

Sublette Middle/High School

2009-2010

*Student
Handbook*

Student Handbook

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MISSION STATEMENT

The Purpose of Unified School District #374, Sublette, Kansas, is to provide a learning environment so that students will acquire individual academic and decision-making skills, challenging them to become knowledgeable, productive, contributing, successful citizens in a changing society.

Outcomes for student learning that students will demonstrate:

- Skills in communication and group interaction
- Mathematical, Scientific and technological literacy
- Skills in problem solving and decision making
- Skills in creative self expression and the creative works of other people
- Civic understanding through the study of American Culture and history
- Understanding of past and present cultures and religions
- Concern, tolerance, and respect for other people
- Skills in adapting to and creating personal and social change
- Capacity for enhancing and sustaining self-esteem through emotional, intellectual, and physical well being
- Skills necessary to be self-directed lifetime learners
- A positive direction for their lives
- Ability to identify individual career and employment opportunities related to their aptitudes and interests.

ADMINISTRATION

Mr. Rex Bruce Superintendent
 Mr. Cesar Peña.....High School/Middle School Principal

BOARD OF EDUCATION

R.W. LucasPresident
 Jeremy Patterson Vice President
 Joan Menzie Member
 Russ Branden Member
 Jay Meyer. Member
 David Holloway Member
 Bill Hessman..... Member
 Suzan Kimball..... Treasurer
 Lynn Myers..... Clerk

START OF YEAR DATES

New Teacher In-service August 20-21
 Teacher In-service..... August 24-25
 Teacher Workday August 26
 First Day of School August 27

THIS HANDBOOK IS DIRECTED AT BOTH MIDDLE AND HIGH SCHOOL STUDENTS. IF SOMETHING IS SPECIFIC TO A LEVEL, IT IS DENOTED.

BELL SCHEDULE

<u>Regular Schedule (Middle School)</u>		<u>Regular Schedule (High School)</u>	
1 st hour	8:00 -8:49	1 st hour	8:00 - 8:50
2 nd hour	8:52 - 9:41	2 nd hour	8:53 - 9:43
Break	9:41 - 9:50	3 rd hour	9:46-10:36
3 rd hour	9:50-10:39	4 th hour	10:39-11:29
4 th hour	10:42-11:31	5 th hour	11:32–12:22
Lunch	11:31-12:01	Lunch	12:22-12:54
5 th hour	12:01-12:50	6 th hour	12:54 - 1:44
6 th hour	12:53 - 1:42	7 th hour	1:47 - 2:37
7 th hour	1:45 - 2:34	8 th hour	2:40 - 3:30
8 th hour	2:37 - 3:26		

OUT-OF-DISTRICT STUDENTS

There will be certain guidelines and criteria that must be followed for out-of-district students to attend SMS/SHS.

1. Students who have been expelled from another district or USD 374 will not be allowed to attend school at SMS/SHS in future years.
2. Students who receive three (3) or more out-of-school suspensions in a school year will not be allowed to return to SMS/SHS in future years.
3. In order for a student to become a SMS/SHS student from another school district, he/she must complete an application. This application can be picked up in the high school office or district office.
4. The student and his/her parents/guardians will be interviewed by a team including, but not limited to, the superintendent, principal, and counselor.
5. There will be a checklist by which the interviewing team will make their decision.

FIRST DAY OF SCHOOL

Students will report to their first hour class at 8:00 a.m. on August 27th. Within the first week, the principal will meet with each grade level individually.

ENROLLMENT AND FIRST WEEK OF SCHOOL

August 27th is the first full day of school. Enrollment changes must be made during the first three days of classes. If a student wishes to change any class, he or she must see the counselor. The

counselor will have the forms for this, and they must be signed by the parent/guardian. Second semester changes will be allowed the first three days of the second semester. Middle school changes are not allowed second semester; only the first three days of school in August. Final decisions will be determined by the principal and/or counselor.

ENROLLMENT FEES – Due at the time of enrollment

Grades 7-8	36.00
Middle School Shop	10.00
High School	37.00
Band Instrumental Rental	30.00
Guitar Rental.....	50.00

ENROLLMENT FEE COLLECTIONS

1. Students who come to school without the payment of fees will be admitted to class and may be sent home with a contact as follows:
 - a. Upon telephone contact with the parent/guardian, the student may be allowed to return home if- in the judgment of the principal - the student may safely do so. The student will not return to school to attend classes until arrangements are made as provided in this policy.
 - b. A letter of notification may be sent to the parents informing them of a need to arrange for payment of fees before classes may be attended. Such letter will state that five (5) calendar days following the posting of the letter, the student will be excluded unless payment of fees is arranged, as provided in the policy.

2. Textbook rental fees shall be paid prior to the student’s admission to class unless other arrangements are agreed upon between the principal and the student’s parents. In the event a parent/guardian is financially unable to pay the cost of textbook rental fees, the student shall be furnished textbooks without charge, provided that the parents submit a written statement to the building principal to the effect that free textbooks are requested on the grounds of financial inability to pay the rental fee.

3. A student shall be held financially responsible for loss, for damage beyond normal wear, or for failure to return any textbook rented to him. The records of a student transferring to another district shall be withheld until the student has returned or paid for any textbook (or other school property) for which he/she is responsible. The building principal withholding records shall inform the district requesting the records that such records are being withheld in compliance with KSA 72-5386, and shall provide the requesting district with an itemized statement of the amounts owed by the student. In the event that the principal withholding records receives an affidavit stating that the student’s parents are unable to make payment, the records shall be forwarded, and the principal shall note in the school records that settlement has been made.

4. Parents and students shall be permitted to pay enrollment fees and textbook rental fees in full at enrollment time, or in multiple payments, the first being due at enrollment time, or to sign a legal affidavit of indigence.

Legal reference: KSA 72-4146, 5386, 4107 (a)

PROCEDURES FOR COLLECTING ENROLLMENT FEES

1. At the time of enrollment three options are available to parents/guardians regarding the payment of student fees:

- a) Payment of fees in full (cash, check, or money order)
 - b) Establish a written payment plan for student fee with principal approval
 - c) Establish a legal affidavit of indigence
 - d) If the parent/guardian presents a completed enrollment packet, at the time of enrollment, fees will be waived.
2. If the parent/guardian chooses the second alternative of payment by a plan approved by the principal, the first payment on the fee schedule must be made on or prior to September 15. In the case of a transfer or new enrollment in the district, the first payment must be made within thirty (30) days after enrollment.
3. In the event the payment schedule is not maintained, the delinquent party's collection is referred to the central office with the following steps of action to follow:
- a) The central office of USD 374 will bill for fees with the payment due within 60 days.
 - b) If payment of fees is not made before the end of school, the matter is turned over to a collection agency.
 - c) Until a course of action under "1" above is completed, all student transcripts and records are withheld.

TEXTBOOKS

Books will be issued by the teacher at the beginning of classes. The \$37.00 high school rental fee for books and materials is **due at the time of enrollment** and can be paid in the office. The fee includes the cost of any workbooks that will be needed. The \$36.00 middle school rental fee is **due at the time of enrollment** and can be paid in the office. There is a shop fee of \$10.00 for middle school students, a \$30.00 rental fee for band instruments for both high school and middle school students, and a \$50.00 rental fee for high school students enrolled in Guitar. Students leaving SHS and SMS (i.e. transferring) will be refunded up to one-half of the book rental fee. Students are responsible for the books they are given and will be expected to replace any books that are lost or abused. Materials for personal projects, such as shop, sewing, and art projects, are to be paid for by the student. Students in shop must pay ½ of their projects before beginning the project. The rest of the fee is due after completion of the project.

TEXTBOOK RENTAL FEES

Each building shall annually set textbook rental fees at a rate which will, in conjunction with adoption policies, necessary textbook repairs, and usage rate, make the textbook revolving fund self-supporting.

The plan used by each building principal to determine textbook rental fees shall be detailed in writing with a copy filed at the attendance center and another copy filed with the superintendent.

Textbook rental fees shall be paid prior to a student's admission to class unless other arrangements are agreed upon between the principal and the student's parents/guardians. In the event that a parent/guardian is financially unable to pay the cost of textbook rental fees, the student shall be furnished textbooks without charge, provided the parent/guardian submits a written statement to the building principal to the effect that free textbooks are requested, on the grounds of financial inability to pay the rental fee.

A student shall be held financially responsible for loss, damage beyond normal wear, of failure to return any textbook rented to him. The records of a student transferring (or graduating) to another district shall be withheld until the student has returned or paid for any textbook or other school property for which he/she is responsible. The building principal withholding records shall inform the district requesting them that such records are being withheld in compliance with KSA

72-5386 and shall provide the requesting district with an itemized statement of the amounts owed by the student. In the event that the principal withholding records receives an affidavit stating that the student's parents/guardians are unable to make payment, the records shall be forwarded and the principal shall note in the school records that settlement has been made.

DAILY PROGRAM

High school students are not to be in the building before 7:30 a.m. unless they are requested to come in early by a teacher and are under the supervision of a teacher. School begins at 8:00 a.m. School dismisses at 3:30 p.m. and should be vacated at that time unless under the direct supervision of a teacher or sponsor. The middle school building opens at 7:45 a.m., and classes begin at 8:00 a.m. Students who arrive before 7:45 a.m. are to wait at the entrance doors until the bell rings. Middle school dismisses at 3:30 p.m. Bus students will go to the outside doors across from the band room and quietly wait for their bus. Students not riding their regular bus (a.m. or p.m.) should notify the Director of Transportation Center at 675-8113 before 2:30 p.m. If students desire to ride a bus other than their regular route bus, **THEY MUST HAVE WRITTEN PERMISSION FROM A PARENT/GUARDIAN BEFORE THEY WILL BE ALLOWED TO DO SO!** Please note: Due to inclement weather, students will be let into the building earlier than the mentioned times above.

LOCKERS

Student lockers will be assigned the first day of school. Lockers are to be kept locked at all times when not being used by the student. Lockers are the students' school home, but remain the property of the school and are subject to inspection by school officials. Students leaving permanent damage to their lockers will keep that locker until they graduate and will make restitution for repairs. Students should not keep money in their lockers or the restrooms. Shower room lockers should be kept locked at all times while unattended. It is not the school's responsibility if something is stolen from a locker that is not locked or when the property is not locked properly in a locker.

CARS AND NOON HOUR

Cars in the parking lot must be parked legally between the marked parking lines and pointed in the correct direction. High school students will be allowed to leave the parking lot during the lunch period and return to the parking lot. Any middle school student driving a car or motorcycle to school must park it at the school and leave it until the day is over or the student leaves school for the day. They may park in the nearest parking area closest to the street in front of the middle school. Middle school students will not ride in cars during the noon hour unless accompanied by a parent or designated person. The privilege parking on school property will be lost if driving is reckless and illegal. Students should stay out of and away from their vehicles if parked in the school parking lot during school hours. Repeated violations will be dealt with at the discretion of the principal. A student may choose to ride a bike to school. It is to be placed in the appropriate rack and not moved until the end of the school day. With parental permission, the bicycle may be used as transportation at noontime. A student may not loan their personal bike to another person at noon or any other time during the day. Students are not permitted in the shop hallway and the north-south halls other than the main lobby area during the lunch hour.

SCHOOL BUS ROUTES

Bus routes are planned to serve all eligible students who regularly ride the bus, except mileage payments shall be made to those isolated families for whom it would be impractical to provide bus service. Eligible students are those who live outside the city limits of Sublette, but within the school district and those who live outside designated Sublette routes. Alternate "mud and snow" bus routes are used when such use is in the best interests of student safety and vehicle

maintenance. Routes are planned after enrollment and are revised as needed throughout the school year.

The Board does not sanction or encourage a student leaving the school bus to ride with anyone other than his/her parents/guardians. School bus drivers are, therefore, not authorized to release a student from the bus, except at his/her regular stop or at his/her usual mud and snow stop, nor are bus drivers authorized to transport a student who is not a regular passenger, unless they have received a request from the student's parents/guardians to the contrary. A parent/guardian may make such a request in writing, in person, or by telephoning the principal at his/her office. The principal will then inform the bus driver of the request.

Bus students need to wear appropriate clothing for winter/inclement weather should a bus become disabled.

Parents whose children will ride the buses will be contacted by the route driver before school begins. Questions concerning bus routes and other transportation information, including messages, should be directed to Bob McMullen, Transportation Director, (620) 675-8113.

TELEPHONE CALLS

Students will not be called from classes to accept telephone calls except in emergencies. Telephone numbers or messages will be taken and delivered to students at the convenience of the office. Students may use the student issued telephone located in the office. Office phones are **NOT** to be used by students unless requested by a teacher for school business or with the approval of an adult. Parents/guardians are not to contact students on their cell phones, as this is a disruption to the class.

TELEPHONE MESSAGE GUIDELINES

Phone messages being received at SMS/SHS for students should be of an *urgent* nature only. Students are not called during class unless it is an emergency. This policy will allow for less classroom interruptions. Normally, messages are given to a student in class at the end of the hour in which it is received.

LOST AND FOUND

Lost and found articles may be retrieved in the office. Items found should be turned into the office immediately.

PARENT/TEACHER CONFERENCES

Parent/Teacher Conferences are held approximately six weeks into the first and second semesters. These conferences allow parents/guardians and teachers to discuss student achievement. **ALL TEACHERS ARE REQUIRED TO ATTEND PARENT/TEACHER CONFERENCES.** In the event that a teacher cannot attend, he/she **MUST** notify the principal.

LIBRARY POLICY

The library will be open from 7:45 a.m. to 3:45 p.m. If students need to use the library during other times, they need to make arrangements with the librarian. Students may only check out four books from the library at any one time. Reference books may be checked out only overnight or for one class period. For overnight use, they may be checked out during the last period of the day or at the close of school and must be returned before the first class the following school day. Magazines may be checked out on magazine check-out cards kept at the library desk and must be returned in 14 days. Books may be checked out for 14 days. A fine of five cents per day will be

assessed on over-due books. In the case of lost books, the student will pay the replacement cost of the book.

EMERGENCY CLOSINGS AND DISMISSAL

School may be dismissed early on some days, or no classes held, due to inclement weather or other emergencies. If school is either cancelled or dismissed early due to an emergency, public announcements will be made on the following radio stations:

RADIO

Dodge City	KGNO and KDCK FM
Garden City	KIUL and KUPK
Liberal	KSCB and KUPK
Ulysses	KULY
Pierceville	KANZ FM

TELEVISION

Channel 13	KUPK
Channel 11	KSNG
Channel 6	KTVC

Parents are urged to turn on a radio or television whenever the weather is threatening. When school is dismissed early for students living in the country, and they have driven their vehicles to school, parents will be notified by phone for their permission to leave.

PAYMENT OF BILLS

The names of students who must return library books or owe money for a class or activity will be given verbal and written notice by the office secretary. **Semester and/or final grades will not be mailed until all outstanding bills are paid. Furthermore, students will not receive a diploma or transcript from SHS until all outstanding bills are paid.**

BOARD MEETINGS

School Board meetings are scheduled for the second Monday of each month. Meetings begin at 7:00 p.m. in the administration building unless otherwise specified. Special meetings will be called when necessary.

GRADUATION REQUIREMENTS

Upon satisfactory completion of the following requirements, a student may be eligible to graduate from and participate in graduation exercises of the Sublette High School:

1. He/she shall have satisfied the requirements of the Kansas State Department of Education.
2. He/she shall have earned a total of twenty-five units of course credit. (Beginning with the class of 2011, the total credits required to graduate is twenty-eight.)
3. He/she shall have been in school attendance for a minimum of eight semesters following completion of Grade Eight. **PROVIDED:** That a student may, through the high school principal, file a written petition with the Board of Education for special consideration and waiver of requirements 2 and 3 above. The Board shall consider the petition on the basis of the superintendent's recommendation for, or against, approval.

PROVIDED FURTHER: Any student enrolled under the provisions of KSA 72-933 and amendments thereof (Special Education), whether or not attending classes in USD No. 374, may be eligible to graduate from and participate in graduation exercises of the Sublette High School subject to the following:

1. The principal of the high school, or institution at which the student is attending, certifies to the principal of Sublette High School that the student has successfully

completed the requirements of the program in which enrolled, based upon state and local requirements and the student's Individual Education Plan, and

2. The student shall have attained an age equivalent to that of an average high school graduate (17 or 18), and
3. The student shall have attended a minimum of twelve years of school (public or private) during which time he/she was enrolled in any of Grades 1 through 12 and/or a combination of such grades sequenced as "Levels" designed to provide an appropriate education.

PROVIDED FURTHER: The following thirteen (13) units are required subject areas:

- Four (4) units of English Language Arts
- Three (3) units of Social Studies
- Two (2) units of Science with at least one (1) laboratory course
- Two (2) units of Math (Three (3) units of math beginning with Class of 2009)
- One-half (1/2) unit of P.E. (waiver available)
- One-half (1/2) unit of Health
- One (1) unit of Fine Arts (Beginning with Class of 2009)

The remaining twelve (12) units may be selected by the student from any courses offered by Sublette High School.

PROVIDED FURTHER: That a resident of USD No. 374 completing requirements for high school graduation through a G.E.D. program may request (through the Board of Education) to be granted a Sublette High School Diploma provided the following criteria are met:

1. The G.E.D. Test shall be properly certified and passed as set forth in Bulletin 701 of the Kansas Department of Education.
2. Credit for U.S. History (one unit) and U.S. Government (one unit) shall be earned in residence at Sublette High School, or through arrangements approved by the high school principal at Sublette High School, in compliance with KSA 72-1103.
3. The applicant must be 21 years of age.
4. Credit shall not be for specific subjects, but shall be listed as G.E.D. credit on the transcript.
5. His/her high school class must have graduated.

PROVIDED FURTHER: That any person granted a Sublette diploma under these provisions will not be allowed to have his/her picture placed in the graduation panel at Sublette High School.

GRADE CLASSIFICATIONS

Each student is considered a member of one of the four classes and is entitled to hold office in that class.

Senior class members must have a minimum of 18 credits.

Junior class members must have a minimum of 12 credits.

Sophomore class members must have a minimum of 6 credits.

Freshmen class members must be enrolled in a minimum of 7 classes.

SEMESTER AND FINAL GRADES

Classes at SHS are based upon semester work. Failing one semester course of work and receiving a passing grade for the other semester will result in ½ credit for that student.

HONOR STUDENTS

Honor students will be based on eight semesters of accumulative grade points, excluding any student that fails any one semester. All semester grades, including band, choir and physical education will be figured in on the grade point average. All seniors with a 3.5 or above will be honored at graduation with a certificate. All 4.0 students or top ranked seniors will receive a plaque.

HONOR ROLL

Honor rolls will be published at the close of each nine week period. The Principal's Honor Roll is based on a student having a 4.0 grade point average. The High Honor roll is based on a 3.99 to 3.50 grade point average. The Honors Honor Roll is based on a 3.49 to 3.00 grade point average. Grades from ALL classes will be used to determine honor roll.

SCHOOL RECORDS

All school records pertaining to Sublette High School students, who are attending regular classes, are on file with the high school counselor. Any student or parent/guardian wanting to view such records should make a request through the counselor's office. Students and parents may view only their own records and not those belonging to other students.

PASSING MIDDLE SCHOOL CORE AREAS

It is required that ALL middle school students pass their core classes (social studies, math, science, and English) for the quarter. If a student does not pass his/her core classes, he/she will be required to attend after-school class Monday through Thursday and complete the curriculum using the A+ Program. If a student does not pass second semester, he/she will be required to take the A+ Program the first semester of the next school year.

COLLEGE VISITATIONS

Seniors desiring to visit colleges may be excused for two days, provided arrangements are made through the counselor's office and principal's office one week prior to the visitation by the student.

STUDENT CONDUCT

The school is primarily an opportunity for developing the skills that must be mastered to become a responsible citizen. Students at Sublette MS/HS will be expected to develop and practice a code of self-discipline that is in keeping with the expectations of the school. This means that students must strive to be friendly, courteous, honest, respectful, understanding, and fair in all situations.

All students will be expected to follow the basic rules of acceptable behavior, such as:

1. Work hard to achieve success
2. Develop self-discipline that is reflected in positive behavior
3. Respect the rights and property of others
4. Comply with the authority of all school personnel
5. Obey school rules and regulations

6. Be regular and punctual to meetings at all school obligations
7. Help maintain school property from damage and defacement

Each student is a unique individual with unique personal, social, and educational needs. As a result, every disciplinary situation becomes unique in nature. Consequences for misbehavior provide the best learning value when matched to the unique student and the unique situation. The odds of students learning from their mistakes increase dramatically when students see a reasonable connection between their behavior and the resulting consequences. The consequences may range from working with the students to solve their own problems to sending a student home to let the family work out the problem. When school staff, the student, and the parents work together, a higher level of success will be obtained.

To help students develop into the best they can be, the staff have a set of beliefs that allow students to be properly guided. The beliefs are listed below:

1. Every attempt will be made to maintain the dignity and self-respect for both the student and the teacher.
2. Students will be guided and expected to solve their problem without creating problems for everyone else.
3. Students will be given opportunities to make decisions and live with the consequences, whether they are positive or negative.
4. Misbehavior will be handled with natural or logical consequence instead of punishment whenever possible.
5. Misbehavior will be viewed as an opportunity for individual problem solving and preparation for the working world as opposed to a personal attack on school or staff.
6. Students are encouraged to request a “due process hearing” whenever consequences appear to be unfair.
7. School problems will be handled by school personnel. Criminal activity will be referred to the proper authorities.

Working together as a team will produce the best results for discipline. The staff, student, and parents must work together to give students the best chance at becoming productive citizens.

STUDENT ATTIRE/APPEARANCE GUIDELINE

1. Caps, hats, headgear, and sunglasses are not to be worn in the building during school hours. (Headgear includes, but is not limited to: scarves, towels, picks, bandanas, stockings, skull caps, sweat/sport bands)
2. Music and/or headsets will only be allowed if the teacher gives his/her expressed consent. All teachers reserve the right to deny any student the privilege of listening to the music and/or headsets. It is strictly the choice of each teacher whether or not to allow music and/or headsets in his/her classroom. No music will be allowed in the Virtual/A+ classes.
3. Pagers, beepers, lasers, cell phones, DVD players, two-way radios, and PDA are not permitted during school hours for any reason. Cell phones may be used at lunch. If a teacher sees these objects during the school day (excluding lunch), he/she will confiscate the pager, cell phone, and/or PDA, and turn it into the principal. The student and parent/guardian must visit with the principal after school before getting

the devices returned to him/her. If the device is turned into the principal a second time and beyond, more severe consequences will follow. Students who refuse to give the device to the adult or take out select components prior to giving it to the staff member will earn a disciplinary referral.

4. Extremely torn or sloppy styles of clothing are prohibited.
5. Shorts will be permitted if they are long enough that they do not detract from the educational process.
6. Bare midriffs, biker/spandex clothing, halter tops, underwear type shirts, or any revealing clothing is not permitted.
7. Clothing that has suggestive messages or that promote alcohol, tobacco, drugs or violence are not to be worn at school or school events.
8. Skirts which are distracting to the educational process are not permitted.
9. Clothing/Apparel associated with initiation type activities will not be permitted.
10. Sagging pants are prohibited. Students will keep their pants at or near the hip level.

NOTE: Should health, medical, or religious reasons require exceptions to the above guidelines for a student, a parent/guardian should contact the principal.

*Violators will change into school issued clothing when necessary and will be subject to appropriate discipline according to the consequences list.

These guidelines may be set aside for certain occasions, (e.g. spirit week, extremely hot weather), but only by prior announcement from the office. If any questions arise as to propriety, please refer the student(s) to the office for consideration.

PLAGIARISM

A student must not adopt or reproduce ideas, words, or statements of another person without appropriate acknowledgement. A student must give credit to the originality of others and acknowledge the indebtedness whenever he/she does the following:

- a. quotes another person's actual words either written or oral,
- b. paraphrases another person's words either written or oral,
- c. uses another person's ideas, opinions, or theory, or borrows facts, statistics, or other illustrative material, unless the information is common knowledge.

MALE-FEMALE RELATIONSHIPS

It is expected that all students will exercise good judgment and restraint in all relationships. Basically, SMS and SHS will expect a "hands-off" attitude at all times and in all areas during the school day and while attending activities at school. Sublette Middle School and Sublette High School does not discriminate based on sex, handicap, ethnic, background, or creed (religious preference).

DISRUPTIVE BEHAVIOR

Disruptive behavior is student conduct which materially and substantially interferes with the educational process, or with school sponsored activities, and is not permitted. Disruptive

behavior is unacceptable and will be dealt with according to the pertinent area of the code. Examples of disruptive behavior include insubordinately talking out; moving around the classroom without permission; profanity/vulgarity; uncomplimentary gestures/speech; spitting on another person; non-compliance with school/class rules; refusing to acknowledge a school employee's direction; any other behavior deemed by school personnel to be disruptive. All consequences are at the discretion of the principal.

THEFT

Students who steal are subject to disciplinary action and police may be contacted. Students are responsible for their own belongings by locking lockers. Any student who has items stolen at school should report the incident to the principal. School personnel will follow-up on all reports of theft. Students are *highly discouraged* from bringing large amounts of cash or high dollar items of personal property to school. All consequences are at the discretion of the principal.

VIOLENT ACTS/THREATS

Fighting/violent acts will not be tolerated at SMS/SHS. Police reports will be filed and students that fight or commit violent acts/threats will be suspended out of school. All consequences are at the discretion of the principal.

PROFANITY

Language deemed as offensive, vulgar, obscene, or derogatory in nature is not permitted. Violations will result in disciplinary action at the discretion of the principal.

INSUBORDINATION

Students failing to comply with a reasonable request of school personnel or who are defiant of rules governing USD 374 will be considered insubordinate. Students who are insubordinate are subject to disciplinary action at the discretion of the principal.

VANDALISM

Students who damage/destroy school property maliciously or through carelessness are responsible for the damage and will be expected to pay repair/replacement costs. Disciplinary action may be taken. All consequences are at the discretion of the principal.

GANGS/GANG AFFILIATIONS

Gang activity will not be tolerated at SMS/SHS. Students who are caught "tagging"/vandalizing school property with gang-related graffiti will be expelled from SMS/SHS. Students who wear gang-related clothing or write gang-related graffiti on notebooks, folders, paper, etc. will be warned. His/her parents/guardians will be contacted, and if the student does not heed the warning, it is at the discretion of the principal as to the consequences. Expulsion, Short Term Suspension, and Long Term Suspension may be a consequence.

DRUG AND ALCOHOL POLICY

All students have the 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 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), is forbidden in school, on school property at any time, at school

sponsored participator 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 - dosage other than that recommended on the label.

TOBACCO/ALCOHOL/ILLEGAL DRUGS

The use of and possession of tobacco products, alcoholic beverages, and/or illegal drugs is prohibited in school at any time, at school sponsored participator events (regardless of location), or on school transportation. Those in violation of this policy will be subject to disciplinary action.

Disciplinary action and distribution of health information concerning the violation will be at the discretion of the building principal.

TOBACCO/ALCOHOL/ILLEGAL DRUGS AND EXTRACURRICULAR ACTIVITIES/ATHLETICS

Should a student be in use of, consumption of, or possession of tobacco, alcohol, and/or illegal drugs, he/she may have his/her privileges revoked from participating in the activity/sport for the rest of the year/season. The consequences will be at the principal's discretion.

PREVENTION CURRICULUM

Recognizing the extensive use and promotion of alcohol, tobacco, and other drugs in our society, the school has an obligation to prepare students for decision-making against drug and alcohol use. This policy ensures the existence of a prevention program in the schools. The program will utilize multiple strategies to include, but not be limited to, providing accurate drug and alcohol information and education, continuation of the school team concept, and substance abuse curriculum K-12.

All prevention and intervention programs K-12 adopted by this policy will be subject to program review to determine the effectiveness of the program and to implement changes when necessary to ensure that the sanctions are consistently being enforced.

These guidelines have been created as one part of the alcohol and drug policy. They are intended to provide a consistent means for effectively responding to alcohol and drug related situations that may occur at school or at school sponsored events. They have been written with due consideration for the legal rights and parents who may find themselves involved in such situations. Student behavior, as it relates to alcohol, illegal drugs, other controlled substances, look-alike drugs, act-alike drugs, misuse of prescription or over-the-counter drugs, being high or intoxicated, in possession of, using or selling any of the substances listed above, is a violation of this policy. Those in violation of this policy will be subject to disciplinary action. Students who assist in possession, use or sale of substances listed will be subject to disciplinary action.

The Consequences of such behavior are:

1. The city police department will be notified of an alcohol or drug violation should there be any physical evidence or at the discretion of the building principal when there is no physical evidence.
2. All search-and-seizure action will be taken in accordance with the guidelines set forth in this policy.

3. In the case of a medical emergency related to substance abuse, the appropriate health professional, as well as parents or legal guardians, will be contacted. In the case that the parents or legal guardians cannot be contacted, the person designated on school records as a contact person in the case of a medical emergency will be informed. All information available will be made known to the parent/guardian, physician, and all others responsible for care and treatment.

4. Students who are concerned about their substance abuse and notify faculty or staff will not be subject to suspension, but will be required to meet with the intervention team and subject to their recommendations. Confidentiality will be observed while seeking and finding support for such a student. Self-disclosure can only be used once to avoid disciplinary action.

5. All USD 374 employees and other personnel working with USD 374 students, as well as any other student under their direct or indirect supervision, who observe the use, sale, transfer, or possession of any drug, alcohol, medication, or other chemical substance, or the paraphernalia associated with administering of drugs, shall report immediately to the building principal.

Substance Abuse Intervention (as it applies to alcohol, illegal drugs, other controlled substances, look-alike drugs, act-alike drugs, and misuse of prescription or over-the-counter Drugs) will include the school district working through curriculum and classroom activities, administration and faculty effort, and disciplinary procedures to prevent and intervene in the abuse of alcohol and drugs by members of the school population.

When a student exhibits behaviors that may indicate the use of illegal drug-alcoholic beverages, drugs, and/or other controlled substances, school personnel will document such behaviors, confront the students and his/her lawful custodian(s) with the documented evidence, and recommend: 1) the student and lawful custodian(s) enter into a contract with the school to modify the inappropriate behaviors; 2) the student be considered for enrollment in a diversion program in lieu of consideration for formal treatment; or 3) the student be taken for an intake evaluation or assessment by a qualified alcohol and drug treatment agency.

1. Each level should have in place a formal procedure for identifying possible substance abuse related behaviors and presenting such evidence to the student and the student's lawful custodian(s). Copies of the intervention procedure are available in the building principal's office.

2. Documented evidence of the student's behaviors and physical characteristics can and should be made and documented by any school employee who is both willing and able to do so according to the formal procedure employed by the school.

3. Confrontation with the family, based on the appropriate documentation, may be implemented by the principal or designated intervention specialist or the school's intervention team.

School personnel and other adults involved in the intervention will collectively determine which response option is most appropriate for the student in question. The recommendation will be for a school contract, a diversion program, or an assessment for potential chemical dependency as outlined below:

A. For a school contract, expectations appropriate to the student's specific situation will be listed, with consequences identifies for failure to meet the agreement and methods for measuring compliance. The school will designate the school person(s) responsible for establishing, coordinating, and monitoring the contract.

- B. A diversion program provides information which can alter potentially self-destructive perceptions and behaviors in his/her family in a formal treatment process for chemical dependence. A diversion program can be administered by a qualified agency or under the auspices of the school according to recognized criteria for such a program. A diversion program would be appropriate only for persons who may be experimenting with substances, but who are not chemically dependent. Consequences for failure to comply will be identified. The school will designate the school person(s) responsible for monitoring the diversion process. This would include asking the lawful custodian(s) to sign a release of information form to be presented to the agency providing the diversion service. The school would then monitor the student's participation in and completion of the diversion program, as well as be knowledgeable of the agency's recommendations.
- C. It is appropriate that an assessment for potential chemical dependency be administered by a qualified treatment agency which is intended to determine specifically if the observed behaviors are directly related to drug and/or alcohol abuse. Such an assessment may or may not lead to formal treatment. School personnel are not trained, nor is it appropriate they be trained, to conduct the intake evaluation or assessment. It is appropriate for the school to provide a list of resources available of the consideration of the lawful custodian(s) in their selection of service provider. By providing more than one possible selection choice, the school district is not to be considered financially liable for the intake interview/assessment nor for any services subsequently recommended. As above, school personnel will develop consequences appropriate to the situation, request a release of information be signed, and assign staff personnel to monitor the student's progress.

FIRE

Students are not permitted to carry matches or lighters at SMS/SHS or school related activities. If students disobey this policy, they may be suspended from school, and fire/police departments will be notified.

WEAPONS AND DANGEROUS INSTRUMENTS

A student shall not knowingly possess, handle, or transmit any object that can reasonably be considered a weapon on the school grounds or off the school grounds at a school activity, function, or event. This policy shall include any weapon, an item being used as a weapon or destructive device, or any facsimile of a weapon.

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

Definition of Weapons and Destructive Devices:

As used in the policy, the term "weapon" and/or destructive device means:

- any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
- the frame or receiver of any weapon described in the preceding example;
- any firearm muffler or firearm silencer;

- any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than ¼ ounce, mine or similar device;
- any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than ½ inch in diameter; and combination of parts either designed or intended for use in converting any device into a destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled;
- any bludgeon, sand club, metal knuckles, throwing star, or stun guns;
- any knife, commonly referred to as a switchblade, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward or centrifugal thrust or movement.

Reporting Criminal Possession of a Firearm by a Student

There is never a time for any person to possess a firearm at school or on school property. A student who possesses a firearm shall be reported to law enforcement for criminal prosecution.

The Kansas School Safety Hotline number is 1-877-626-8203. This hotline would give students the opportunity to anonymously report any potential violence.

Penalties for Possession

Possession of a firearm or other weapon or facsimile of a weapon shall result in expulsion from school for a period of one calendar year, except the superintendent may recommend this expulsion requirement be modified on a case-by-case basis. Expulsion hearings for possession of a weapon shall be conducted by the superintendent or the superintendent's designee.

Students violating this policy shall be referred to the appropriate law enforcement agency(ies), and if the student is a juvenile, he/she will be reported to SRS and/or the Commissioner of the Juvenile Justice.

SEARCH AND SEIZURE

Students have limited control over their lockers, desks, work areas, and/or any other designated or assigned areas. Lockers, desks, work areas, etc. are the property of the school district; therefore, school officials have the right, upon "reasonable grounds," to search and seize as necessary. (With regard to search and seizure, whenever the term principal appears, it is meant to include any person designated to act on his/her behalf.)

SEARCH AND SEIZURE ADMINISTRATIVE IMPLEMENTATION PROCEDURES

1. The principal will make the decision to conduct a search and/or seizure.
2. The principal will notify the parents or guardian of the search or seizure within 24 hours. When confiscation occurs during the search and seizure, parents will be given a receipt for all confiscated items.

3. A staff member must be present, and the student may be a witness to the search and seizure which will be conducted in the most discretionary manner possible.
4. The search may include not only the designated space, but also items found within that space.
5. This policy excludes routine inspections of school facilities by school officials.
6. Items considered to be illegal, illicit, dangerous, and/or disruptive will be confiscated. Storage, return, and/or destruction of seized items is left to the judgment of the principal, subject only to legal impoundment.

CONFIDENTIALITY

The practice of confidentiality is essential to the effectiveness of any substance abuse prevention/intervention program.

Information about student drug use, drug treatment, or other personal problems should be shared only with those staff members who “need to know” because of their involvement or relationship with the student. The “need to know” is best determined by the principal.

The concept of limited confidentiality should always be shared with the students involved. Limited confidentiality is the sharing of information which will be held in confidence by the listener with the exception of information which could result in danger to the student or to someone else.

Documentation of substance abuse violations shall be maintained in the student’s file.

Students who are suspended or expelled under the terms of this policy will be afforded the due process rights contained in Board policies and Kansas Statutes, K.S.A. 72-8901, ET SEQ. Nothing in this policy is intended to diminish the ability of the district to take other disciplinary action against the student in accordance with the other policies governing student discipline. In the event a student agrees to enter into and complete a drug education or rehabilitation program, the cost of such program will be the responsibility of the student and his/her parents. Drug and alcohol counseling and rehabilitation programs are available for students of the district. A list of available drug programs, along with names and addresses of contact persons for the program, is on file with, but not limited to, the superintendent, counselor, principal, or designated teaching staff.

Parents of students should contact the directors of the programs to determine the cost and length of the program.

A copy of this policy and available counseling and rehabilitation programs will be provided to all students and the parents of all students. Parents of all students will be notified that compliance with this policy is mandatory.

OUR SCHOOL’S COMMITMENT

Although parents have the ultimate, primary responsibility for their children’s drug use, individual differences in parental standards regarding their children’s alcohol and drug using behavior in non-school related settings cannot be permitted to compromise the school’s fundamental commitment to maintaining a drug-free educational environment. Even if parents tolerate their child’s illegal drug and alcohol use, the school cannot do so, either legally or ethically.

Rev. 5-9-94

SCHOOL DANCES

School dances are held periodically in the cafeteria. Students attending these dances follow all normal school rules and policies.

DANCE GUIDELINES

1. Normal school rules are in effect, especially those dealing with behavior and dress. Hats or headgear **may not** be worn during the dance.
2. The dances are open only to members of Sublette High School. Outside guests are not allowed. (Guests Pre-approved by an Administrator are allowed for Homecomings, Snowball and Prom). Guest forms are available in the office and must be submitted to the principal by the date designated.
3. The dances are closed. **No one** will be allowed to re-enter a dance once they leave.
4. Students **may not** bring food or beverages into a dance.
5. Anyone caught trying to sneak into a dance or assisting someone in sneaking into the dance, will be disciplined and asked to leave.
6. A **parent or guardian will be notified** if a student is not admitted or asked to leave the dance due to being under the influence of drugs/alcohol or a violation of school rules. *Parents may call the school the following Monday to check their students departure time if they wish.*

HALL PASSES

A hall pass must be issued by teachers on all occasions requiring a student to be absent from a classroom. These reasons should be of an urgent nature. These will be issued on a limited basis, and if abused, the privilege will be withdrawn. If a student has an emergency and must leave the room, send a student of the same gender with the student and contact the office immediately. Hall passes may be used by the counselor when requesting a student from the classroom. Passes will also be used when a student is called to the office.

DETENTION

Offenses are handled by issuing a detention slip to a student. Tardy detentions will be served at lunch, before school, or after school or Saturday School. This is at the discretion of the principal. Detentions for misbehavior will be served after school. When the infraction occurs, the teacher or staff member makes out the detention slip, and the slip is given to the office for the principal to handle.

Detention will be held from 3:30 – 4:00 p.m. and/or during lunch with the principal. A detention must be served within 48 hours of the offense (weekends excluded). **Students must report on time and must bring a writing utensil and paper.** Any student who is late or not prepared will go to the next progression on the consequence list and serve accordingly the next day.

SATURDAY SCHOOL

A student may attend Saturday School because of individual discipline, tardies, undocumented absences, repeated offenses, and serious offenses.

Hours: 8:00 a.m. to 12:00 p.m.

Parents and/or students will have to arrange transportation to and from Saturday School. If a student does not appear for Saturday School, the parent/guardian will be called, and the student will be suspended from school.

Students must have books, assignments, paper, and pencil when they report to Saturday School.

No recreational devices such as games, radios, personal stereos, televisions, or similar equipment will be allowed. No food, except for students with documented medical needs, will be allowed.

The supervisor will complete a written evaluation of each student's performance at Saturday School.

IN-SCHOOL SUSPENSION

A building principal, or an acting principal in the absence of the principal, or the superintendent in the absence of both the building principal and his/ her acting principal, shall be authorized to in-school suspend any student for a period not exceeding five days.

When an in-school suspension is issued, it will be from one to five days depending on the type of infraction past disciplinary action, and any other variable as determined by the high school principal.

An in-school short term suspension requires rudimentary hearing. Due process at such hearings include the right of the student (a) to be present at the hearing, (b) to be informed of the charges, (c) to be informed of the basis for the accusation, and (d) to make statements in defense of mitigation of the accusation. In cases where the presence of the student endangers others or interferes with the operation of the school, the student can be given an out-of-school suspension immediately. The opportunity for a hearing must be afforded as soon thereafter as possible, but no later than 72 hours after the suspension has been imposed.

A written notice of any short term in-school suspension must be provided to the student and the parent/guardian within 24 hours of the imposition of the suspension.

While serving an in-school suspension, assigned students are assigned classroom work to study. Those students not involved in study will be encouraged to do so. Arrangements for make-up work is the STUDENT'S responsibility. All study materials should be brought by the student to the detention area in advance of the suspension period.

GUIDELINES FOR IN-SCHOOL SUSPENSION

1. The student will be required to be in the principal's office at 7:45 and will not be allowed to leave until 3:45.
2. The student will be required to do his/her assigned class work while he/she is in school suspension. If the student does not have time, he/she may be referred back to the principal's office. This decision will be left up to each individual teacher.
3. If, due to illness or an emergency, the student is going to miss a day of in-school suspension, a parent/guardian needs to call the office before 7:45. The time missed will be made up. If this absence is undocumented, the student will automatically receive a zero for the material presented in his /her classes that day, and his/her in-school time will be doubled or there could be the possibility of out-of-school suspension.

4. Trips to the student's locker or other locations during the school day (8:00 a.m. to 3:30 p.m.) are prohibited.
5. Restroom trips are taken during class periods, not during passing periods.
6. All students are expected to remain silent.
7. No soft drinks, candy, or other consumable items are allowed.
8. The student is not allowed to leave the suspension area for lunch.

SHORT-TERM STUDENT SUSPENSION

A building principal, or an acting principal in the absence of the principal, or the superintendent, in the absence of both the building principal and his/her acting principal, shall be authorized to suspend a student for a period not exceeding five (5) days for the following reasons:

1. Willful violation of any published regulation for student conduct adopted or approved by the Board of Education, or
2. Conduct which substantially disrupts, impedes, or interferes with the operation of any public school, or
3. Conduct which substantially impinges upon or invades the rights of others, or
4. Conduct which has resulted in conviction of the student of any offense specified in Chapter 21 of the Kansas Statutes annotated or any criminal statute of the United States, or
5. Disobedience of an order of a teacher, peace officer, school security officer, or other school authority when such disobedience can reasonably be anticipated to result in disorder, disruption, or interference with the operation of any public school or substantial and material impingement upon or invasion of the rights of others.

All suspensions and expulsions shall be in accordance with KSA 72-8901 et. Seq. (1982 H.B. 2746 1)

- (a) No suspension shall extend beyond the current school semester and no expulsion shall extend beyond the current school year. A suspension may be for a short term not exceeding five (5) school days.
- (b) Except as authorized in subsection (c), no suspension for a short term shall be imposed upon a student without giving the pupil or student notice of the charges and affording the pupil or student a hearing thereon. The notice may be oral or written, and the hearing may be held immediately thereafter. The hearing may be conducted informally but shall include the following procedural due process requirements: (1) the right of the student to be present at the hearing, and (2) the right of the student to be informed of the charges and (3) the right of the student to be informed of the basis for the accusation, and (4) the right of the student to make statements in defense of mitigation of the charges or accusations.
- (c) A short-term suspension may be imposed upon a student forthwith, and without affording the student or the parents or guardians, if the presence of a student endangers other person or property or substantially disrupts, impedes, or interferes with the operation of the school. A written notice of any short term suspension and the reason therefore shall be given to the student involved and to the parents or guardians thereof within twenty-four (24) hours after the suspension has been

imposed and, in the event the student has not been afforded a hearing prior to any short term suspension, an informal hearing shall be provided as soon thereafter as practicable, but in no event later than seventy-two (72) hours after such short term suspension has been imposed.

In addition to the written notice given within twenty-four (24) hours, the person imposing the short term suspension shall, as soon as practical after imposing the suspension, notify the suspended student's parents or guardians either by telephone or in person of the suspension. He shall then continue under the supervision of his/her parents or guardian, or until he or she is requested by the suspended student's parents or guardians to dismiss the pupil from school or until such time as classes are dismissed for the day, whichever occurs first.

If the presence of the student endangers other persons or property or substantially disrupts, impedes, or interferes with the operation of the school, the person imposing the suspension shall not be responsible for continued supervision and the student will be released from school immediately.

Students are required to turn in their work to their teachers the day they return from Out-of-School Suspension. If work is not turned into the teacher that day, the student will not receive credit on those assignments.

Adopted: June 13, 1983

STUDENT EXPULSION AND EXTENDED TERM SUSPENSION

An expulsion shall not continue beyond the current school year and an extended term suspension shall be for a period in excess of ten (10) days, but no longer than the remainder of the current semester. No expulsion or extended term suspension shall be imposed on any student until a hearing on such expulsion or suspension shall be afforded to the student.

1a) A student may be suspended or expelled, for reasons set forth in Kansas Law, by the following certified personnel: superintendent, principal, or acting principal. Any student who is suspended or expelled shall receive a copy of the current suspension and expulsion law and this policy. Expulsion hearings shall be conducted by the superintendent/designee or other certified employee, or committee of certified employees of the school in which the student is enrolled, or a hearing officer appointed by the board. Expulsion hearings for weapons possession shall be conducted by the superintendent or designee (See JCDB B).

Handicapped students identified under Section 504 of the Rehabilitation Act of 1973 or special education students with an IEP may be subject to other regulations when long-term suspension or expulsion is considered.

1b) Reasons for Suspension or Expulsion:

Students may be suspended or expelled for one or more of the following reasons:

- Willful violation of any published, adopted student conduct regulation
- Conduct which substantially disrupts, impedes, or interferes with school
- Operation conduct which constitutes the commission of a felony
- Conduct which constitutes the commission of a misdemeanor
- Disobedience of an order of a school authority if the disobedience results in disorder, disruption, or interference with school operation; and
- Possession of a weapon at school, on school property, or at a school-sponsored event.

No suspension for an extended term and no expulsion shall be imposed upon a student until an opportunity for a formal hearing on the suspension or expulsion shall be afforded to the student.

A written notice of any proposal to suspend for an extended term or to expel and the charge upon which the same is based shall be given to the student proposed to be suspended or expelled and to the parents or guardians thereof. Any notice of a proposal to suspend for an extended term or to expel shall state the time, date, and place that the student will be afforded an opportunity for a formal hearing, and the hearing shall be held no later than ten (10) days after the date of the notice. The notice shall be accompanied by a copy of this act and the regulations of the Board of Education adopted under K.D.A. Supp. 72-8903.

The hearing for an expulsion or an extended term suspension shall be conducted by a committee which shall consist of an administrator other than the one imposing the short term suspension; two teachers to be selected by the student under suspension. All members of the committee shall be certified employees of Unified School District No. 374. In the event that any two members of the committee shall determine that the third member cannot serve impartially, the two members shall jointly and mutually replace the third member in such manner that the committee shall continue to consist of one administrator and two teachers.

The committee shall select a chairman from its members who shall be responsible for maintaining decorum and for conducting the hearing in accordance with the following procedure.

1. The student shall have the right to be represented by and to receive the advice of counsel of his/her own choice. The person imposing the suspension shall also have the right to be represented by and to receive the advice of counsel of his/her own choice. The committee shall have access to the counsel of the board attorney for advice on procedure and points of law.
2. The parents or guardians of the student shall have the right to be present at the hearing.
3. The person who imposed the suspension shall make a statement of charges and present witnesses in person or their testimony by affidavit. After each such presentation the committee members may ask questions solely for the purpose of clarification of fact and the student or his/her advisor or counsel shall have the opportunity to ask questions.
4. The suspended student shall then have the right to make a statement in defense of the charges and to present witnesses in person or their testimony by affidavit and may testify in his/her own behalf. After each such presentation, the committee member may ask questions solely for the purpose of clarification and the person imposing the suspension of his/her advisor or counsel shall have the opportunity to ask questions.
5. Following the presentation of all testimony, the committee shall deliberate in private and continuously until a unanimous decision is reached. Written notice of the result of the hearing shall then be mailed or given to the pupil and to his/her parents or guardians within twenty-four (24) hours after determination thereof.

If the hearing results in a long term suspension or expulsion the hearing committee shall determine whether the suspended or expelled student shall be permitted to attend classes pending any appeal to the Board or while his/her appeal time is running, depending upon whether such can or cannot reasonably be anticipated to cause continuing repeated material disorder, disruption, or interference with the operation of any public school or substantial and material impingement upon or invasion of the right of others. If the hearing results in an extended suspension or expulsion, and if it should appear to the committee conducting the hearing that a violation of a criminal statute or city ordinance may have occurred concurrently with the acts upon which the long term suspension or expulsion is based, the committee shall report the same to the juvenile court or other appropriate law enforcement agency.

Any student who has been expelled or suspended for an extended term, or one of his/her parents/guardians, may appeal such expulsion or suspension by filing a written notice of appeal with the Clerk of the Board of Education not later than ten (10) days after reviewing the written notice of suspension or expulsion from the hearing committee.

Any such appeal shall be heard by the Board of Education not later than twenty (20) days after notice of appeal is filed. The suspended pupil and his/her parents or guardians shall be notified in writing at least five (5) days prior to the appeal hearing.

Upon the conclusion of any formal hearing which results in a suspension for an extended term or an expulsion, the person or committee who conducts such hearings shall make a written report of the findings and results of the hearing. Such reports shall be directed to the Board of Education of the school district and shall be open to the inspection of the student who is suspended or expelled and if the student has not attained eighteen (18) years of age, to his/her parents or guardians and counsel or other advisor. If the student has attained eighteen (18) years of age, such reports shall be open to the inspection of his/her parents or guardians and counsel or other advisor only upon written consent of the pupil or student. Whenever any written notice is required under this act to be given to parents or guardians on any student, it shall be sufficient if the same is mailed to the residence of such parents or guardians at the address on file in the school records of such student. In lieu of mailing such written notice, the same may be personally delivered.

APPEALS

Any student who has been suspended for an extended term or expelled, or one of his/her parents or guardians, may appeal such suspension or expulsion to the Board of Education of the school district by filing a written notice of appeal with the clerk of the Board of Education not later than ten (10) calendar days after receiving the written notice specified in this section. Any such appeal shall be heard by such Board of Education, or by a hearing office appointed by such Board, not later than twenty (20) calendar days after such notice of appeal is filed. The student and his/her parents or guardians shall be notified in writing of the time and place of the appeal hearing at least five (5) days prior thereto. Such appeal shall be conducted under rules which are consistent with K.S.A. 72-8903.

When an appeal hearing is to be held, the Board of Education shall select a chairman from its members who shall be responsible for maintaining decorum and for conducting the hearing in accordance with the following procedures:

1. A transcript of the hearing shall be made by mechanical or electronic means or by an official court reporter and the costs thereof shall be paid by the district.
2. The student who is appealing shall have the right to be represented by and to receive the advice or counsel of his/her own choice. The person imposing the suspension shall also have the right to be represented by and to receive the advice of counsel of his/her own choice. The Board of Education shall have access to the counsel of its attorney for advice on procedure and points of law.
3. The parents or guardians of the student under suspension or expulsion shall have the right to be present at the hearing.
4. The person who imposed the short-term suspension shall make a statement of charges and present witnesses in person or their testimony by affidavit. After each such presentation, the committee members may ask questions solely for the clarification of fact and the suspended or expelled student, or his/her advisor or counsel, shall have the opportunity to ask questions.

5. The suspended or expelled student shall then have the right to make a statement in defense of the charges and to present witnesses in person or their testimony by affidavit and may testify in his/her behalf. After each such presentation, the committee members may ask questions solely for the purpose of clarification and the person imposing the short term suspension, or his/her advisor or counsel, shall have the opportunity to ask questions.

6. Following the presentation of all testimony, the Board of Education shall deliberate in private and shall render its decision on such appeal no later than five (5) days after the conclusion of the appeal hearing. The decision shall be made in writing, copies of which shall be mailed to both the pupil under suspension or expulsion and to his/her parents or guardians

Adopted June 13, 1983

GUIDANCE PROGRAM

This service seeks to help pupils in every way possible. It particularly covers those areas of the student's life in school which are not addressed in regular classes or activities. Students should stop by the counselor's office regularly for her assistance with any needs they might have.

COMPUTER ETHICS AND ON-LINE USE POLICY

Appropriate Usage

Users are responsible for maintaining an environment free of malicious, inappropriate, and/or illegal acts. The user of the Internet is held responsible for his/her actions and activity within his/her account. Unacceptable uses of the Internet will result in the revoking of student privileges. Examples of unacceptable use are (but not limited to):

- Using the network for any illegal activity, including violation of copyright or other contracts.
- Transmitting of any material in violation of any U.S. or state regulation, threatening or obscene material, or material protected by trade secret.
- Using the computing resources of another organization's network in violation of its rules.
- Using the network for financial or commercial gain.
- Degrading or disrupting equipment or system performance.
- Wastefully using finite resources.
- Invading the privacy of individuals.
- Using an account owned by another user.
- Posting personal communications without the author's consent.
- Using school "inappropriate" language, pictures, text, or other data on the computer or network.
- Obtaining a file transfer without permission. Users are responsible for maintaining an environment conducive to learning.
- Users will display school-appropriate conduct when using the computer equipment or network.

- Users will adhere to printing guidelines as directed by staff.
- Users will be supervised by staff at all times.
- Users will not share names, addresses, phone numbers, pictures or other personal information on the Internet.
- Users will keep use areas clean and free of food and drink.
- Users are responsible for maintaining an environment in which resources and responsibilities are shared equitably between users.
- Users will use software that has been assigned by staff.
- Users will agree that the computer systems are set up by the system administrator and will not alter them in any way.
- Users will agree that use of the Internet is a privilege, not a right, and inappropriate use will result in the cancellation of those privileges.

Computer Safety

Users are responsible for maintaining a safe environment and will adhere to the following:

- Users will keep passwords secure.
- Users will change passwords when directed by the network administrator.
- Users will agree that the administration, faculty, and staff can request that the network administrator close a student's account when inappropriate behavior by student occurs.
- Users will agree that administration, faculty, and staff will decide what is inappropriate use and their decision is final.

HARASSMENT/BULLYING

Behavior that insults, degrades, offends, stereotypes or endangers any person or group of individuals will not be tolerated. Areas of violation include, but are not limited to: race, gender, handicap, physical condition, ethnic group, religious preference, and sexual orientation.

SEXUAL HARASSMENT

USD 374 is committed to providing an environment free from sexual advances, requests for sexual favors and other verbal or physical conduct or communication constituting sexual harassment. Sexual harassment of students by school district employees, employees by students, or by any student to another student is prohibited. Sexual harassment is prohibited by federal and state laws, specifically Title VII of the Civil Rights Act of 1964 and Title IX of the educational amendments of 1972. It shall be a violation of this policy for any employee to sexually harass a student, for a student to sexually harass another student, a student to sexually harass an employee, or for any employee to discourage a student from filing a complaint or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy. Sexual harassment may take many forms, including, but not limited to:

- Verbal harassment or abuse including sexually oriented communication;

- Subtle pressure or requests for sexual activity; Persistent attempts to change a professional relationship to a personal one; Unnecessary touching of a student, e.g., patting, pinching, hugging, repeated brushing against a student's body;
- Requesting or demanding sexual favors accompanied, implied, or overt threats concerning a student's status;
- Requesting or demanding sexual favors accompanied by an implied or overt promise of preferential treatment with regard to a student's status; or
- Sexually offensive graffiti, photos, drawings, e-mail, and spreading rumors about a person's sexual life.

Procedure

Any student who believes he/she has been subject to sexual harassment should follow these procedures:

- An aggrieved student may directly inform the person engaging in sexually harassing conduct or communication that such conduct or communication is offensive and must stop.
- If an aggrieved student does not wish to communicate directly with the person whose conduct or communication is offensive or if direct communication with the offending person has been ineffective, the student should contact any teacher or other adult in the school whom he/she trusts. That person should then contact the principal or superintendent.
- The principal and superintendent shall be responsible for investigating and recommending a resolution of all complaints.
- An aggrieved student alleging the failure of a teacher, principal, or other adult in the school to take immediate action on the complaint should communicate with the superintendent.

Investigation and Resolution of Complaints

Allegations of sexual harassment against a student shall be investigated and, to the extent that a student appears to be emotionally or sexually abused, then the matter shall be referred to the appropriate law enforcement official under provisions set out in current law. When acts of sexual harassment or other violations of this policy are substantiated, appropriate action will be taken against the individual. Such harassment may be grounds for discipline or termination of an employee and discipline, suspension or expulsion of a student. Strict confidentiality shall be maintained in the investigation. The superintendent shall confer separately with the aggrieved student and the alleged offender, and shall then recommend a resolution. Either person may appeal to the superintendent if he believes the resolution is unfair.

Assurance of Non-retaliation

The filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect grades or future employment or assignments. Confidentiality will be maintained throughout the complaint procedure.

NON-DISCRIMINATION

USD 374 complies with the Title VI and Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act, Title IX, and all requirements imposed by or pursuant to the regulations of the Department of Health and Human Services and the Department of Education that no person on the grounds of race, color, religion, sex, national origin, ancestry, gender, or disability shall be excluded from participation in, denied the benefit

of, or otherwise subjected to discrimination under any program or activity of, or employment with USD 374.

NON-DISCRIMINATION IN EDUCATIONAL PROGRAMS

Gender will not be used as a basis for determining admission to educational programs of the district.

Gender will not be used as a basis for determining a student's access or participation in any course. Students may be separated on a basis of gender for class activities where the materials and discussion deal exclusively with human sexuality or where physical education classes are engaged in competition in body-contact sports. Gender discrimination in academic or vocational counseling is also prohibited.

Title IX requirements do not apply in any way to the selection or use of textbooks or curricular materials. The Board does recognize, however, that gender stereotyping in curriculum materials is a serious matter and that textbooks and materials considered for use in the school system must be carefully examined for such stereotyping.

NON-DISCRIMINATION IN EDUCATIONAL ACTIVITIES

Gender will not be used as a basis for preventing a student's participation in extracurricular activities, school organizations, or competitive athletics. Neither local Board of Education policy nor federal regulations, however, require single, co-educational teams for all sports. Where selection is based on competitive skill or the activity involved is a contact sport, athletics may be provided either through separate teams for males and females or through a single team open to both genders. It is the desire of the school system to provide the sports and levels of competition which effectively meet the interests and abilities of both males and females.

Adopted: March 14, 1983

HOT LUNCH/BREAKFAST SERVICE

Regular lunches and diet lunches are available in the cafeteria. Lunch service will begin the first day of school. Free and reduced lunches are available to those who qualify. Applications can be picked up at the office. Meal tickets are available for convenience. Any amount may be deposited in the student's name on the meal ticket. Any unused money will be refunded in full at the end of the school year. Meal tickets may be purchased directly from the cafeteria. **Refunds will not be issued for less than a dollar. MEALS CANNOT BE CHARGED.** Students are to take trays, dishes, and refuse to the appropriate disposal area, and place all waste paper in the trash barrel. Students must stay in the cafeteria area until they are finished eating.

Breakfast will be served from 7:35 to 7:55. Free or reduced price breakfasts are available to those who qualify. You may ask for assistance in the office in completing the application. Income verification will be required before an application can be approved.

A sack lunch may be brought from home and eaten in the lunchroom. Do not send soft drinks with sack lunches.

Middle school students who eat lunch at home or away from school must provide their homeroom teacher with written permission to do so. One letter may cover the entire school year or you may send a note as the need occurs. These notes will be kept on file to verify communication between home and school. Students who do not have written parental permission to leave at noon will NOT be allowed to do so.

FOOD SERVICE

The Sublette Public Schools provide food service in each attendance center through agreements with the State Department of Education and the National School Lunch Program.

BREAKFAST

Grades 7-12.....	\$1.40
Reduced	\$0.30
Adults.....	\$1.60

LUNCH

Grades 7-12.....	\$2.35
Reduced	\$0.40
Adults.....	\$2.85

GUM, CANDY, ETC.

Chewing gum, eating candy, etc. are prohibited in the middle school/high school building except in case of class parties and then only under certain circumstances. Water will be allowed in classrooms as long as it is in a sealed container.

SODA MACHINE

Soft drinks may not be purchased between the hours of 8:00 a.m. and 3:30 p.m. To prevent the janitors and teachers extra work, soda and/or other drinks (excluding water) will not be allowed in the gym, classrooms, or any of the hallways other than the main lobby. The office will only make change before and after school hours.

COMPULSORY ATTENDANCE

Although Kansas law specifies that school attendance is compulsory until a student is 18 years of age, we are firmly in accord with the opinion that a high school education is practically mandatory in our present society. It is, however, a family decision which prompts a child to continue his/her education beyond the age of 18. By electing to avail themselves of the privilege of providing a high school education for their child, parents have obligated themselves to assume the responsibility for the student’s regular attendance. A student will be turned into the truancy officer for legal action if the student meets state truancy guidelines.

ATTENDANCE AT SUBLETTE HIGH SCHOOL IS THE PARENTS AND STUDENTS’ RESPONSIBILITY

Each student is expected to be punctual and regular in his/her attendance. Parents are charged with the duty to keep the student’s attendance regular.

1. Attendance will be reported to the office through Power School at the beginning of each class period.
2. Students whose parents have not reported them as being absent will be listed as unexcused. Therefore, it is important that parents notify the school when their son or daughter is absent or will be absent.
3. Students must come to the office and get an admit slip before they will be allowed back into class. This will allow the students to bring their notes from home.

4. All undocumented absences, at the discretion of the principal, may be required to be made up in Saturday School.

ALL undocumented absences will be considered unexcused. When a student receives his/her third undocumented tardy in a class, he/she will receive an absence. A documented absence includes school sponsored activities and documentation (note or phone call) from the student's parents. Whenever a student is absent, the parent/guardian should notify the school by calling 675-2232 or 675-2233. If no call has been made, the student must bring a note when he/she returns to school. The principal or office staff will call the home of students with an undocumented absence.

Examples of excused absences include, but are not necessarily limited to, those resulting from personal illness (including doctor and dental appointments), occasional work for the family, occasional illness of others, funerals, occasional attendance of religious services, participation in school related activities, occasional family trips, and school busses not running. When a student has been absent more than three days consecutively for illness, verification from a doctor will be required. For students who are absent for an unusual number of days, they will be required to provide the school with a doctor's note for each absence. If a doctor's note is not provided, the absence will be considered undocumented, and truancy will be filed. Senior Skip/Sneak Day absences will not be excused for any reason. That will be an undocumented/unexcused absence.

School work missed due to an undocumented absence will be recorded as zero credit and will be left to the discretion of the teacher as to whether the work missed must be made up for credit. However, every reasonable effort will be made to help a student make up work missed due to an excused absence.

The student will attend detention during Saturday School for reasons such as (but not limited to): excessive tardies (as defined by the Student Handbook), discipline problems, and/or attendance problems. When a student picks up his/her third tardy in any class his/her parents will be notified by the principal's office stating the student's abuse of the system and the fact that if he/she continues to abuse the system, his/her grades could be affected and in school suspension or loss of eligibility could be instated.

Once a student enters the building and class attendance is taken, the student is the school's responsibility. If a High School student leaves between 8:00 a.m. – 12:16 p.m. or from 12:54 p.m. – 3:30 p.m. without parent/guardian or principal permission the student's absence will be unexcused. This rule also applies to Middle School students as well but follows the Middle School schedule. It will be necessary for each student to sign out in the office when leaving the building, as well as sign in upon returning to school. This regulation includes the noon break when a student is not planning to return for afternoon classes.

PRE-ACKNOWLEDGED ABSENCE

When a student knows in advance that he/she will be absent from school (other than a school sponsored activity), he/she shall complete a Pre-Acknowledged Absence form. Copies of this form are available in the office and should be turned in to the secretary upon completion prior to the absence.

LEAVING SCHOOL DURING THE DAY

Leaving school before the normal dismissal time is permitted provided that prior consent of a parent/guardian is obtained by note or telephone and prior school approval is given. School approval is obtained by requesting a (blue) pass from the secretary. Students who leave the building during the school day without a (blue) pass will be regarded as truant.

MAKE UP WORK FOR DOCUMENTED ABSENCES

Students will have two days for each documented absence to turn in their work. If the work is not turned in during that grace period, the work will not receive any credit.

PERFECT ATTENDANCE

The easiest way to interpret “perfect attendance” is to utilize the term as written; SHS and SMS interprets perfect attendance as perfect, with no tardies and being at school every day and at every class for the entire class period during the school term. The only absences allowed to qualify for perfect attendance are school related absences.

TARDINESS

Any student who is late for class without an acceptable written excuse shall be noted as tardy. A student is considered tardy if he/she is not in his/her seat at the beginning of the class period when the bell rings. All students are expected to be on time to school and to arrive to all classes during the day on time. Any student that is more than 10 minutes late will receive an absence in that class for the day. The student must bring an excuse from the office or another teacher to be counted as excused.

Three undocumented tardies will equal one of the 10 absences. Students will receive detention (including Saturday School) beginning with the third tardy in a class, and each subsequent tardy in that class will receive a detention or whatever consequence that student earns on the offense consequences.

EXCESSIVE ABSENTEEISM / LOSS OF CREDIT

It is important that each student be in attendance at school and in all classes in which enrolled every day. Therefore, a student must attend classes to earn credit. A student with absences in a class for any reason (documented or undocumented) in excess of 10 for all students in one semester has denied himself/herself credit, unless justification for the absences can be provided by the student and parents to the Attendance Committee.

If any student has four or more undocumented absences, he/she will have to appear before the Attendance Committee. The Attendance Committee will decide if the student receives or is denied credit.

Written notice of the number of absences will be sent to parents on the 4th and 8th absence for high school students and the 4th, 8th, 12th, and 16th absences for middle school students. The parents should call the administrator after notification of the 8th absence to discuss the seriousness of this problem.

Once a student has accumulated 10 absences for (documented or undocumented), the parents and student will be notified of the LOSS OF CREDIT. The student and parents have five (5) school days to submit appeal and justification to the Attendance Committee after notice that the student has denied himself/herself credit. A hearing with the student and parents will be set up with the Attendance Committee. The Attendance committee, consisting of truancy officer, principal, attendance secretary, and counselor, will rule on the appeal at the hearing. The Attendance Committee has three options:

- A. Place the student on probation, setting the conditions for credit.
- B. Determine that the case is a hardship case, and the student’s excessive absenteeism could NOT have been avoided. This would allow for the student to receive credit.

C. Uphold the loss of credit.

If parents/guardians feel that any decision of the principal is incorrect, they may appeal to the superintendent of schools for a hearing. If they feel that the decision of the principal and the superintendent is in error, they may appeal to the Sublette U.S.D. 374 Board of Education. Their decision will be final.

TRUANCY

I. The Board of Education hereby designates each building principal as the person responsible for reporting cases of truancy to the Secretary of Social and Rehabilitation Services. The names of the building principals shall be certified to the Secretary of Social and Rehabilitation Services by September 1 of each year.

II. A student shall be considered truant if:

- A. The student is required by the compulsory attendance law to be enrolled in school and is not in fact enrolled in an accredited public or private school.
- B. The student is required by the compulsory attendance law to be enrolled in school and the student is inexcusably absent, as defined in policy JBD, from three consecutive days, five or more days in any semester, and seven accumulated undocumented absences in a year.

II. For the purpose of determining truancy under KSA 72-1113 as amended, a student shall be deemed to be "absent for one day" upon being absent from any school class or activity which he or she is required to be in attendance during the regular school day. Each class or activity shall be considered a significant part of the school day.

STUDENT ACTIVITIES, ATHELETICS AND ORGANIZATIONS

Club sponsors will convene their organization the last 15 minutes of lunch as needed. Student organization meetings will generally be held during this time. During the course of the year, several opportunities arise that call for all classes to meet at the same time.

ACTIVITY TRIPS

Students will be provided bus transportation for out-of-town activities. It is expected that all students will go to and return from the activity on the activity bus. The only exception is if the return trip by activity bus would be a severe inconvenience to the family due to miles or time involved and then only with approval of the sponsor or principal prior to the trip. Middle school students who travel to activities away from Sublette must travel with the team in school transportation and return with the team in school transportation. A middle school student may return home by private transportation if: (1) they have permission from a supervising teacher/coach; (2) their parents are present to take them. Exceptions can be made only in extreme cases and by the principal.

MAKE UP WORK FOR SCHOOL SPONSORED ACTIVITIES

If students will miss school because of a school sponsored activity, they must have their assignments made up or have made proper arrangements with the individual teachers 24 hours prior to the activity trip. Failure to do this will result in not attending the event.

QUALIFICATIONS FOR CANDIDATES/OFFICERS

1. Must have 2.0 or above grade point average.
2. Must actively participate in two school activities, one of which may be athletics.
3. No one who is subject to habitual disciplinary action can be considered for office.

HIGH PLAINS LEAGUE

The league is made up of the towns of Cimarron, Elkhart, Satanta, Holcomb, Hugoton, Johnson, Lakin, Leoti, Southwestern Heights, Syracuse, and Sublette and provides excellent programs of interscholastic competition and participation in speech, art, vocal, and instrumental music, football, tennis, golf, cross country, basketball, track, wrestling, volleyball, and scholar's bowl.

The activity program of SHS is constructed to allow students with special talents in co-curricular areas to find organizations in which they may express their talents. It is advised, however, that parent/guardian and student cooperatively plan the most satisfying equitable load for each student in this area.

UNIFORMS AND EQUIPMENT

Members of various organizations may be assigned certain uniforms and equipment. Lost, stolen or damaged articles will be charged to the individual. An athlete is responsible for the care of assigned equipment. Lost, stolen or damaged equipment that belongs to the school means the athlete will pay for the equipment to be replaced. The amount to be paid will be determined by the athletic director, principal and the coach of the sport.

SMS/SHS EVENTS CODE OF CONDUCT

As a participant in Sublette Middle School and Sublette High School events, students have the responsibility of representing the middle and high school to the public, so students are expected to conduct themselves in a manner that will bring honor to the student, the family, and SMS/SHS. To do that, the student will need to:

1. Attend all sessions in the planned program. If the student is not feeling well or has a schedule conflict that would keep him/her from attending, tell the adult in charge.
2. Follow hours and rules established before the event begins. The student is responsible for knowing the rules for the event/occasion.
3. Dress appropriately for each event. The adults in charge have guidelines to help students.
4. Use language and a mannerism that is respectful. The student is responsible for knowing what language and behavior is appropriate.
5. Be at the appointed place at all times (i.e., room, bus, motel room, locker room, etc.)
6. Know that the use of tobacco, alcohol, and non-prescribed drugs is illegal and prohibited at all events.
7. Model respect for other persons in public areas. The adults in charge will help students to know rules of courtesy that they will follow.

8. Treat program, recreation and game areas, lodging areas, and transportation vehicles with respect and care. Students will be responsible for any damage, theft, or misconduct in which they participate.
9. Help other members in their group to have a pleasant experience by making every attempt to include all participants in activities.
10. Live up to their highest expectations for themselves, so they can return home proud of who they are and what they have done.
11. When cheering for SMS/SHS, all actions are to be for, not against; positive, not negative or disrespectful. This policy refers to SMS/SHS athletes and opposing athletes.

THOSE WHO FIND THEMSELVES UNABLE TO CONDUCT THEMSELVES WITHIN THE GUIDELINES LISTED ON THE PREVIOUS PAGE MAY EXPECT:

1. To explain their actions to the adults in charge.
2. To have the adults in charge work closely with parents/guardians, SMS/SHS personnel, and others to see that actions taken, in the case of unacceptable behavior, are appropriate and logical consequences for all concerned.
3. To accept the consequences of their actions.
 - a. First offense of illegal use of drugs or alcohol: suspension from sport or activity for one week of competition. This includes the following:

Sports

Baseball
Basketball
Cheerleader
Football
Golf
Softball
Track
Volleyball
Wrestling
Cross Country:

Activities

Band
Choir
Scholar's Bowl

- b. Second offense of illegal use of drugs or alcohol: Dismissal from the team

The coaches shall handle incidents within that particular sport. All the suspensions will be discussed with the principal and athletic director. An athletic committee will review unusual incidents, which have extenuating circumstances.

AWARDS

First year varsity letter winners will receive the official letter "S". This letter will be awarded at an awards function.

Second, third and fourth year varsity letterman will receive a metal bar for each year of letter after the first.

If a student provided contribution to the team, and who the coaching staff feels is deserving of special recognition, then the letter may be awarded to the student.

If a senior has failed to meet letterman status, but has been in good standing on the team for four seasons then it shall be considered a letter year.

Letterman Considerations:

Football	Playing in 50% of total quarters. Varsity Squad
Basketball	Playing in 50% of total quarters. Varsity Squad
Track	Ten points, Varsity Squad
Golf	Participation in at least 50% of Varsity Golf meets
Softball	Playing in 50% of total games
Baseball	Playing in 50% of total games
Wrestling	Participating in 50% of total matches
Cross Country	Participating in 50% of total meets
Volleyball	Participating in 50% of total games

STUDENT GENERAL ELIGIBILITY REQUIREMENTS FOR ALL INTERSCHOLASTIC ACTIVITIES (KSHSAA AND USD #374)

1. The student shall have passed at least five subjects in high school and six subjects in middle school of unit weight the previous semester and be enrolled in, attending, and passing all eight subjects in middle and high school during the present semester.
2. USD #374 requires students to be passing eight classes in middle and high school each week to maintain eligibility.
3. The student shall be a member of his/her school and in good standing. A student who uses any form of tobacco, illegal drugs, alcoholic beverages, etc., at school events is not in good standing.
4. Participation in any practice shall be contingent upon school attendance at least ½ the school day (a minimum of 4 full class periods) immediately preceding such practice, unless authorized by the principal. Participation in any game shall be contingent upon school attendance at least ½ the school day (a minimum of 4 full class periods), immediately preceding an activity unless authorized by the principal. An exception to both of these policies is when a student is in violation of Section 5 of Policy JBD, and he/she shall not be eligible on the day of such absence. Deviations due to extenuating circumstances may be granted at the discretion of the building principal.
5. Students serving detention/out-of-school suspension are not in good standing and will not be able to participate.
6. For sports, students are required to have a physical and a physical form completed and signed by a licensed physician.

ACADEMIC PROBATION

Each Monday, an Ineligibility List will be published. If a student is on the “F” List, he/she is on academic probation that week. This means he/she can participate in extra-curricular activities. The next week, if the student is still on the “F” List for any class, he/she cannot participate in any extra-curricular activities for that week, but he/she will be expected to practice with the team. Parents will receive a notice in the mail if their child is on the “D” or “F” List.

ASSEMBLIES AND LYCEUM PROGRAMS

Seating for assemblies and lyceum programs will be as follows:

- Seniors First four rows in center section
- Juniors Next four rows in center section
- Sophomores First eight rows in north section
- Freshmen First eight rows in south section

Students are expected to conduct themselves in the auditorium as they would in class. All speakers and performers should be treated as guests. Be courteous.

FIRE AND TORNADO DRILLS

The State of Kansas requires one fire drill per month and three tornado drills each year. Instructors will have emergency exits and procedures posted in their classrooms.

FIRE DRILL PROCEDURE

- I. Fire Alarm
 - A. Intermittent blasts
 - B. In the event of power failure, the office personnel will notify all rooms verbally
- II. Procedure
 - A. The first person out of a door should hold that door open for all other students exiting through that door
 - B. Where there are double doors, both doors should be used for exiting
 - C. All windows and doors are to be closed
 - D. Teachers are to take their grade book with them and follow the students out
 - E. Check roll after reaching the destination
 - F. Students are to pass orderly and quickly without talking
 - G. Go a minimum of 50 feet from the building before stopping
 - H. Students out of their assigned classroom are to exit the building via the nearest exit and move around the building to the location of their class
 - I. A series of short blasts of the fire alarm indicates all clear, so return to the building very quietly

III. Exit Routes

Middle School – Science/Social Studies exit via east main entrance doors
Language Arts/Math exit via the west doors

- A. Rooms 101 102 103
 104 105
 Exit via the south main entrance and proceed east
- B. Rooms 106 107 108
 109 110 111
 Exit via the northwest exit and proceed west for minimum of 50 feet
- C. Rooms 112 114
 Exit via the southwest exit and proceed south

- D. Auditorium
Exit via the north main entrance and proceed east
- E. Stage, Art, Band
Exit via the north band exit and proceed north
- F. Shop
Exit via the west shop door and proceed north
- G. Gym
South gym exit via the north main entrance and proceed east
North gym exit via the north exit and proceed north

TORNADO DRILL PROCEDURE

- I. Tornado Drill
 - A. A European sounding siren
 - B. Notification via the intercom
 - C. In the event of power failure, a series of interrupted blasts from a hand operated horn
- II. Procedure
 - A. The first person out of a door should hold that door open for all other students exiting through that door
 - B. Where there are double doors, both doors should be used for exiting
 - C. All windows and doors are to be opened
 - D. Teachers are to take their grade book with them and follow the students out
 - E. Students are to pass orderly and quickly without talking. Students are to stand as close as possible to surrounding students
 - F. The all clear will be given in person from the principal or counselor
- III. Exit and Route (MS & HS)
 - A. The Middle School is to proceed to the south side of the girls old locker room.
 - B. The art room, band room, shop, auditorium, gym, library, and FACS are to proceed to the north side of the girls old locker room.
 - C. The south side of the Academic Hallway is to proceed to the south side of the boys old locker room.
 - D. The north side of the Academic Hallway is to proceed to the north side of the boys old locker room.

BOMB THREAT PROCEDURE

Refer to the Crisis Handbook

IMMUNIZATION LAW

Kansas law requires certain immunizations and tests for children entering a Kansas School for the first time. Immunization forms are available in the office. Personal immunization records can be transferred to the form either by the county health officer or by a family doctor. Failure to comply with this law will make the student subject to suspension or expulsion proceedings.

STUDENT IMMUNIZATIONS POLICY

In accordance with KSA 72-5209 ET SEQ., it is required that students entering or attending USD #374 have proper immunizations or be in the process of being immunized.

Beginning with the 1982-83 school year, no student will be allowed to enroll or attend any classes without having first presented evidence that at least one dose of each of the following

immunizations was received: Diphtheria, Whooping Cough, Tetanus (Diphtheria-Tetanus if over six years of age), Polio, Rubella (Measles), Rubella (3 day Measles). A current Tuberculin Skin Test is recommended.

Exceptions to the above are: (1) A yearly written statement by the family doctor that the physical condition of the child is such that immunizations would be dangerous to the child's life or health; (2) a written statement by the child's parent/guardian that the child's religious teaching opposes immunization; (3) students that have recently moved into the district – within three months – and are awaiting transfer of records.

Students who have not met the immunization requirements specified above within (60) calendar days after notification by the school and who have not previously claimed religious exemption will be excluded from school until such a time that they complete the series or provide a medically approved exemption or postponement.

A written notice will be given to parents or guardians of the student to be excluded informing them of the reason for the exclusion, the conditions under which students may return to school, and the opportunity for a hearing on the matter upon request of any parent/guardian. In the event a hearing is requested, the student's building principal will sit in as the hearing officer.

Adopted: November 9, 1981

Revised: May 18, 2004

ILLNESSES/ACCIDENTS IN SCHOOL

The student must visit with the nurse when he/she becomes ill or has an accident at school. The parent/guardian will be notified when a student becomes ill or has an accident during the school day. Transportation for the student is the responsibility of the parent/guardian. Students will not be permitted to leave when ill unless a member of the family may be reached for instructions. When parents work, a friend or relative should be designated to care for the student who becomes ill during school.

SUPERVISION OF MEDICATIONS

Diagnosis and treatment of illness and the prescribing of drugs and medications are not the responsibility of the public schools and are not to be practiced by any school personnel, including school nurses, unless authorized here-in-under. School personnel are advised that the Nurse Practice Act KSA 65-1113 et. Seq., as amended, makes it illegal for school nurses to administer medications and treatment that have not been prescribed by a medical person authorized to prescribe medication. The law under this statute also prohibits any acts of diagnosis.

On occasion, students may need to take medication at school. **Parents and a physician** will need to complete the appropriate form available in the health office. All medication sent to school must be in the **original container** with the **child's name** and **proper dosage**. All medications must be locked in the health office or school office (with the exception of inhalers which the doctor may order to be carried by the student). The school nurse shall be responsible for the overall administration of all medication in schools and may delegate this to unlicensed staff members **after receipt of the medication and initial assessment**.

Any changes in type of drugs, dosage and/or time of administration should be accompanied by new physician and parent/guardian permission signatures and a newly labeled pharmacy container.

In the administration of medication, the school employee shall not be deemed to have assumed to himself/herself any other legal responsibility other than acting as a duly authorized employee of the school district.

STUDENT ACCIDENT INSURANCE

Unified School District 374 does not provide individual student health and accident insurance. A Student Accident insurance policy is made available by Student Assurance Services. A brochure may be obtained during enrollment.

The district recommends that all students engaging in athletics, shop courses, science labs, cooking classes, physical education classes, or any other school activity be covered with some type of accident insurance. Such insurance may be provided by each student's parents/guardians through personal insurance coverage or through the student group insurance program available from each building principal.

Medical expense not covered by the student's personal accident/health insurance or the KSHSAA Catastrophic Insurance furnished as a part of KSHSAA membership (athletes, interscholastic activities) is the responsibility of the parents.

EQUAL EDUCATIONAL OPPORTUNITIES

It is the policy of the Board of Education to offer an educational program which attempts to meet the needs of all of the children of the school district to the fullest possible extent. All school personnel will be encouraged to utilize the suggestions of students in every way possible in the development and formulation of policies, rules, and regulations which are directly related to student concerns. All administrators and teachers in developing curriculum and activity program recommendations for the consideration of the Board of Education shall give a high priority to the meeting of individual needs.

The high school principal, with the advice of the faculty and student council, will develop a procedure for faculty involvement in the establishment of objectives for the consideration of the Board of Education.

EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) affords parents/legal guardians and students over 18 years of age (eligible students) certain rights with respect to the student's education records:

1. The right to inspect and review the student's education records within 45 days of the day the district receives a request for access. Parents/legal guardians or students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent/legal guardian or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents/legal guardians or eligible students may ask USD 374 to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent/legal guardian or eligible student, the district will notify the parent/legal guardian or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/legal guardian or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and security personnel); a person serving on the School Board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility. Upon request, the district discloses educational records without consent to officials in another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, S.W.
Washington, D.C. 20202-4605

5. Directory information: For purposes of FERPA, USD 374 has designated certain information containing educational records as directory information, which may be disclosed for any purpose without consent. The following information is considered directory information: the student's name, address, telephone number, date and place of birth, major field of study, weight, height, participation in and eligibility for officially recognized activities and sports, dates of attendance or grade placement, honors and awards received, the most recent educational agency or school attended by the student, and photographs. Students have the right to refuse to permit the designation of any or all of the above information as directory information. If you refuse, you must file written notification to this effect with USD 374, 105 Fern Street, Sublette, Kansas 67877 on or before September 1, 2005. If a refusal is not filed, USD 374 assumes there is no objection to the release of the directory information designated.

GRIEVANCE PROCEDURE

An employee or student who wishes to file a complaint alleging non-compliance with the requirements of Title IX must make the complaint in writing and within ten (10) days of the alleged act of non-compliance to the appropriate building principal.

The building principal shall investigate the complaint and shall notify the complaining party in writing of his/her finding within ten (10) days of receiving the written complaint.

A complaining party who is dissatisfied with the finding of the building principal may request a hearing before the Board of Education. The request must be made in writing to the Clerk of the Board of Education, P.O. Box 670, Sublette, KS 67877 (phone 675-2277) within ten (10) days of the date of the building principal's finding.

The Board shall hear the complaint within thirty (30) days of the date on which the clerk receives the written request and shall notify the complaining party in writing of its decision within ten (10) days of the date of the hearing. The decision of the Board shall be final.

Adopted: March 14, 1983

PHYSICAL EDUCATION

I. Any student shall be exempt from participation in coed (male and female) physical education classes if one of his/her parents or guardians files a written signed statement with the appropriate building principal requesting the exemption on the basis that such participation is contrary to the religious teachings and convictions of the student.

II. If a student is physically unable to participate in physical education class, an exemption may be granted upon:

a) A signed statement from a parent/guardian requesting a short term exemption (1-5 days)

b) A signed statement from a licensed physician setting forth a long term exemption (more than 5 days) and conditions attached thereto, if any. Adopted: August 14, 1978

I hereby request that my child, _____ (name of child) be exempt from participation in coed (male and female) physical classes for the reason that such participation is contrary to the religious teachings and convictions of the child.

Signature of Parent/Guardian

Date Signed

**U.S.D. 374
Sublette, Kansas**

5-STEP PROBLEM SOLVING METHOD Grades 7-12

- 1. State the problem in question form.**
- 2. List what is known about the problem.**
- 3. Determine a procedure to solve the problem.**
- 4. Solve the problem and check for reasonability.**
- 5. State the answer (properly labeled) in sentence form.**