in the parking lot. Students are never to pass a bus in the parking lot.
11. The Board reserves the right to revoke the above policy or refuse the permission to drive to any student.
12. It is advised that cars be locked while in the parking lot. The school is not responsible for lost, stolen, or damaged vehicles while parked in the school parking lot.

### **FOOD AND DRINK**

Food or drink in classrooms and the library without administrative approval is prohibited. Food and drink is not to leave the cafeteria. Exception: concessions. Vending machines will be open certain times during the school day and closed the remaining time. Clear bottled water, in clear containers, will be allowed in classrooms, at teacher discretion.

### **VISITORS**

USD 452 schools discourage visitors in the classrooms. This can be distracting for the educational process. Visitation will only be allowed if there is a possibility of the student enrolling at Stanton County High School.

### **USE OF TELEPHONE**

The school telephones are for business purposes only. Students will not be called from classes to the telephone. Important calls from a parent are an exception.

### **LIBRARY MEDIA CENTER**

The Library Media Center is open to students from 8:00 a.m. to 4:00 p.m. excluding the lunch period. The following information will be helpful in making your Media Center a more meaningful and enjoyable experience for all.

1. Teachers should schedule with the Library Media Center times in which they, as a class, will be in the Media Center. It is **NOT** the responsibility of the Library Media Director to conduct your class for you or to supervise your class at any time. Failure to follow this policy will result in disciplinary action from the building administrator.
2. A student who wishes to select a book for a report/assignment may get a pass from the teacher at the beginning of class. After the selection has been made the student is issued a return pass.
3. Students may check-out books only from the Library Media Director or from the Library Assistant. At no time are books to leave the media center without being checked out. Students choosing to take books in this manner will be dealt with by receiving detention or other appropriate disciplinary measures.
4. Students are requested to show consideration for others who have work to do by moving quietly and reading quietly.
5. Students who have overdue books will be subject to disciplinary action and will not be allowed to check-out further library items.

## **MALE-FEMALE RELATIONSHIPS**

The existence of romantic relationships between young men and women of high school age is an accepted fact. Most public displays of affection, however, are considered inappropriate on the school grounds, in the buildings, or at school functions. As a guideline, holding hands would be considered appropriate; walking arm-in-arm, romantic touching, hugging, kissing, or other actions would be considered inappropriate.

## **INITIATION AND HAZING**

Any act of initiation or hazing is prohibited, both by the Board of Education and Kansas law (K.S.A. 21-3434).

## **RESTITUTION**

Where the offense at any level involves a readily demonstrable monetary loss to the school district or staff, the district may seek restitution as a part of the disciplinary actions to be taken.

Depending upon the severity of the behavior problem of the student, one or more of the above-mentioned actions may be taken by school officials. Disciplinary actions to be taken are intended to be progressive; however, occasionally the nature of the offense may be so disruptive that each successive step may not be appropriate or required.

## **DISCIPLINARY SUSPENSION**

Suspension of a student from regular classes is a disciplinary action that can be used by the principal when other actions such as student/teacher, teacher/parent, principal/student/parent conferences, after school detention or other strategies have not been effective or the action warrants immediate suspension. Short term suspensions assigned by the principal may be up to ten days. Suspensions may result in the student getting zero credit for days suspended. A student who has previously been suspended may be called before the board of education with his/her parents for the purpose of a hearing on long-term suspension.

Types of Suspension/Expulsion:

1. Short Term-up to ten days
2. Emergency-immediate suspensions if the student has a dangerous disease, his or her conduct presumes a threat to the physical safety of the school community, or is very disruptive to the educational environment.
3. Long Term Expulsion-remainder of the school year.
4. At the time of suspension, either short term or long term, the principal or designee shall contact the parent or guardian by phone.

Conditions and Applicable Procedures for applying suspension:

1. Short term-up to ten days.
  - A. Principal or designee must make an investigation of the incident.
  - B. Principal or designee may suspend after he/she determines that it is necessary to help the student or to prevent interference with school environment.
  - C. The student will be given oral or written notice of the charges, an explanation of the evidence against him/her and an opportunity to present his/her version.
  - D. Within 24 hours (or such time as is reasonably necessary) following suspension, the principal shall:
    - a. Send a written statement to the student's parents/guardians describing the student's conduct of violation of rule.
    - b. Give reason for the action taken.
    - c. Make a reasonable effort to confer with the parents before, or at the time, the student returns to school, during the reinstatement hearing.
2. Long Term Suspension:
  - A. Long term suspension will follow board policy and State of Kansas regulations

A parent has the right to appeal the decision of the principal regarding suspension to the superintendent of schools.

## **INSURANCE VOLUNTARY**

A 24 hour coverage accident insurance plan may be purchased voluntarily. Enrollment forms and copies of the policy are available in the office. The premium cost may change yearly with payment to be made by the parent or guardian directly to the insurance company.

## **SCHS STUDENT COUNCIL**

Members of the student council represent the student body. The purpose of this organization is to create school spirit by student participation in all school events and activities, to promote scholarship and recognize student achievement, to maintain a medium of cooperation between the administration and student body, and to strive for higher standards of friendship, scholarship, and citizenship. Included among the duties and powers of the student council is the right to confer with the administration of the school on any matter which concerns the welfare of the student body. A constitution sets forth procedures and guidelines which govern council activities.

## **SCHOOL DANCES**

School dances are conducted so that students will have the opportunity to congregate with their peers in a relaxed and fun environment. To make sure that this happens, the following regulations must be in place:

1. School attire and school behavior will be adhered to at all times.
2. No person who is of middle school age or over the age of 20, *and more than one year out of high school*, may attend a Stanton County High School dance. This includes all dances.
3. Improper or lewd behavior at a school dance will not be tolerated and disciplinary action will occur.
4. The school alcohol and drug policy will be strictly enforced at all school dances and extracurricular activities. A breathalyzer test will be administered by local law enforcement to all attending any dance.
5. No student, upon entering the dance, will be allowed outside unless leaving for the evening. Each student upon exiting the building will be accompanied by a dance sponsor to assure that the student(s) leave the parking lot immediately and head for home.
6. Cruising the parking lot during dances will not be allowed. The local authorities will be contacted if it is deemed that an individual(s) are within the parking lot without permission.
7. All out of school guests must be signed up at least three days prior to the dance.
8. All out of school guests are the responsibility of the Stanton County High School student who is inviting said person. If the out of school guest is in any violation of local school regulations, they will not be allowed entrance into the dance.
9. All school dances will be over by 12:00 am unless approved in advance by the building administrator.
10. All school dances must have a least eight (8) sponsors or the dance will be canceled by the building administrator.
11. Clean up is the responsibility of the dance coordinators or sponsoring organization.

## **JUNIOR/SENIOR BANQUET AND DANCE**

The Junior/Senior Banquet is limited to Juniors and Seniors of Stanton County High School. The prom dance is considered a regular school dance. All SCHS dance rules are in effect. Attendance at the dance is open to all high school students and their dates with two conditions: 1) no middle-school students are allowed, and 2) all out of school dates must be signed up the Monday before the prom and are subject to approval by the sponsors and/or principal. Outside dates can attend provided they are one year out of high school or 20 years of age or younger. If students are more than one year removed from high school, they cannot attend regardless of age. Students may be requested to verify age. Once a student or guest has arrived for the prom, he or she must remain in the building. A breathalyzer test will be administered prior to the dance to all in attendance. Any student who leaves will not be readmitted. Any student or quest who exhibits drunken, belligerent, or inappropriate behavior will not be admitted. Parents and/or proper authorities will be notified. Traditionally, the Junior class has hosted a Junior/Senior Banquet and Prom. If the class votes to hold this event, each member

of the class will be expected to fulfill his or her work or financial responsibilities. Failure to do so will exclude the student from any further activities including attendance at the Junior/Senior Prom.

These class responsibilities must be met by the end of the year or exclusion of the student from class activities will carry over to the following year. Class dues will reflect student responsibility. Each time a student meets his work responsibility, a specified amount will be deducted from dues owed. If all work responsibilities are fulfilled, no money will be due.

### **CO-CURRICULAR ACTIVITIES**

A school curriculum might be defined to include all of the experience for which the school accepts the responsibility. Many of these experiences cannot take place in the classroom during the school day. We define these experiences as co-curricular activities. They are as follows:

Vocal Music	Class Activities	Instrumental Music
Organizations	Athletics	Field Trips
Drama	Lyceum Programs	

Each of the school's co-curricular activities are sponsored by school personnel. Many of the school activities are regulated by the Kansas State High School Activities Association of which Stanton County High School is a member in good standing. All students representing our school shall be expected to conduct themselves on the highest moral and sportsmanship levels. Your actions, sportsmanship, attire, and speech reflect the thoughts that others have of you, your school, home and community.

### **CORRESPONDENCE COURSES**

Correspondence courses are recommended to extend the high school curriculum. These courses may not be taken without the approval of the principal. Correspondence courses are offered for the benefit of the student needing credits because of transfer, illness, failure, or to study courses not offered in high school or to prevent conflicts in class schedules. It is the recommendation of the Board of Education that courses taught within the curriculum will be taken at Stanton County High School. No correspondence course will be allowed to replace a course offered at Stanton County High School. Correspondence courses cannot be counted for eligibility purposes, as per KSHSAA rules. If a student participates in a correspondence course paid for by USD # 452 and fails that course, the student must reimburse USD 452 for the entire cost of the correspondence course.

### **VOLLEYBALL AND BASKETBALL GAMES**

All students are asked to enter through the front gym doors, be hand-stamped, and be seated in the proper section or with their parents. Students who leave the gymnasium and then return will be required to pay the regular admission price each time they reenter.

### **CONCESSIONS AND MONEY-MAKING PROJECTS**

Any solicitation of funds or money-making projects must be approved by the principal.

### **PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES**

In order for a student to participate in an extra curricular activity, either practice or competition, they must be in attendance at school for the entire day. Exceptions to this attendance would be appointments, which had prior notification and approval at the high school office.

## SCHOLASTIC ELIGIBILITY FOR PARTICIPATION IN ALL NON-ACADEMIC ACTIVITIES

In order to be eligible, a student ***must pass all classes, no F's will be allowed.*** Grades are cumulative from the first grading period of the school year to the completion of that semester and will be checked weekly by the principal or designated representative. Eligibility will start over at the beginning of the second semester. A three week grace period will be allowed at the beginning of the first and second semester.

Progress reports will be sent out on a weekly basis for students who have a D or F.

Eligibility will be determined on a weekly basis. Ineligibility status will be from Monday 8:00 am to Monday 8:00 am the following week.

### PHYSICAL EXAMINATIONS

Physical examinations are required of anyone who participates in athletic contests between schools. This is for both boys and girls. The school will determine a time for such examinations. **Examinations given on that date will be paid for by the school. Students taking these exams at some other time will be required to pay for their own.**

### FIRST AIDE AND MEDICATION

No school personnel shall dispense medication to any student other than that necessary to treat minor cuts, scrapes, or burns. No oral medication will be dispersed by any personnel. Any prescription medication taken during the school day must be held in the high school office unless dispersed by the school nurse or the nurse's trained designee with a signed form in the office.

### CHURCH NIGHT

Wednesday night is set aside for church night. Unless a major emergency would arise, no school activity shall be scheduled on Wednesday night. All activities must be completed and students must be out of the building by 6:30 on Wednesday evening. ***Any planned Sunday practices must be approved by the building principal and will not result in non-playing time to the student for non-attendance.***

### ACTIVITY TRANSPORTATION

Transportation will be furnished to students involved in school sponsored activities. Students will be required to travel to and from the event in the vehicle they were assigned to unless their parents make other requests to the high school principal or attending sponsor and these requests are granted. The sponsors have full authority over the students they are supervising. If correction is necessary, the student may be eliminated from the activity or from participating in activities involving bus transportation. **No student will ride with anyone but his/her own parents.** Any other arrangements must be approved by the building principal ahead of time.

Sponsored bus transportation may be furnished to students who want to attend Varsity ball games away from home. Any eligible student in Stanton County High School may ride the bus.

Some regulations are necessary in the use of the bus. The following information should assist those who plan to ride the bus.

1. Sign-up sheet for those planning to ride the bus will be posted the day before a game and should be signed by noon of the day of the game. This will give us an idea of how much space will be needed. Both the departure time and the expected arrival home time will be on these sign up sheets. The bus will leave from and return to the high school building. An activity bus will not be provided for less than 20 student riders.
2. After a week night ball game, those riding the bus will be asked to be relatively quiet on the return trip home.
3. Students may eat on the bus as long as it is kept clean. Students are asked to only have screw on lid type drinks on the bus. There will be trash receptacles for candy wrappers. Etc.

4. Students who go to the game on the bus will be required to return home on the bus unless their parents notify the sponsor or principal personally. They may ride only with their parents or have prior approval by the principal to ride with other parents when traveling on to a further destination. No exceptions to this.
5. Students will be expected to behave as ladies and gentlemen. It should be remembered that the bus is a public place. Any student who refuses to cooperate may be prevented from making future trips.
6. Students who go to the game on the bus will be expected to either sit with, or sit on the proper side to cheer.
7. All Kansas state highway laws regarding school bus transportation will be obeyed.

#### **ACTIVITIES CODE OF CONDUCT FOR TRANSPORTATION**

In accordance with Board of Education policy JGG Student Transportation, "transportation will be provided by the district for all extra-class activities".

Students shall ride to and from school activities with the team/group on the school bus. However, students may return home from an activity with their parents, provided the parent personally contacts the coach/director at the activity and signs a check-out sheet. In unusual circumstances, students may be permitted to ride to and/or from an activity by means other than school transportation, provided a parent makes approved arrangements with the principal prior to leaving Stanton County High School. Students will not be dismissed to ride home with another student. Approved adults only.

Students are not to leave the site of an activity without permission of the head coach/director.

#### **ALCOHOL AND DRUG POLICY**

The use, consumption or possession of alcohol, tobacco in any form, or controlled substances or associated paraphernalia by students of Stanton County High School will not be tolerated. Canine searches will be utilized according to district policy.

The following disciplinary actions will occur if a student is found to violate the above statement during the school day or during school related activities while either on campus or off campus:

1. 1<sup>st</sup> offense: ***Five days suspension from school and ten days suspension from all school activities.***
2. 2<sup>nd</sup> offense: ***Immediate suspension from school for ten days and suspension from all school activities for the remainder of the school year.***

The Principal or Superintendent will have final decision on all violations of Alcohol/Drug/Tobacco policy. ***Law Enforcement will be notified.***

#### **BUS RULES**

1. The driver is in charge of the pupils and the bus. Pupils must obey the driver promptly and cheerfully.
2. The driver may assign seats.
3. Be courteous.
4. No profanity or obscene language/gestures.
5. Violence is prohibited.
6. Pupils shall not get on or off the bus or move about while the bus is in motion.
7. Keep your hands and head inside the bus.
8. Pupils must not throw trash on the floor of the bus.
9. Any damage to bus is to be reported at once to the driver.
10. For your own safety, do not distract the driver through misbehavior.
11. Do not eat or drink on the regular school bus routes
12. Smoking and chewing tobacco inside the bus or on school property is prohibited.
13. No alcohol or illegal drugs are allowed on the bus or on school property at any time.
14. No animals on bus.
15. No weapons of any kind (including knives) are allowed on the bus or on school property at any time.
16. Keep the aisle clear of any obstructions, including feet.

## MISBEHAVIOR ON BUS

Penalty at the discretion of the Transportation Director and the building administrators depending on circumstances. This may include removal from bus for up to 10 days or permanently by formal hearing. Serious misbehavior on the bus may also be cause for punishment up to and including suspension or expulsion from school.

## ENROLLMENT REUQUIREMENTS

New students who enroll at Stanton County High School will not be allowed to attend classes until all immunization, behavior, transcripts, current grade sheets, and other pertinent information is secured.

## CLASS MEMBERSHIP

In order to determine class membership, students will be classified as follows, with classification being determined at the beginning of the fall semester.

FRESHMAN: 0 to 5 Units of Credit Earned  
SOPHOMORE: 6 to 11 Units of Credit Earned  
JUNIOR: 12 to 18 Units of Credit Earned  
SENIOR: 19 or More Units of Credit Earned

Deleted: ¶

## NATIONAL HONOR SOCIETY CRITERIA FOR MEMBERSHIP

1. Candidate must have a cumulative Grade Point Average (GPA) of 3.5 or better.
2. Candidate must exhibit qualities of leadership.
3. Candidate must exhibit examples of community service.
4. Candidate must exhibit qualities of character development in the following areas:
  - a. Takes criticism willingly and accepts recommendations graciously.
  - b. Constantly exemplifies desirable qualities of personality (cheerfulness, friendliness, poise, stability).
  - c. Upholds principles of morality and ethics.
  - d. Cooperates by complying with school regulations concerning property, programs, office, halls, etc.
  - e. Demonstrates highest standards of honesty and reliability.
  - f. Shows courtesy, concern, and respect for others.
  - g. Observes instructions and rules, punctuality, and faithfulness in obligations both inside and outside of the classroom.
  - h. Has powers of concentration and sustained attention as shown by perseverance and applications to studies.
  - i. Manifests truthfulness in acknowledging obedience of rules, avoiding cheating in written work, and showing unwillingness to profit by mistakes of others.
  - j. Actively helps to rid the school of bad influences or environment.
  - k. No record of skipping classes or of knowingly violating school regulations. No record of civil offenses within the community.

## WEAPONS

**A student shall not knowingly possess, handle or transport any object that can reasonably be considered a weapon (i.e. pocket knives) 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. WARNING: Possession of a weapon or firearm as defined by federal and state law will result in a full 186 school day expulsion as required by federal and state law.**

## MEDICATION ADMINISTRATION, STATE GUIDELINES

State guidelines for administering medication in Kansas schools are as follows:

1. A written request from the physician or dentist should accompany all medications to be administered in school, including "over-the-counter drugs" such as aspirin, Tylenol, and cough medicine.
2. The original prescription container should accompany all medications. Please request two containers, one for home and one for school, from your pharmacist.
3. "Over-the-counter" medications should not be maintained on school premises unless a prescription is provided along with parent's permission to administer.
4. Parent/guardian is responsible for expenses incurred from their students medical treatment.
5. Parent/guardian needs to notify the school when emergency information changes, i.e. cell phone numbers, emergency contact information, and student health issues.

## COMMUNICABLE DISEASES

The following is taken from the Arkansas Classroom Handbook of Communicable Diseases, prepared by the Kansas Department of Health and Environment:

"No person afflicted with any infectious or contagious disease dangerous to the public health shall be admitted into any public, parochial, or private school, or licensed child care facility. It should be the duty of the parent or guardian and the principal or other person in charge of any public, parochial, or private school to exclude therefrom any child or other person affected with a disease suspected of being infectious or contagious until the expiration of the prescribed period of isolation or quarantine for the particular infectious or contagious disease. If the attending person licensed to practice medicine, surgery, or local health officer, finds upon examination that the person is not suffering from an infectious or contagious disease, he may submit a certification to this effect to the school authority, and such person shall be readmitted to school or to the child care facility."

## MEDICAL CONSENT AUTHORIZATION FORM

This form, which is signed by the parent and notarized, accompanies a student on any school sponsored activity. The intent of the form is not for the school or school employees to assume medical responsibility for a student. Should a student become ill or be injured and require immediate medical attention and school personnel are not able to contact the parent, this form authorizes the school to seek medical attention for the student. Many doctors will not treat a child without the consent form.

## CLASS ORGANIZATIONS

Each class will have a regular class meeting during the first week of the school year and future class meetings will be scheduled through the class sponsor and the principal.

Class meetings must be well organized, conducted according to the Roberts Rules of Order, and be run in a business like manner. Students are to be orderly and polite, if class meetings are to be part of the program.

It will be the duty of the class treasurer-and only the class treasurer to receive money and make disbursements with the approval of the sponsor. Books should be checked each month so that your balance will agree with that in the activity account book.

**Purchase Requests** signed by the class or organization sponsor are required. Things ordered and received by an individual supposedly for an organization will be charged to that person, not the class or organization. All accounts are paid by check through the office on school purchase orders.

**Minutes** The class or organization secretary must keep accurate minutes of each meeting. These minutes must be signed by the president, secretary, and the sponsor. I would recommend that copies be made for each member of the class and that one copy be filed with the principal.

## HARASSMENT

Verbal, physical, or sexual harassment will not be tolerated. There will be no initiation of any students in the high school by classes or organizations. Bullying will not be tolerated.

## LEAGUE MEMBERSHIP

Stanton County High School is a member of the Hi-Plains League. Other member schools are Elkhart, Holcomb, Hugoton, Lakin, Sublette, Syracuse, Cimarron, Southwestern Heights, Satanta, and Leoti (Wichita County).

## KSHSAA

Stanton County High School is a member of the Kansas State High School Activities Association and will comply or surpass any rules and regulations of the above association. Please contact the high school principal if you have any questions on the above.

## MASCOT/SCHOOL COLORS

The mascot of Stanton County High School is the Trojan. Our teams are known as the Stanton County Trojans. Our school colors are maroon and gold.

## SCHOOL SONG

We're loyal to you, Stanton High  
The Gold and Maroon, let them fly  
We'll back to stand, 'gainst the best in the land  
For we know you have sand, Stanton High  
So crack out the ball, Stanton High  
We're backing you all, Stanton High  
Our team is our fame protector  
On Trojans, for we expect a victory for you.

## SPORTSMANSHIP

We will adhere to good sportsmanship. Rule 52 of the KSHSAA will be enforced. Improper or vulgar cheers will result in removal from the gym at the principal's discretion. Cheers should always be to support one's own team; never to be negative toward another team or officials. **Remember, at Stanton County, we set the example!**

## ARTIFICIAL NOISEMAKERS

Artificial Noisemakers for all contests must be approved by the high school principal. No artificial noise makers will be used at indoor activities. All Hi-Plains League rules and KSHSAA rules will also apply.

## STUDENT ELIGIBILITY

While all students of Stanton County High School are encouraged to participate in activities they must realize that participation is a privilege-not a right. Therefore, there are certain criteria that determine a student's eligibility for participation.

These eligibility requirements affect all activities that involve interscholastic competition.

## KSHSAA ACADEMIC ELIGIBILITY

All students of Stanton County High School must comply with the eligibility requirements set forth by the Kansas State High School Activities Association.

To be academically eligible a student must have passed 5 full credits of class work the previous semester. Students who are ineligible will be allowed to practice, but not participate or ride with the team to out of town events.

### NON ACADEMIC ELIGIBILITY (KSHSAA RECOMMENDATION)

Any student who reaches his or her 19<sup>th</sup> birthday before September 1 is not eligible for high school interscholastic competition. Any student who is not in good standing with his or her school is not eligible for high school interscholastic competition.

Due to a rising problem of substance abuse in today's youth, the National Federation of State High School Associations and the Kansas State High School Activities Association are urging member schools to adopt policies that discourage poor choices by students involved in school activity programs. While these associations and schools realize they cannot run student's lives, they can set forth rules for competition. Substance abuse today is just another area of determining student eligibility. A student not in good standing with his or her school is not eligible for activities. Stanton County has set forth the following guidelines to further determine activity eligibility.

### PARTICIPATION IN EXTRACURRICULAR ACTIVITIES

Eligibility will be turned in to the office every Friday at 8:30 am. Teachers will record, by subject and student name, any student who has a grade of "D" or "F" within any class. A student who is making an "F" will automatically be ineligible for the following week's activities. Please be aware this includes all **extracurricular or co-curricular** activities, including, dances, attending home or away ball games, playing in games, riding the pep-club bus, cheerleading at games, etc. Students will be allowed to attend practice sessions for activities during the period of ineligibility.

### SCHS ACTIVITIES

The following activities will be offered at Stanton County High School. This is providing there is enough student interest and sponsors available.

#### ATHLETIC

Basketball	Cheerleading
Cross Country	Pom Pon Squad
Football	
Golf	
Track	
Volleyball	
Softball	

#### NON-ATHLETIC

Drama & Forensics
Hispanic America Leadership Org.
Instrumental Music
Scholar's Bowl
Vocal Music
Student Council

### LIMITATIONS

Students may participate in two sports simultaneously such as football and cross country. If competition falls on the same date, the student will have to choose in which sport he will compete. A student may not quit one sport and go to another already in progress after the first full week of the season.

A student competing in two sports may drop one and still participate in the other. If a conflict arises between an athletic event and music competition, the music competition has precedence. This is a Kansas State High School Activities Association regulation. State level competitions also hold precedence over regular season activities. Members of cheerleading and pompon squads may also play basketball.

## **VARSITY AND NON-VARSTIY COMPETITIONS**

Everyone who participates in a sport would like to be a varsity person – A STARTER! Coaches want as many students as possible to participate in their program. This means not all participants can be varsity personnel. That does not have to be a problem for anyone-but they do happen.

Stanton County High School wants to be as successful as possible in all varsity sports. That does not mean that non-varsity personnel are not important to the program. They must be available if a starter cannot play. They also have the opportunity to prepare for the day they will be a starter.

In most sports at Stanton County, we provide for non-varsity competition. This allows non-varsity people to still get the feel of competition and demonstrate their skills in game conditions. In many cases, non-varsity personnel move up to the varsity because of improvement in non-varsity competition. All non-starters might spend some time in non-varsity competition. Only Seniors are not allowed to compete in non-varsity competition. This is a rule of the Hi-Plains League. It is important for everyone concerned to realize that non-varsity participants are an important part of any program, even though they might not get the exposure they would get at the varsity level.

At the non-varsity level of competition the emphasis is placed on participation-not winning. The same principles of competition prevail, Good sportsmanship and Fair play.

### **COACH & SPONSOR RESPONSIBILITIES**

#### **1. TO PARTICIPANTS**

- A. Provide best possible instructions at all times.
- B. Always keep the safety of the participant in mind.
- C. Set Good examples of leadership and organization.
- D. Hold a pre-activity meeting with participants and parents to cover rules and regulations.
- E. Teach and exhibit sportsmanship towards opponents and officials.
- F. Maintain an “open door” for participants to discuss activity related problems
- G. Allow participants to give priority to academics
- H. Allow participants adequate time for church activities on Wednesday nights.

#### **2. TO SCHOOL**

- A. Make sure all participants are eligible.
- B. Keep an accurate inventory of all equipment.
- C. Keep all equipment properly stored during off-season.
- D. See that students pay for lost or damaged equipment.
- E. Do not allow your area of responsibility to infringe upon another activity. Be aware of the over-all school schedule and programs.
- F. Keep your area of responsibility neat and orderly.
- G. Make sure the building is secure when you leave.
- H. Do not allow students to practice or participate who were not at school at least the entire day. Exceptions will be appointments that had prior notification and approval in the high school office.
- I. Make all activity trip arrangements in advance.
- J. Make a list of all students missing school available to the office.
- K. Keep principal informed of all problems involving students/parents.

#### **3. TO PARENTS:**

- A. Hold a pre-activity meeting to explain the program.
- B. Keep an “open door” with parents to discuss activity related problems.
- C. Notify parents immediately if a student is injured or becomes ill.
- D. Notify parents immediately if a student is to be suspended or lose eligibility in your activity.

## STUDENT PARTICIPATION RESPONSIBILITIES

1. **TO COACHES, DIRECTORS AND SPONSORS:**
  - A. Follow the expected rules of the activity.
  - B. Be at all practices, rehearsals and meetings.
  - C. Notify the person in charge when you must be late or gone.
  - D. Maintain your academic eligibility.
  - E. Maintain good attitude toward team/team members/sponsors/coaches.
  
2. **TO SCHOOL:**
  - A. Respect all school equipment and property.
  - B. Return all equipment when finished with an activity.
  - C. Pay for any lost or damaged equipment.
  - D. Follow expected behavior when on school trips.
  - E. Be a good representative of your school and community.

**Always remember, that at Stanton County, we set the standard for good sportsmanship.**

### ACTIVITY BUS TRIPS

1. Students must be ready to leave at the scheduled time. Buses will not wait past the scheduled departure time.
2. Students who ride activity buses to an activity must return on the same bus unless the sponsor gives approval for a change.
3. Parents may request that students return home with them. All other arrangements must be approved by the building principal prior to the activity trip and will be allowed only when traveling on to another destination from an SCHS activity (example: We play SWH on Friday evening and a student is going on with another family to attend a KSU, KU, etc. contest). This should be done with a letter to the principal in advance of the trip. Students will not drive their own cars or ride to or from an activity with other students. Students cannot go from appointments to scheduled events even with parents. When possible school transportation will be provided to transport student (Any exception to this policy will be up to the discretion of the principal, but must be requested 24 hours in advance).
4. Students will remain seated on the bus.
5. Good common sense behavior is expected. Serious or continued violations can cause students to be suspended from future trips.
6. Drinks with screw on lids, candy, and food are allowed as long as proper care is taken to keep all trash picked up.
7. Students who sign up to ride pep buses must ride. If a student cannot ride after signing up and does not notify the sponsor, that student will not be allowed to sign-up the next time.
8. Students will be notified of expected arrival home so parents will know when to expect them.
9. Buses will only stop to or from an activity if scheduled in advance or in case of emergency.
10. Activity transportation will not stop following any contest Monday-Thursday evenings for the purpose of eating.

### LETTERING REQUIREMENTS

A student must complete the season or the activity. Quitting an activity means forfeiting the right to letter, even if all other requirements were met. A student dismissed permanently from an activity is not eligible for a letter in the activity. Seniors will letter if they have been in the activity for all four years and are recommended by the coach and sponsor. This includes transfer students who participated in that activity before transferring to Stanton County High School. Injury letters will be determined by the participants performance before the injury. A coach or sponsor may letter a student for his/her contributions to the squad, even though they do not meet lettering requirements.

The coach/sponsor/teacher will determine lettering requirements at the beginning of each season, and notify participants of the requirements. The building principal will notify the superintendent and board of education at the beginning of each season as to current lettering requirements.

## **MEDICAL RELEASE**

We want to make sure all students are physically fit to return to practice and competition following an injury. A medical release signed by a medical doctor will be required before a participant will be allowed to return to an activity.

## **REGIONAL/SUB-STATE COMPETITION**

Only participants who will actually compete or are acting as alternates (as allowed by the KSHSAA) will be excused from school and furnished meals and transportation by the High School. Participants should realize that post-season competition is not for everyone involved.

## **ACADEMICS AND ACTIVITIES**

**Why have student activities?** In the past few years the value of high school activities has been questioned. Let's set the record straight as to what high school activities are all about. First of all, they are not a separate part of our overall education program but an integral part of it. A good, well-rounded education means not only that is academically oriented, but one that also includes physical, social and emotional development. These are available through a good school activities program.

## **ACTIVITIES ARE A CITIZENSHIP LABORATORY**

Participation in activities encompasses all races and creeds, and teaches a student that it is a privilege and an honor to represent his or her school. Students learn that activities are important because they show a person how to win, and how to lose. Activities teach self-confidence, poise, respect for the rules and good sportsmanship. Through participation in activities, students learn tolerance and understanding for people and how to control their emotions. They also learn the self-satisfaction of accomplishing a goal.

Interscholastic activities constitute a part of the right kind of "growing up" experiences for American boys and girls. Youth are interested in doing things well – in belonging – in displaying loyalty. With a well-administered school program, students and spectators become better citizens through participation and observance of activities conducted under established rules impartially administered.

## **ACTIVITIES ENCOURAGE PHYSICAL AND MENTAL EXCELLENCE**

Documented reports and statistics from the high schools of Kansas continue to show the "holding power" of the activities program. Those students engaged in any phase of the extracurricular program show a drop-out rate far below that of the uninvolved student. Over 90 percent of those students who drop out of school at the senior high level have never been involved in any activity as representatives of their school!

Grade point averages of the student in athletics, speech, music, cheerleading, club programs, etc., rank well above those students who choose not to participate. Interestingly enough, the statistics point out "the more participation the better the GPA!"

The loss of school instructional time, documented by reports from member schools, clearly shows students miss more instructional class time for family vacations, medical reasons, parental excuses, vocational activities, etc., than they do for all KSHSAA-sponsored school activities combined.

## **ACTIVITIES REACH OUT TO THE COMMUNITY**

Activities in our Kansas schools will be as good and as sound as those who administer and support them. Rules and regulations are valueless unless they are embedded in the "grass roots" of the local school and community. The underlying philosophy of interscholastic activities presupposes that they are for the good of the students themselves – just as are the other phases of the educational program – and that is the way the citizens of Kansas want them to be.

## **SENIOR CITIZEN PASSES**

**Senior Citizen Passes**-Senior citizen passes are available to district patrons who have reached the age of 60. We encourage all citizens to attend school activities and extend the passes to senior citizens in order to recognize them as a vital part of our community. Senior citizen passes are valid for all home activities except state competition level activities sanctioned by the KSHSAA or league tournaments. The pass is a lifetime non-transferable pass. Senior citizen passes may be obtained in the high school office.

## **PRIVACY POLICY**

Students shall have no expectation of privacy when using district e-mail or computer systems. E-mail messages shall be used only for approved educational purposes. Students must use appropriate language in all messages. Students are expected to use the system following guidelines approved by teachers or the administration.

Any e-mail or computer application or information in district computers or computer systems is subject to monitoring by the staff and/or administration. The school retains the right to duplicate any information created by students in a computer system or on any individual computer. Students who violate these rules, or any other classroom rules relating to computer use are subject to disciplinary action up to and including suspension from school.

## **BAD WATHER POLICY**

We plan to have school in all attendance centers during times of bad weather unless you are notified to the contrary. You should listen to radio station KULY, KSCB, KJIL or TV stations, KUPK, KSNG, KWCH for information.

Occasionally, the weather might require that we delay the buses from the normal schedules. If buses must be delayed to check roads or late weather reports more than two hours, it is doubtful the buses will be sent out on their routes.

Bus drivers will not start their route in questionable weather until they receive the 'go ahead' by telephone or bus radio through the principal or from the superintendent.

If we find it necessary to send the buses home before the regular time, we also notify station KULY, KSCB, KJIL or TV stations, KUPK, KSNG, KWCH. We are fortunate to have radios in all of our buses and on the same frequency. Each bus has a call number and can be reached from the Manter or Johnson base station. If you are not riding, we would appreciate your calling so that we might contact the driver and notify him. This could save several miles during the school year and much time.

## **FIRE DRILLS**

When the fire alarm sounds, all buildings should be evacuated immediately. Please follow the steps listed below:

1. Students and teachers should turn off lights, close windows and doors as the room is evacuated.
2. Leave books and supplies in classroom.
3. Each class should form a single line to avoid hall congestion.
4. Proceed to the nearest exit in an orderly manner. Proper exit routes are posted in each classroom.
5. Return to class when the bell sounds. The State requires a fire drill each month. Be sure and know the proper exit to use from any classroom that you may be in during the course of the day.

## **TORNADO DRILLS**

Students and faculty will be notified for tornado alerts by the intercom or in the event of power failure, by the whistle on the bull horn. Upon notification, students and faculty will assemble in the girls P.E. locker rooms. The safest position to assume is to draw your knees up and rest head on knees and clasp hand over neck and ears.

## ALCOHOL, DRUG, AND WEAPONS POLICY

All students have a right to attend school in an environment conducive to learning. The use of alcohol, tobacco, and other illegal drugs or the improper use of legal drugs is recognized to be extremely harmful to the individual who uses and to those around that individual. A student cannot learn to his/her full potential while under the influence of these substances. It is further recognized that all students have a right to be educated in a drug-free environment. Therefore, the use (including being under the influence of) possession, or distribution (including sale and given without remuneration) are forbidden in school, on school property at any time, at school sponsored participatory events (whether the event is on school property or elsewhere) or on school transportation. \*Improper use is defined as: 1) prescription drugs used by someone other than the person for whom the prescription was written, or in a dosage other than the dosage written on the prescription label; 2) over-the-counter drugs in dosages other than that recommended on the label.

The goal of this drug/alcohol prevention policy is healthy, responsible youth capable of resisting alcohol and other drugs and capable of reaching their academic potential. The school district will work through curriculum, classroom activity, administration and faculty effort and disciplinary procedures to prevent and intervene in the abuse of alcohol and drugs by members of the school population.

Guns/Weapons in School-Kansas Senate Bill 38 amends the Weapon Free Schools Act to expand the definition of weapons which require a one-year expulsion from school to include a bludgeon, sand club, metal knuckles, throwing stars switchblade or blade that opens by gravity or thrust. The current exception for a rifle an owner intends to use solely for sporting, recreational or cultural purposes is removed. The bill also provides for supervision or revocation of driving privileges of students over 13 who have been long term suspended or expelled for possession of weapon, use, sale or distribution of drugs or controlled substances, or behavior resulting in or substantially likely to have resulted in serious bodily harm. School administrators are required to report such suspensions or expulsions to the division of motor vehicles.

*\*Taken from Stanton County USD 452 Drug and Alcohol Policy. To view the policy in its entirety, call or stop by the high school office.*

### NUMBERS TO HELP

The National AIDS Hotline Service	1-800-342-AIDS
(Spanish Access)	1-800-344-SIDA
Kansas Child Abuse Hotline	1-800-922-5330
Kansas School Safety Hotline	1-877-626-8203
Parents Anonymous of Kansas, Inc.	1-800-332-6378
Make a Difference Information Network (For children and adults with disabilities)	1-800-332-6262
Mid-America Poison Control	1-800-332-6633
Al-Anon Family Groups (Alcohol Abuse)	1-800-356-9996
Bethany Hotline (Pregnancy)	1-800-BETHANY
National Runaway Switchboard	1-800-621-4000
National STD Hotline (Sexually Transmitted Diseases)	1-800-227-8922

U.S.D. 452 does not discriminate on the basis of sex, race, color, national origin, disability, or age in admission or access to, or treatment or employment in, its programs or activities. Any question regarding the compliance with Title IX may be directed to the Title IX Coordinator, Susan Scherling, who can be reached at (620)492-6226, Box C, Johnson KS 67855, or the Assistant Secretary for Civil Rights, U.S. Department of Education.

# **DRUG DOG PROCEDURES**

## **GENERAL SEARCHES:**

1. Contact Stanton County's K-9 Officer and check possible dates and times for a general search.
2. Contact USD 452 Superintendent and notify him/her of possible dates and times for a general search.
3. Carry-out general search of school property.
4. Contact USD 452 Superintendent of the results from the general search.

## **EMERGENCY SEARCHES:**

1. Contact Stanton County's K-9 Officer and set-up emergency search.
2. Carry-out emergency search.
3. Contact USD 452 Superintendent of the emergency search and results.

## **Drug Dog Building Procedures**

1. Announce Lock Down Procedures  
In Classrooms or All Students to the Auditorium  
Coats and/or Backpacks will remain  
classrooms when students are in the  
auditorium
2. School Administrator and another designated witness (school employee) observe K-9 Officer carry-out th
  - 3a. No K-9 Indication  
Announce getting-out of Lock Down procedures
  - 3b. K-9 Indication on a Locker
    - A. School Administrator Secures indicated school locker, and any adjoining locker at the discretion of th  
with a school lock
    - B. Continue K-9 Search
    - C. When the search is complete, go back and the School Admin. will search the indicated locker(s) in the  
witness and law enforcement  
officer
      1. If no substance is found, move to next locker: if ther
      2. If a substance is found, School Admin. secures the ev  
enforcement officer and takes it to the School A
        - a. Student will be brought to the Scho  
will be  
notified
        - b. School Admin. will question the stu
        - c. Superintendent will be notified
        - d. Law Enforcement Officer takes the
  - 3c. K-9 Indication on a Coat and/or Backpack
    - A. School Administrator and witness Secures coat and/or backpack and takes to the School Admin.'s offic  
office

**B. Continue K-9 Search**

**C. When the search is complete, go to the School Admin. Office and search the coat(s) and/or backpack(s)**

- 1. If no substance is found, move to the next coat and/or**
- 2. If a substance is found, School Admin. secures the evidence and notifies the Law Enforcement Officer**
  - a. Student will be brought to the School and notified**
  - b. School Admin. will question the student**
  - c. Superintendent will be notified**
  - d. Law Enforcement Officer takes the student to the station**

**3d. K-9 Indication on a Vehicle and/or Item on school property**

**A. Law Enforcement Officer denotes tag # for suspected vehicle**

**B. Continue K-9 Search**

**C. When the search is complete, the student(s) whose vehicle(s) had an indication on it are brought out to the vehicle**

- 1. If no substance is found, move to the next vehicle: it**
- 2. If a substance is found, the Law Enforcement Officer, School Admin. and witness, and takes the student to the station**
  - a. School Admin. will notify the parents / guardian**
  - b. Superintendent will be notified**

**3e. In the event a substance is found and determined to belong to a U.S.D. #452 staff member, the evidence is taken to the Law Enforcement Officer and the matter referred to Law Enforcement, and the Superintendent will be notified**

**HOUSE BILL NO. 2668**

Be enacted by the Legislature of the State of Kansas:

Section 1. On July 1, 2001, K.S.A. 72-116 shall be and is hereby amended to read as follows: 72-116. Any person who completes a four-year course of study in any high school accredited by the state board of education and who meets the admission requirements established by the state board of regents pursuant to K.S.A. 76-717, and amendments thereto, shall be entitled to admission to the freshman class of the state educational institutions which are under the control and supervision of the state board of regents, upon presenting a statement containing a transcript of the high school record of the person signed by the principal of the school or superintendent of the school district and certifying that the person has satisfactorily completed the course requirements of the state board of education necessary for graduation from high school.

Sec. 2. K.S.A. 76-717 is hereby amended to read as follows: 76-717. (a) The board of regents may adopt rules and regulations for the admission of students at the state educational institutions. Effective for the 2001-02 academic year and thereafter, the rules and regulations shall include the following:

- (1) Each Kansas resident who has graduated from an accredited Kansas high school and who is seeking admission to a state educational institution shall be admitted if the applicant for admission has achieved at least one of the following:
- (2) The applicant has completed the precollege curriculum prescribed by the board of regents with a minimum grade point average of 2.0 on a 4.0 scale or has been recognized by the board of regents as having attained a functionally equivalent level of education; or
- (3) The applicant has a composite American college testing program (ACT) score of not less than 21 points; or
- (4) The applicant ranks in the top 1/3 of the applicant's high school class upon completion of seven or eight semester.
- (5) Admission to all state educational institutions shall be granted to each Kansas resident under 21 years of age who has earned the general education development (GED) certificate with an overall score of not less than 50 points.
- (6) Admission to all state educational institutions shall remain open for each Kansas resident who is 21 years of age or older and who has:
- (7) Graduated from an accredited Kansas high school; or
- (8) Earned the general educational development (GED) certificate with an overall score of not less than 50 points.

Each state educational institution shall establish and maintain a policy permitting the admission of not more than 10% of the total number of freshman class admissions to the state educational institution as exceptions to the minimum admissions standards prescribed by this section. These exceptions shall only be applied to students who are bona fide residents of Kansas in accordance with rules and regulations of the board of regents and which rules and regulations are substantially similar to law, rule or regulation relative to the determination of resident status for tuition purposes.

The board of regents shall adopt rules and regulations prescribing criteria and guidelines to be applied on a system-wide basis to policies established by the state educational institutions for the purpose of permitting freshman class admissions to the institutions as exceptions to the minimum admissions standards prescribed by this section and shall submit an annual report to the legislature containing the number and percentage of freshman class admissions permitted as exceptions to such standards. The information contained in the annual report shall be disaggregated by institution.

Each Kansas resident who has earned at least 24 credits hours of transferable course work with a cumulative grade point average of not less than 2.0 on a 4.0 scale at an accredited community college, university of other college shall be admitted as a transfer student to the state educational institutions.

Each person who is not a resident of Kansas and who has graduated from an accredited high school may be admitted as a freshman to any of the state educational institutions if the person has achieved at least one of the following:

- (A) The person has completed the precollege curriculum prescribed by the board of regents with a minimum grade point average of 2.50 on a 4.0 scale or has been recognized by the board of regents as having attained a functionally equivalent level of education; or

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(B) The person has a composite American college testing program (ACT) score of not less than 21 points; or

The person who ranks in the top 1/3 of the person's high school class upon completion of seven or eight semesters.

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(C) Each person who is not a resident of Kansas and who has earned at least 24 credit hours of transferable course work with a cumulative grade point average of not less than 2.0 on a 4.0 scale at an accredited community college, university or other college may be admitted as a transfer student to any of the state educational institutions.

(b) The board of regents may prescribe a precollege curriculum which includes, but need not be limited to, four units of English, three units of mathematics, three units of social studies, three units of natural science, and one unit in the field of computer technology which is designed for the development of computer literacy including a basic understanding of computer operations, applications and programming.

(c) When a Kansas high school is organized in a manner that provides for documentation of a student's performance in terms other than units of credit or grade point averages, or both, the board of regents shall determine for the students of such school a level of education that is functionally equivalent level of education required under this subsequent shall be made by the board of regents after consultation with the state board of education and the board of education or other governing authority having jurisdiction over the students of the affected school.

(d) The board of regents shall determine a level of education that is functionally equivalent to the completion of the precollege curriculum with a grade point average of 2.50 on a 4.0 scale for persons who are not residents of Kansas.

(e) The board of regents may authorize the chief executive officer of each state educational institution to adopt additional rules and policies relating to admissions of students so long as such rules and policies are not in conflict with the provisions of this section.

Sec. 3. K.S.A. 76-717 is hereby repealed.

Sec. 4. On July 1, 2001, K.S.A. 72-116 shall be and is hereby repealed.

### **SPECIAL EDUCATION PUBLIC NOTIFICATION**

Stanton County USD 452 is committed to providing an education which appropriately meets the needs of each student. For some students, supportive educational assistance is needed through special education programs and services. This means that USD 452 will identify all exceptional children and then provide the needed special education for these students in the most normal educational setting possible. Exceptional children are defined as autistic, behavior disordered, deaf-blind, early childhood special education, gifted, hearing impaired, mentally retarded, other health impaired, physically impaired, severe multiply disabled, specific learning disabled, speech/language impaired, traumatic brain injured, and visually impaired. Stanton County USD 452 has a comprehensive special education program which adheres to the federal regulations within the Individuals with Disabilities Education Act (IDEA) and to the Kansas requirements contained within Article 12 of the Kansas Administrative Regulations. The need for these services is determined with parents at each building site. Specific steps in identifying and providing special education services are followed with all parent and student due process rights and confidentiality provided.

If you believe your child may be in need of special education services, you may initiate a referral to your school's Student Services Team. All parents will be informed as soon as their child is referred for one of the special programs. Parents and, in some cases, the child will be closely involved with the school's special service team decision. While parents may request a due process hearing, this is ordinarily not necessary if parents and school personnel work closely together for the child's benefit.

The goals of an appropriate educational program for all exceptional students is a reflection of the philosophy of Stanton County USD 452 to provide quality educational services for all children. For further information concerning the special education programs and referrals, contact your Superintendent of Schools, Susan Scherling, at (620) 492-6626. You may also contact the Director of Special Education at the HPEC, (620) 356-5577. The Kansas State Department of Education also maintains a toll-free number (1-800-332-6262) which may be called for additional information or resource materials on special education services, rights, and procedures.

## **OCR VOC/ED GUIDELINES**

### Civil Rights Comprehensive Notifications for Stanton County Schools

In compliance with the Executive order 11246; Title II of the Education Amendments of 1976; Title VI of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Section 504 of the Rehabilitation Act of 1973, and all other Federal, State, School rules, laws, regulations and policies, the Stanton County USD 452, Sharon Springs, Kansas shall not discriminate on the basis of sex, race, color, national origin, or handicap in the educational programs or activities which it operates.

It is the intent of Stanton County USD 452, Sharon Springs, Kansas to comply with both the letter and spirit of the law in making certain discrimination does not exist in its policies, regulations and operations. Grievance procedures for Title IX and Section 504 have been established for students, their parents, and employees who feel discrimination has been shown by the local education agency. Specific complaints of alleged discrimination under Title IX (sex) and Section 504 (handicap) should be referred to TITLE IX COORDINATOR AND SECTION 504 COORDINATOR Susan Scherling, Superintendent, Box C, Johnson, KS. 67855, (620) 492-6226.. Title VI, Title IX and Section 504 complaints can also be filed with the Regional Office for Civil Rights. Address correspondence to U.S. Department of Education, Region VII, Office for Civil Rights, 10220 N. Executive Hills Blvd., Kansas City, MO 64153.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974**

Schools may make Directory Information available without parental or student consent, according to the Family Educational Rights and Privacy Act of 1974. Schools must give public notice of categories of information designated as directory information with respect to each student. Directory information includes the following information:

1. The student's name, address, telephone number, date of birth
2. The student's major field of study.
3. The student's participation in officially recognized activities and sports.
4. The weight and height of members of athletic teams.
5. Dates of attendance.
6. The most recent educational agency or institution attended by the student.
7. School publications such as student newspapers and yearbooks.

If any parent objects to the school releasing any of the above information without the parent's prior consent, the parent should inform the school by letter or telephone by September 1<sup>st</sup> of the current year.

## **AHERA (Asbestos Hazard Emergency Response Act)**

USD 452 school facilities were first inspected for asbestos in 1988. Reinspections were conducted in 1991, 1994, 1997, 2000 and 2003. At each inspection, certified inspectors located, sampled, and rated the condition and hazard potential of building materials. Laboratory analysis records were used by a certified management planner to develop an asbestos management plan. A copy of this plan is available for inspection at the USD 452 district office. A copy of the reinspection/management planner report for each building is available for inspection at each school office and the district office. It is USD 452's intent to comply with AHERA regulations and take those steps necessary to insure each child and employee a healthy and safe environment in which to learn and work.

## **COMPLAINTS/DISCRIMINATION**

The Board encourages all complaints regarding the district to be resolved at the lowest possible administrative level. Whenever a complaint is made directly to the Board as a whole or to a Board member as an individual, it will be referred to administration for study and possible resolution.

Discrimination against any individual on the basis of race, color national origin, sex, disability, age, or religion in the admission or access to, the treatment or employment in the district's programs and activities is prohibited. Harassment of an individual on any of these grounds is also prohibited. Susan Scherling, Superintendent, Box C, Johnson, Kansas, 67855, (620) 492-6226, has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title VII 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. Information concerning the provisions of these acts, and the rights provided thereunder, are available from the compliance coordinator.

Complaints of discrimination or discriminatory harassment by an employee should be addressed to the employee's supervisor, the building principal, or the district 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 principal or the district compliance coordinator. Complaints about discrimination, including complaints of harassment, will be resolved through the following complaint procedures:

### **INFORMAL 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 or harassment from 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 of the complaint, and forward this record to the district compliance coordinator. Within twenty (20) days after the complaint is resolved in this manner, the building compliance coordinator 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 building compliance coordinator, or if the individual does not believe the resolution remains acceptable, the individual may initiate a formal complaint.

### **FORMAL COMPLAINT PROCEDURES**

- A formal complaint to be filed in writing and contain the name and address of the person filing the complaint and the matter has not been adequately resolved, the building principal may initiate the complaint should briefly describe the alleged violations. If an individual does not wish to file a written complaint. Forms for filing a written complaint are available in each building office and the central office.
- A complaint should be filed as soon as possible after the conduct occurs, but not later than 180 days after the complainant becomes aware of the alleged violation, unless the conduct forming the basis of the complaint is ongoing.
- If appropriate, an investigation shall follow the filing of the complaint. If the complaint is against the Superintendent, the Board shall appoint an investigating officer. In other instances, the investigation shall be conducted by the building principal, the compliance coordinator or another individual appointed by the Board. The investigation shall be informal but thorough. All interested persons, including the complainant and the person against whom the complaint is lodged, will be afforded an opportunity to submit written or oral evidence relevant to the complaint.

- A written determination of the complaint's validity and a description of the resolution shall be issued by the investigator, and a copy afforded to the complainant no later than 30 days after the filing of the complaint.
  - < If the investigation results in a recommendation that a student be suspended or expelled, procedures outlined in board policy and state law governing student suspension and expulsion will be followed.
  - < If the investigation results in the recommendation that an employee be suspended without pay or terminated, procedures outlined in board policy, the negotiated agreement or state law will be followed.
- Records relating to complaints filed and their resolution shall be forwarded to and maintained in a confidential manner by the district compliance coordinator.
- The complainant may appeal the determination of the complaint. Appeals shall be heard by the district compliance coordinator, the hearing officer appointed by the Board itself as determined by the Board. The request to appeal the resolution shall be made within 20 days after the date of the written resolution of the complaint at the lower level. The appeal officer shall review the evidence gathered by the investigator and the investigator's report, and shall afford the complainant and the person against whom the complaint is filed an opportunity to submit further evidence, orally or in writing, within 10 days after the appeal is filed. The appeal officer will issue a written determination of the complaint's validity and a description of its resolution within 30 days after the appeal is filed.
- Use of this complaint procedure is not a prerequisite to the pursuit of any other remedies including the right to file a complaint with the Office for Civil Rights of the United State Department of Education, the Equal Employment Opportunity Commission, or the Kansas Human Rights Commission.

Kansas Commission on Civil Rights  
 Landon State Office Building, 8<sup>th</sup> Floor  
 900 Jackson, Suite 852 South  
 Topeka, Kansas 66612-1258

Department of Health, Education and Welfare  
 Office for Civil Rights  
 10220 N. Executive Hills Blvd.  
 Kansas City, Missouri 64153

Equal Employment Opportunity  
 911 Walnut, 10<sup>th</sup> Floor  
 Kansas City, Missouri 641

Dear Students and Parents:

Welcome back to Stanton County High School. We need to constantly strive to be “#1 IN THE STATE”. I hope everyone had a great summer and you are ready to take on another year of education and activities with vigor and vitality.

We’re glad to have you back in our hallowed halls of learning, or should I say our hallowed halls of possibilities? That’s what education is about, after all, creating new possibilities for you and for the world around you. Why? Because education opens your eyes to new ideas, new ways of seeing things, and new opportunities. In the country of Lithuania they say: **“Without learning, without eyes.”**

In other words, without an education you are blind to your unlimited potential. You can’t see all the great opportunities the world has to offer. As we begin this brand new school year, let’s all make a promise to ourselves and to each other. Let’s promise to work hard, have fun, and keep our eyes open to the awesome possibilities that a good education has to offer. Make it a great day...or not. The choice is yours.

As you continue your education at Stanton County Schools, we trust your days will be filled with rewarding, profitable, and happy experiences. I hope you have an excellent year. Remember **“IF YOU BELIEVE IT, YOU CAN ACHIEVE IT.” HAVE A GREAT YEAR!!**

Sincerely,

Mr. Bolen  
Principal

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Special Education Public Notification .....	17-18
Strive for .5 .....	6
Student Aide .....	4
Student Council .....	10
Student Load .....	3
Tardies .....	2
Telephone, Use of .....	7
Textbooks .....	7
Tobacco .....	7
Transportation, Activities .....	11
Vehicles, Motor .....	7
Volleyball Games .....	10
<u>Weapons .....</u>	<u>15</u>
Withdrawal From School .....	5