

1. USD #347 VISION STATEMENT

USD #347 seeks to provide a comprehensive curriculum emphasizing communication, problem solving, critical thinking skills, as well as knowledge that the student will use beyond the high school years. The curriculum is to be as flexible as possible in seeking to prepare the student to function in the 21st. century.

The instructional strategies include techniques that actively involve the students in the learning process, improving the student's sense of achievement. We address special needs, assuring an opportunity of success for all students.

Students are expected to be mentally and physically prepared to participate in a respectful manner in all activities of the program of the school. Staff members are expected to set a positive example as well as to have high expectations for themselves as well as for the students.

The total teaching staff (certified as well as non-certified) is responsible for continual professional growth. This comes by keeping current with contemporary events and with curricular trends dealing with the process of teaching and learning.

We encourage positive and constructive interaction among the students, the parents, the staff and the community. Interactions built upon mutual respect and understanding promotes growth and development. Teacher-to-teacher interaction should focus upon a collegial sharing with each other in an atmosphere stressing open communication, mutual respect, and cooperation.

We stress a positive school climate that gives each individual connected with the school a sense of belonging. Every aspect of the school--from the maintenance of the building to the classroom and extracurricular activities --is to promote a feeling of pride, of success, and of accomplishment.

2. PHILOSOPHY

Kinsley-Offerle Junior/Senior High School serves all students who reside within the USD #347 school district and/or are attending our school from outside of the district and who have successfully completed the fifth grade. At KJSHS, the Board of Education, the administrators, and the teachers seek to create an environment for the maximum development of each student. The total program shall be student-centered with the welfare of the student as the primary criteria

by which all programs and proposals are evaluated. The school as a whole dedicates itself to providing not only academic and technical education but also to helping young people to understand themselves and the world around them. The staff also seeks to provide sound leadership for students by modeling the traits associated with morally and socially responsible citizens.

3. USD #347 DISTRICT MISSION STATEMENT

TO PROVIDE AN EQUAL OPPORTUNITY FOR EACH STUDENT TO RECEIVE A QUALITY EDUCATION, TO REACH HIS OR HER FULL POTENTIAL, AND TO BECOME A PRODUCTIVE MEMBER OF A DIVERSE AND CHANGING SOCIETY

4. KJSHS MISSION STATEMENT

TO OFFER A SECURE PLACE WHERE ALL STUDENTS GAIN KNOWLEDGE, GROW IN CONFIDENCE, DEVELOP COMMUNICATION SKILLS, AND VALUE LEARNING FOR LIFE.

5. FIGHT SONG & ALMA MATER

<p style="text-align: center;"><u>KHS FIGHT SONG</u></p> <p style="text-align: center;">Go U O' Kinsley Fight for victory. With your colors flying, Go--Rah, Rah</p> <p style="text-align: center;">Go U O' Kinsley Fight for victory. Fight for the fame, of her fair name, and Go U Kinsley win this game.</p> <p style="text-align: center;">-----Go Coyotes Go! -----Go Coyotes Go! High, Low, Come on let's go! of her fair name, and Go U Kinsley win this game. -----Go Coyotes Go! -----Go Coyotes Go! High, Low, Come on let's go!</p>
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ALMA MATER

Sing praises to the red and white
Our colors fair to see.
Come rally round her standard strong
It leads to victory
We love our high school Kinsley High,
We'll fight for her fair name.
We'll guard her honor, glorious school
And long shall last her fame.

Sing the truth of loyalty
Thy spirit ever guides.
Our hearts and hands we raise to thee
Thy truth with us abides.
As time rolls on we pledge to thee
That we shall e'er be true.
We'll fight for truth,
We'll fight for right,
We pledge our hearts to you.

K-I-N-S-L-E-Y, K-I-N-S-L-E-Y
Hit it! K-I-N-S-L-E-Y!
That's the way you spell it,
Here's the way you yell it, KINSLEY!!!!

6. BUILDING HOURS

KOES students will be allowed in the building at 7:40 each morning to wait for transportation to Offerle.

KJSHS students should not enter the building until 8:00 a.m. any school day unless prior arrangements have been made to work with a teacher. **In the event a student does get to school before 8:00 they will remain in the cafeteria until the 8:00 a.m. bell.** Every student should leave the building by 4:00 p.m. unless working directly under the supervision of a staff member. Students not involved in after-school activities should not remain in the building. **KJSHS students should enter the main building through the south doors. All other doors will remain closed and locked throughout the school day.**

Any time a student uses school facilities outside the normal daily school hours, whether it be in the gymnasium, in the weight room, in the auditorium, or in one of the lab rooms, the student must be under the direct supervision of a staff member.

7. SCHOOL CLOSING



In the event of inclement weather or mechanical breakdown, school may be closed or starting time delayed. The same conditions may also necessitate early dismissal. These events will be announced over these media centers:

Radio station KGNO Dodge City
Radio station KANS Larned
Radio station Q97 fm Dodge City
TV station KSNW Ch. 3 Wichita NBC
TV station KAKE Ch.10 Wichita ABC
TV station KWCH Ch. 12 Wichita CBS

Reports should be aired over the media between 6:00 a.m. and 7:30 a.m. Please **do not call the school or principal at their individual numbers** as these lines must be kept open for emergency matters. **These closings will also be sent to students' parents through AlertNow, the school's parent notification system.**

Bus drivers **will not** travel roads that appear to them to be dangerous or impassable. All school vehicles are equipped with FM business band radios for safer transportation services for the students of the school district.

8. HEALTH RECORDS AND MEDICATION

All students new to the USD #347 must have proof of current immunization records and must have proof of birth when entering school for the first time. When medication is prescribed by a physician to be given at school, the school will cooperate in the supervision of the medication used by the student. The physician is to sign a "permission for medication" form detailing the medication, the diagnosis, the administration times, and the possible side effects. The parents must also sign this "permission for medication" release form that releases the school district and the personnel from liability.

The medication will be sent to the school in a separate bottle provided by the pharmacy with the medication visible. The medication remains at the school for the duration of the time that the medication is to be given. The bottle cannot go back and forth from home and school. This provision is to eliminate the possibility of contamination of the contents.

The school does not provide health insurance for our students. The school will provide health insurance information to parents and students from companies who have contacted USD 347.

9.COMPLAINTS AND GRIEVANCES

Students who have a concern about the application of a school rule or regulation may file a complaint through procedures established in the Board of Education rules and regulations. The board encourages all complaints regarding the district to be resolved at the lowest possible administrative level.

Any student may file a complaint with the principal against the application of any school rule or regulation applied against the student. The complaint must be in writing within 20 days following the application of the rule or regulation against the student, and must specify the basis of the complaint. The principal shall investigate the complaint and inform the student of the resolution of the complaint within 10 days after the complaint is filed.

10. NOTICE TO PARENTS AND STUDENTS OF RIGHTS UNDER THE FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

Under the provisions of the Family Educational Rights and Privacy Act (FERPA), parents of students and eligible students (those who are 18 and older) are afforded various rights with regard to education records which are kept and maintained by USD No. 347. In accordance with FERPA, you are required to be notified of those rights, which include:

1. The rights to review and inspect all of your educational records except those which are specifically exempted.
2. The right to prevent disclosure of personally identifiable information contained in your educational records to other persons with certain limited exception. Disclosure of information from your educational records to other persons will occur only if:
 - a. we have your prior written consent for disclosure;
 - b. the information is considered “director information” and you have not objected to the release of such information; or
 - c. disclosure without consent is permitted by law.
3. The right to request that your educational records be amended if you believe that the records are misleading, inaccurate, or otherwise in violation of your rights. This includes the right to request a hearing at which you may present

evidence to show why the records should be changed if your request for an amendment to your records is denied in the first instance.

4. The right to file a complaint with the Family Policy and Regulations Office at the U.S. Department of Education if you believe that USD No. 347 has failed to comply with FERPA's requirements. The address of this office is: 400 Maryland Ave. SW, MES, Room 4074, Washington D.C. 20202.
5. The right to obtain a copy of USD No. 347's policies for complying with FERPA. A copy may be obtained from: Robert Davies, Superintendent, Unified School District 347 Office, Kinsley, KS 67547.

For purposes of FERPA, USD No. 347 has designated certain information contained in educational records as directory information which may be disclosed for any purpose without your consent. The following information is considered directory information: Name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous school attended by the student, class designation, major field of study and photographs.

You 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 No. 347 at Unified School District 347 Office, Kinsley, Kansas 67547, on or before September 1st of the current school year. If a refusal is not filed, USD No. 347 assumes that there is no objection to the release of the directory information designated.

11. NON-DISCRIMINATION CLAUSE

The KJSHS does not discriminate on the basis of race, color, national origin, sex, age or disability in administration or access to, or treatment, or employment in its programs and activities. If you have any question regarding the above, please contact:

Kinsley Junior/Senior High School
Attn: Principal
716 S Colony
Kinsley, KS 67547
Telephone (620) 659-2126

NON-DISCRIMINATION CLAUSE FOR VOCATIONAL COURSES

All vocational opportunities will be offered regardless of race, color, national origin, sex or disability. Program offerings include: Woods I and II, metals, production technology, yearbook, desktop publishing, and intro to woods, metals, or computer applications. Criteria to enter any vocational course will be printed pre-requisites in the course catalog and seniority of years in school if courses fill up. The KJSHS does not discriminate on the basis of race, color, national origin, sex, age or disability in administration or access to, or treatment, or employment in its programs and activities. If you have any question regarding the above or questions related to Title II, Title IX, or Section 504, please contact:

Robert Davies, Superintendent
Kinsley-Offerle School District Office
120 W. 8th Street
Kinsley, KS 67547
Telephone (620) 659-3646

The school district shall comply with all applicable Health Insurance Portability and Accountability Act (HIPPA) provisions ensuring the confidentiality of protected health information.

12. VISITOR'S PERMITS

During the school day, anyone entering KJSHS who is not a currently enrolled student or an employee of USD #347 or one of the coops which serves KJSHS is considered a visitor. **All visitors to the building are to report first to the office** so that personnel in the office know that visitors are present. **This includes the parents of students** who may need to speak to their children who are current students. The secretary will then direct each visitor to the appropriate place. Those visitors not complying with this request will be considered unauthorized persons and will be asked to leave the school grounds. Visitors who continue to abuse the policy will be reported to the authorities and charged with trespassing, as loitering on school property is a violation of state law governing schools.

Community individuals coming to the school to relay messages to students, teachers, or other employees shall also stop in the office to make proper arrangements.

Parents of students attending KJSHS are encouraged to visit the school periodically to become better acquainted with the total program of the school. Parents shall also make contact with the office on coming into the building when school is in session.

13. SAFETY DRILLS

Fire and tornado drills are required by law and are held regularly to develop practices that will help students to react quickly and safely in a real emergency. Rules of safety and evacuation routes are posted in each classroom.

For the fire drills, students are urged to keep calm, to not rush or push, and to move promptly to the nearest exit. Each classroom has the nearest exit door posted. Once students are outside the building, the students are to cross to the opposite side of the street, using the designated walkways. Please hold open doors for fellow students.

The fire alarm is a continuous ringing of the bells.

For the tornado drills, all students go to the first floor hallway, the area between room 103 and the teacher's lounge. All students are to sit on the floor in a crouched position with the head against the wall facing down.

The tornado alarm consists of many short blasts of the bell.

All persons are asked to take these drills seriously, because personal safety in a real emergency depends upon the readiness of the people to react to any situation.

14. GRADING SCALE

A = Superior performance	90-100%
B = Very good performance	80-89%
C = Average performance	70-79%
D = Below average performance	60-69%
F = Failing	under 60%
I = Incomplete	work not completed

Any student receiving a grade of "I" must make arrangements with the instructor to make the work up and have the grade changed to one of the other designations. Unless other arrangements are made, the work must be completed, turned in, and graded 10 school days after the grading period has concluded.

Incomplete grades exceeding this time will be automatically recorded as a failing grade.

15. STUDENT-TEACHER CONFERENCES

Teachers welcome opportunities to work individually with students on classroom projects. Some signs of the need for the student to ask for a personal conference include these:

- Back work (daily assignments, book reports, special projects, tests, etc.) that has not been completed within a reasonable period of time.
- Failing work.
- Poor citizenship.

In general, teachers are available to work with students from 8:00 a.m. to 8:20 a.m. and from 3:40 to 4:00 p.m. each school day. Students may request other times as many teachers make themselves available when prior arrangements have been made.

16. HONOR ROLL

Principal's Honor Roll

Grade point average of 4.0.

Coyote Honor Roll

Grade point average of 3.50 -3.99.

Red and White Honor Roll

Grade point average of 3.00 -3.49.

A student, parent, or guardian not wanting the student's name published with the honor roll must fill out and sign a school form to request such an action.

17. HS GRADUATION REQUIREMENTS

Students are required to have earned 25 units of credit to graduate. The board may adjust these requirements to meet class changes or state mandated requirements, as needed. Grades are given each semester and will go to the

official transcript at that time. Each student shall complete the following course requirements as part of the total graduation credits.

I. 3 UNITS OF SOCIAL SCIENCE

- 1 Unit of American History
- ½Unit of American Government
- ½ Unit of World History
- ½ unit of Civics

And ½ unit of a Social Science Elective

II. 3 UNITS OF SCIENCE

- 1 Unit of General Science
- 1 Unit of Biology
- 1 unit of Science elective

III. 3 UNITS OF MATHEMATICS

Selected from the following.

- 1 Remedial Mathematics
- 1 Pre-Algebra
- 1 Consumer Mathematics
- 1 Algebra 1
- 1 Geometry
- 1 Advanced Algebra
- 1 Trigonometry
- 1 Pre-Calculus

*One (1) credit must be algebra.

**IV. 1 UNIT OF PHYSICAL EDUCATION
INCLUDING 1/2 UNIT OF HEALTH**

V. 1 UNIT OF COMPUTER TECH. I

**VI. 1 UNIT OF PRACTICAL ARTS SELECTED FROM BUSINESS
EDUCATION, TECHNOLOGY ECUCATION.**

VII. 4 UNITS OF ENGLISH

**VIII. 1UNIT OF FINE ARTS SELECTED FROM MUSIC, ART, OR
FORENSICS.**

18. PERFORMANCE BASED CREDITS

A student may earn credits towards high school graduation by demonstrating mastery of the course outcomes through a performance instrument. The standards for designing and passing the performance instrument shall be set sufficiently high to ensure credits earned by such means shall be equivalent to those offered in the framework of the Carnegie unit.

A written request to “test out” of a class must be submitted prior to the beginning of the class (if it is a semester class the request is due at the beginning of the semester; if it is a yearly class the request is due at the beginning of the year). A student may not request to “test out” of a class in which he or she is currently enrolled or has been enrolled.

The request is to be evaluated within 30 school days by a review committee composed of: a building administrator, a school counselor, a faculty member appointed by the building administrator and the student’s parent(s) or guardians(s).

If the request is approved, the course instructor will have 30 days to design a performance instrument that reflects mastery of all course outcomes. Commercial available instruments may be used if they adequately cover course objectives.

The student has 10 school days in which those designated tasks developed by the teacher and approved by the administration must be performed. The principal, in consultation with the instructor, will determine the setting and the time lines for the administration of the instrument, as well as the criteria for successful completion of the tasks.

Credit for such classes shall be awarded only on a pass/fail basis. Students will be allowed only one opportunity to “test out” of any particular class. It will not be the responsibility of the school or the instructor to provide instructional and/or review time for the student. However, the outcomes as noted in the curriculum guide, and class syllabus will be made available to the student.

19. GRADUATION CEREMONY PARTICIPATION

No student shall participate in junior high or senior high school promotion/graduation ceremonies until he/she has completed the requirements for promotion/graduation and paid any and all school fees accumulated up to the promotion/graduation ceremony. If the student has successfully met all academic requirements, he/she will be awarded the promotion certificate/diploma. If there are outstanding fees due the school, the student will not be allowed to participate in the promotion/graduation ceremony. The students will be given until 3:45 p.m. on the Thursday before the graduation ceremony to complete any and all work that is essential for passing any required class.

20. REGENTS' QUALIFIED ADMISSIONS PROGRAM

When a high school student first enrolls at KJSHS, he or she will be given a copy of the Regents' pre-qualified admissions. All college bound students are strongly encouraged to complete the Regents' qualified admissions program.

21. HIGH SCHOOL STUDENT CLASSIFICATIONS

To earn a diploma from KJSHS, a student must have obtained 25 credits with 16 ½ of the credits being in required courses. For clarification purposes and for the student to understand what class he/she is in, the student must meet the following requirements to move up in classification and enjoy the privileges of the different class. **Movement from one class to another will only occur at the end of a semester.** Student classification will also apply for class activities.

SOPHOMORE: To be classified as a sophomore, a student must obtain at **least 6 high school credits** at some time in the student's academic career.

JUNIOR: To be classified as a junior, a student must have obtained at **least 12 high school credits** at some time in the student's academic career.

SENIOR: To be classified as a senior, a student must have obtained at **least 18 high school credits** at some time in the student's academic career.

The principal will have the discretion to place a foreign exchange student where he or she feels is in the best interest of the student and the district.

22. CLASS CHANGES

Before a course term begins (a semester for a semester length course; an academic year for a two semester length course), schedule changes MAY be considered. Whatever changes are made should be made after the student consults with parents as well as the guidance counselor.

Once a course begins, the student has until the end of the first full week of school to make a request for a course change. After those dates only teacher' requested changes will be considered. Unless initiated by the school, all dropped classes after these dates will result in an "F" being placed on the student's transcript. All class changes are subject to the approval of the counselor, the principal, and

all teachers involved as well as the parents of the student. No changes will be made after the stated dates without special circumstances and the approval of the principal.

The following criteria will be applied to requested class changes:

1. The change will not overload the size of the existing class.
2. The change results in a reasonable program of study in terms of the established curriculum.
3. The change allows the student to fulfill more capably a proposed field of study.
4. The change has the approval of the parents, the teachers involved, counselor, and the principal.

Students should not expect to receive full credit for a particular course without completing all of the assignments involved and without taking the final examination for the course.

23. STUDENTS WITHDRAWING FROM SCHOOL

A student planning to withdraw from school should first consult with the counselor. The counselor will issue to the student a withdrawal form that asks for the signature of each teacher, the librarian, the counselor, and the office personnel.

Any student that is choosing to withdraw from school but not transfer to another educational institution must meet with the counselor, the principal, and the students' parents or guardians to discuss other educational options and to fill out the appropriate paperwork.

Withdrawal procedure will not be completed and records, including grades, will not be forwarded to another school until all textbooks for the student are checked in and/or accounted for, until equipment and school properties are checked in, until any detention time is served, and until all outstanding bills are settled. The school reserves the right to withhold credit for work completed until the student complies with all of the withdrawal measures.

24. NEW STUDENTS

Any student entering USD #347 for the first time must have proof of age, i.e. birth certificate, family Bible, etc., and records showing all past school credits claimed and proof of immunizations. Any student attempting to enter KJSHS after September 20th of any school year must have been in attendance at another accredited educational institution or home school prior to this date. If the student does not meet these criteria, he/she will not be admitted until the beginning of the next semester. If the student is admitted, he/she is responsible for making up all missed academic assignments. In unusual cases, the student will be placed on a written contract with the school addressing academic requirements.

25. TRI-COUNTY EDUCATIONAL SERVICES COOPERATIVE

Special education services for KJSHS are provided by the Tri-County Educational Services. This cooperative was formed in 1973 for the purpose of improving and expanding special education services to school districts within a three county area including Edwards, Pawnee, and Hodgeman counties. The Coop offers services that the individual school districts could not effectively implement on an individual basis.

These services are offered to KJSHS by the Coop: psychological services; speech and language services; classrooms for the hearing impaired, the physically handicapped, the educable mentally handicapped, the trainable mentally handicapped; work-study programs for TMH and EMH; hearing conservation services; programs for the gifted; behavioral disorder programs; classes for students with specific learning disabilities.

To receive services offered by the Coop, the student is first referred to the high school principal by a teacher or teachers. This referral, once verified and approved, is then sent to the director of the Tri-County Coop who then assigns the appropriate staff members of the Coop to assist the local school and the local teachers to meet the needs of the student.

26. IROQUOIS CENTER FOR HUMAN DEVELOPMENT

The Iroquois Center for Human Development, Inc. of Greensburg, KS offers mental health services to the students at KJSHS. These services include psychological counseling and any emotional counseling which may be needed.

Students or parents who wish to make an appointment should contact the counselor.

27. ACADEMICS AND ELIGIBILITY

In an effort to maintain an emphasis on the academic portion of the educational environment, the Student Eligibility Policy is as follows:

KJSHS belongs to the Kansas State High School Activities Association (KSHSAA). As members, schools must meet KSHSAA academic standards. Those standards are: A student must have passed five (5) classes of unit weight during the previous semester in order to be eligible for participation in KSHSAA' sponsored activities. Additionally, a student must be in good standing, i.e. said student cannot be under suspension or expulsion. **Any student not in good standing will be ineligible for all extra-curricular activities for a period of at least 7 days following any infraction.**

In order to be consistent with the KSHSAA rules and regulations, and the policies determined by the school board, the student must meet the following eligibility guidelines:

1. Students must meet Kansas High School Activities Association requirements to participate in any extra- curricular activity.
2. Eligibility will be taken at semester per KSHSAA rules, and as per, USD #347 Board of Education policy. Eligibility will also be determined on a local semester basis throughout the school year.
3. To remain eligible, a student must carry a 1.75 GPA and fail no more than 1 course per semester.
4. **In addition to KSHSAA guidelines, students must also meet local eligibility guidelines. Students will be ineligible failing any class for two consecutive weeks. Eligibility is taken each Thursday for the following week. Eligibility runs from Monday to Sunday.**

28. LEARNING SUPPORT

Teachers, **Administration, Counselor, or At-Risk Coordinator** may, at their discretion, require a 30-minute period of assistance for any student who **is performing below** his/her level of academic ability. This 30-minute period, known as the 3:40 program (See Homework Club), could be served either before

or after school in the teacher's classroom **or in the At-Risk department**. If the student ignores two attempts of the teacher to establish individualized instruction, the student will be guilty of insubordination and may be placed in Saturday School and be considered ineligible for participation in activities until the requirement is met.

Teachers remain responsible for informing students in their classes and their parents concerning potential ineligibility matters.

29. EXAMINATIONS AND SPECIAL PROJECTS

Teachers may administer tests and direct special projects in their classes at their discretion throughout the school year. Teachers are to give advance notice of appropriate due dates.

Students using inappropriate means to complete schoolwork will be given a "0" for that work. The matter will then be referred to the high school principal. Subsequent offenses **may result** in removal of the student from the class or suspension from school.

The administration sets a definite date and time for the final semester exams. Each class that the student takes has a final examination. Students who fail to take the semester examinations will be given no credit for the examination. The teacher shall determine the value of the final examination as it applies to the final grade, and students should be informed of that value prior to the administration of the exam. Teachers may use the following to determine who is exempt:

Seniors who have a 90% grade may be chosen as exempt from taking semester final exams with the exception of those courses taken for dual credit and a college final is a requirement for completion of the course.

All examinations, tests, term papers, and major assignments handed in by students will be corrected and returned to the students by the teachers within a reasonable period of time.

30. GRADE REPORTS

Report cards are issued at the end of each semester. Letter grades are used to designate a pupil's level of progress. The final grade for a class reported on the student's final transcript will be the semester grade that the student has earned (semester grade + semester test score).

Progress reports will generally be mailed to parents/guardians bi-weekly with the exception of the first week of the semester. A progress report may commend a student for some action or may note a deficiency that needs correcting or attention.

With a DSL internet connection, parents can apply for a password through the school to view their student's grade card, daily attendance, progress reports, and individual assignment grades at any time.

End of year final grades will not be mailed until all student responsibilities are met, i.e. textbooks handed in, financial responsibilities paid, project fees paid, etc. In addition, students with outstanding financial balances will not be allowed to participate in school-provided summer activities, i.e. sports camps, summer conditioning, activity camps, etc.

31. PARENT-TEACHER CONFERENCES

Parent-teacher conferences will be held once each semester. Teachers welcome feedback from parents on a regular basis--either by a telephone call, e-mail, a visit, or a note. The student needs to know that the home and the school are working together for the benefit of the student. It is recommended that a time limit of 15 minutes be observed for these conferences, especially if other parents are waiting to see the teacher.

32. ATTENDANCE

From the Policies and Regulations of the Board of Education, USD #347:

At KJSHS, state law on compulsory school attendance governs attendance rationale. The board feels that each student should make every effort possible to attend school daily. Each absence or tardy reduces the efficiency of the school and the student. Make-up work is never as beneficial as that which was missed in the classroom. Cutting classes is a reflection on the character of the individual involved. It is the board's desire that each student complete the work satisfactorily. To do so, he or she must maintain a good attendance record. Poor attendance impedes that student's educational progress. Regular attendance cultivates habits that will be of substantial value throughout life.

Turning in written homework assignments and taking tests are important, but these activities are only part of a student's possible educational experience.

Teacher presentations, classroom discussions, small group work, and other supplemental materials are other vital elements in the total educational program. *A student who is not present for these activities is losing valuable educational opportunities.*

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

When students arrive at school, they are to remain on campus until the conclusion of the school day. Parent permission is required for a student to “check out” of school for any part of the school day.

33. CHECKING OUT OF SCHOOL

After a student has reported to school and the bell to begin the first class has rung, the student is not to leave the building at any time except after reporting to the office and receiving permission or after the school day has ended.

- If a student finds it necessary to leave during the day, he/she **must** report to the office for the secretary to make the proper arrangements.
- Permission to leave the building will not be granted unless the parents grant permission with a phone call. **PLEASE NOTE--**Parental permission for the student to leave will not necessarily result in the absence being excused. The decision to excuse or not excuse rests with the principal. If the reason for leaving does not appear to the principal to be necessary, the time missed will be considered an unexcused absence and the time will be made up after school. That will be communicated to the student before he/she leaves. **ALSO PLEASE NOTE--**Calls by parents after a student has left the school without permission will **NOT** result in an excused situation. – **THIS IS TRUANCY!**
- Failure of the student to follow the proper procedure when leaving the building will result in disciplinary action.
- When a class or an activity group leaves the building for a school-related reason, the teacher or sponsor responsible for the group is to inform the other staff members in advance of the activity. In such cases, the student absent is not to be marked absent and is to be given opportunity to make up the work missed. It remains the student’s responsibility to make arrangements in advance with those teachers whose classes he/she will miss. Teachers or sponsors who are taking a group from the building shall turn in

an attendance report on students who are supposed to be with the teacher or sponsor.

- A student checking out and missing more than 1/2 of the class period will be counted absent.

34. STEPS FOR PARENTS, GUARDIANS, AND STUDENTS TO FOLLOW BEFORE AND AFTER AN ABSENCE

1. Parents or guardians are asked to contact the school office the morning of a student's absence by 9:00 **a.m.** If the school is not contacted by 9:00 a.m. about a student's absence, an attempt will be made to contact the parents or guardians to obtain the status of the student, based upon telephone numbers that the parents or guardians have left with the school.
2. Since attendance is the responsibility of the student, then each student should be held accountable for changes and corrections to his/her attendance record. The attendance record can affect the semester testing schedule for the student and therefore affect the semester grade for the student.
3. Goedustar must be utilized by each classroom instructor. Attendance must be taken within the first 5 minutes of each hour. Once attendance is taken in the classroom, changes cannot be made by the teacher. Therefore, if a student has been marked absent and enters the classroom tardy (either excused or unexcused) and a change needs to be made, the office will be notified from the instructor by intercom or email or by the student with a teacher note immediately following class. If the office is not notified of a change either by the student or by the instructor, the student will have an unexcused mark on his/her record.
4. Students will have one day for each excused day missed. This total plus one additional day will be allotted to do the make-up work. Extended periods of absence due to prolonged illness may necessitate an extended period for make-up work. The principal, upon request of the student, will decide if this is necessary. It is the student's responsibility to contact each teacher to obtain assignments.

35. EXCUSED ABSENCES

In order for any absence to be considered "excused," students **must have parents or guardians call the school on or before the date of the absence or**

have a note from the parents excusing the absence. One of these must occur, but does not automatically make the absence excused. The notification from parents is required to aid the principal in his determination.

Parents or guardians must take this responsibility for the absence to be excused.

According to Kinsley-Offerle Board of Education policy (policy JBD-R), the following reasons are excused:

- **Personal illness** – a medical statement from a doctor will be required after the third day of illness per semester.
- **Family illness or death**
- **Medical or dental appointments** - appointment card of written proof will be required after the third day of medical or dental appointments;
- **Subpoena or requirement to appear in court-** a court document will excuse the absence.
- **Family emergencies** which require the student’s presence.
- **School-related activities**
- **Unusual circumstances accepted as an excuse by the principal.**

The principal is the designated employee in each building to determine the authenticity of each absence from the information provided.

36. EXCESSIVE ABSENCES

For unexcused absences of students under 16 years of age, truancy as defined by law will be reported to the proper authorities as required by law on the third consecutive day of unexcused absence or on the fifth day of total unexcused absences per semester.

When any student has accumulated a total of 5 days absence per semester, **excused or unexcused** (not counting school-sponsored activities), a letter will be sent to the parents advising them of the excessive absences. After the 5th day of absence per semester, a doctor’s note may be required. 10 absences in a semester will require a meeting with the principal and THOT team to determine the student’s eligibility for placement in the next grade or eligibility for extra-curricular activities. All criteria will be addressed during this meeting including but not limited to test scores, current grades, teacher recommendations, doctors notes, etc.

37. UNEXCUSED ABSENCES

For the first and second unexcused absence per semester, the student will serve hour for hour in Saturday School for each class period or fraction of a class period missed. On the third and fourth infraction per semester the student will stay two hours after school or in Saturday School for each class period or fraction of a class period missed. The fifth infraction per semester will result in a three-day suspension from classes and the proper authorities will be notified. The sixth and each additional infraction per semester will result in a hearing to decide if a five-day suspension is to be issued or in the case of those who have had prior five-day suspensions, if a long-term suspension or expulsion should be issued. (Seven unexcused periods of absence constitute a day.) Missed work will still need to be completed, but teachers will not be required to issue full credit.

38. HOMEWORK ASSIGNMENTS

Upon the request of parents, when a student is absent from school, teachers will place their assignments and academic expectations in the main office. These assignments will be available by 3:00 p.m. on the date of the request. If homework has not been retrieved from the office within three days after a student's return to school, it will be destroyed.

39. PRE-ARRANGED ABSENCE

Family Vacations, Planned Medical Leave, College Visitations, Etc.

Current policy lists reasons that our students are excused by Board of Education policy. For other items there is a pre-arranged absence form. Some items may still not be excused even if there is a pre-arranged absence form. If parents or guardians have a question of concern please contact the building principal. This form must be presented to teachers at least two days before the absence. Students will be permitted to make up class work and tests, without assistance, but must make these arrangements *prior* to the absence. There will not be a day for a day policy with pre-arranged absences. Teachers will list what it is that a student will have to do and also set the deadline for it to count as full credit. This deadline will be set before the student leaves on his or her pre-arranged absence, so he or she is encouraged to plan early with his or her teachers. If the absence is marked disapproved by the building principal, the student can still go

but the student will be required to abide by the student handbook policy for unexcused absences. The work will count for full credit as per the teacher's due date. Student will keep a copy of the pre-arranged absence and the office will keep a copy.

40. SCHOOL ACTIVITIES ABSENCES

When a student is absent due to participation in a school-sponsored activity, he/she will not be counted absent and will not need a call from home to be readmitted. Students absent because of a school-sponsored activity are required to procure assignments and complete work in accordance with the instructor's guidelines. Again, there will not be a day-for-a-day missed policy with a school activity absence. Students should plan ahead and get assignments completed early.

When a student has been ill for an extended period of time and returns, the principal, in conference with teachers and sponsors shall discuss whether the student should immediately miss additional classes because of school-sponsored events.

Student activities also should be noted as such on Go.eduStar by teachers. Any teacher/coach/sponsor taking students out of their regular scheduled classes should notify the office so that it can be registered on Go-EduStar before the day of the event in order for the A-SA codes to show for a specific student.

Teachers/coaches are also required to notify all staff members when taking students out of the building for any activities via e-mail. This should be completed at least 48 hours in advance.

41. TARDINESS

Students at KJSHS will be counted tardy if they are not in class according to classroom procedure when the final bell rings. Any student tardy to the first hour class must report to the office before going to class to determine the validity of the tardy. The office will issue a slip indicating "excused" or "unexcused" tardy.

Any student detained by a teacher must obtain an “excused tardy” slip from the detaining teacher for admittance to the next class. The first teacher has the right to determine the reason for the tardy as either “excused” or “unexcused.”

The third unexcused tardy per semester to any given class means that the student in question owes that particular teacher 30 minutes of detention time--before or after school. The student must spend the detention time with the teacher involved. The teacher will give the student 24 hours or until the next day to make the necessary arrangements to serve the time. If the student fails to accept this obligation, then the amount of time owed increases by 30 minutes each school day until the total amount of time owed reaches 90 minutes. At that time, the matter is handed to the principal for action. The fourth tardy will result in 2 – 30 minute detentions again to be handled by the individual teacher.

On the fifth unexcused tardy to a class, the student will be sent to the office, the parents will be notified, and the student will serve a two hour Saturday School. When it becomes obvious that a student is not making any attempt to correct the tardy problem, the principal has the right to consider dropping the student from the class in question and/or issuing a suspension.

42. SKIP DAYS

Skip days are not approved and will be treated as unexcused absences.

43. SENIOR TRIP

In the fall of each school year, senior class sponsors and members of the senior class begin the process of planning a senior trip. The purposes for this adventure are multi-lateral: to offer each participating senior the chance to broaden his/her horizons and experiences through travel; to provide the opportunity for each participating senior to get to know his/her fellow classmates in a unique environment and to provide educational opportunities coached within the entire experience.

Unless otherwise approved by the Board of Education, Seniors have two options regarding the senior trip. Option A is for a trip planned which includes missing regularly scheduled classes. The following applies: 1. No more than two (2)

school days may be taken; 2. If the students are returning on a weekend, the trip must be concluded by Saturday at midnight; 3. The entire trip shall not exceed two (2) nights in a motel; 4. The class budget must be adequate to provide for the number of days and the number of activities that are being planned. Option B is for a trip that is planned over a spring break period. The following apply: 1. Permission must be granted in writing by the senior class sponsors; 2. The class budget must be adequate to provide for the number of days and the number of activities that are being planned. There are several guidelines that apply to both Option A and Option B. Senior class sponsors have these guidelines and will work with members of the senior class to meet these guidelines.

A tentative plan and budget must be submitted to the Board of Education by no later than the first board meeting in February of each school year.

44. COLLEGE VISITATION DAYS

The counselor will provide students all assistance needed relating to colleges of their choice, but the counselor will not go with the students for college visitations. Before any visitation is set up during school time, it must be cleared through the principal's office, and **may be** considered as an excused absence if arranged as a "Planned Absence" through the counselor's office.

45. LOCKERS& LOCKS

Each student is assigned a locker at the beginning of school. Those students in PE courses and athletics will also be assigned a locker. A lock will be issued for the locker(s) and each student will be required to keep all lockers locked at all times. The school is not responsible for any student items found missing from a locker.

Under no circumstances is a student to bring his or her own lock to school for use on the lockers. ONLY SCHOOL ISSUED LOCKS are to be used. Any other lock found on the lockers will be removed by cutting it off the locker. In the event a school-owned lock does not work, the student may bring it to the office for an exchange. Students will be charged for lost or broken locks as well as for abnormal wear and tear on the locker.

It is the student's responsibility to keep the locker clean, neat, and free of writing or other marks both inside and outside. **Outside locker decorations**

shall be limited to in-season spirit decorations by the cheerleaders. Students are not to change lockers for any reason without proper request to the office and reassignment. Lockers should be kept closed when not in use. **Book bags and coats should not be hung from the locker door. During the school day, students are not to leave book bags on the floor next to their lockers. This is a violation of the fire code. All book bags are to be kept in lockers during the school day. Book bags are not allowed in classrooms.**

The lockers remain the property of the school and are on loan to the students for their use in an approved manner. The administration has the right to enter into and inspect lockers and bags, etc. at any time without prior notice. Students are required to use the lockers only in the approved manner. Any inappropriate items will be confiscated, and if necessary, disciplinary action will be taken.

The school reserves that right to contract with either law enforcement or a private company to use trained dogs to search for illegal contraband on school property or at school events. This is done to keep our schools safe.

46. HALL PASSES

Students will be provided with a student planner which includes hallway passports. These passports are to be approved and signed by the teacher which will allow a student needing to take a short leave from the classroom, i.e. restroom, nurse, counselor, library, another teacher, office, etc. Short is defined as no more than five minutes. No student is to be in the hallway when class is in session without his/her planner. Students found in the hallways without their planner are subject to disciplinary consequences.

If a student needs to see the counselor during a class period, he/she must secure a permission slip from the counselor in advance. The office has the right to call a student away from class for any reason.

Hall passports may be used at the discretion of the individual teacher to grant students the right to visit lockers, restrooms, etc.

47. HUMAN GROWTH AND DEVELOPMENT ‘OPT OUT’ POLICY

Parents have the right to “opt” their child out of all or part of the human sexuality/AIDS instruction curriculum. This curriculum is taught as a unit in the health class which is taken by all freshmen. Students who opt out will not be penalized in any way, but will be given other health-related materials to complete. Parents will make the request to opt their child out of this curriculum in writing.

48. LUNCH ROOM PROCEDURES

1. Students will be seated in the cafeteria.
2. Adding or removing chairs from tables is not permitted
3. Tables will be dismissed to go to the serving line by the lunch room supervisor.
4. You will sit and eat your meal at the same table you were dismissed from.
5. If seconds are available, you will be dismissed to get into the seconds line.
6. When finished eating, you should clear your table of any trash and scrape your tray and return it to the appropriate area.
7. Return to your lunch table and remain seated until the bell rings.

*All food and drink must remain in the cafeteria.

*Students may only leave the lunch room due to an emergency or with the written permission of an instructor.

*There will be no sharing of food from another student’s tray.

*A student may bring his/her own meal when he/she comes to school and space will be provided for those carrying their lunches to school. Students are not to keep lunches or beverages in their lockers.

*Meals may only be brought into the school building during the day by the parent of the student. The meal should be brought to the office and the student will be called to the office to pick it up.

***IPODS/MP3’s can be utilized during lunch time. Only appropriate media should be loaded on the device.**

49. MEAL PAYMENT POLICY

All students and employees may charge no more than 10 meals (breakfast and/or lunch) before not being allowed to eat a hot meal. The parent or employee shall be notified when five meal charges have accumulated and that they will only be allowed to charge five more meals before being refused service. Parents are encouraged to apply for free and reduced meals if they qualify. Students may bring sack lunches.

50. FOOD IN CLASSROOMS

The administration at KJSHS has determined that there is no reason for students to take food or drink – with the exception of water in a **clear, plastic bottle** - into the classroom provided they are not in the area of computers or shop equipment. We provide a cafeteria as a place to eat and drink. The cafeteria is available to students for eating or drinking items from the vending machines. The hallway in the immediate vicinity of the vending machines is also available for eating and drinking those items. Students are not to consume food or drink items outside those areas. **If a teacher has obtained permission from the principal and takes the entire class to the machines for the purpose of refreshments they will remain in the cafeteria (not the classroom) to enjoy these refreshments.**

51. LOST AND FOUND ARTICLES

All lost and found articles are to be turned into the office. Jewelry items will be stored in the office until claimed. Articles of clothing are held one week. Check with the custodians or bus drivers!

52. USE OF TELEPHONE

The use of the office telephone should be business. The office staff will determine if exists. Students will not be called from but a message will be placed on to the office if necessary. Transportation needs the student arrives at school.



reserved for school an illness or emergency class for telephone calls, student board outside the should be arranged before

53. CELL PHONE POLICY

Cell phones are to be kept in the student's vehicle or checked into the office during the regular school day. Between 8:15 and 3:40 cell phones should not be on school grounds. They should not be stored in lockers, pockets, or bookbags. Cell phones will never be allowed in the classrooms, restrooms, or locker rooms at any time (before, during, or after school.)

The first violation of the cell phone policy will result in a staff member turning the student's phone into the office. The student's parent/guardian may come to the school after 3:40 p.m. to pick-up the student's phone.

If there is a second violation of this policy, the phone will be taken from the student and returned to the student's parent or guardian after a 7-day period—OR—the student's parent or guardian may pick up the phone at the school after 3:40 and the student will serve 4 hours of Saturday School at the next available opportunity.

Any further violations of the cell phone policy will result in the student's phone being held in the office for 14 days—OR—the student's parent or guardian may pick up the phone at the school after 3:40 and the student will serve 8 hours of Saturday School at the next available opportunity.

Reminder: Maximum accumulated Saturday School time is 8 hours. See Saturday School section for details.

54. IPODS, MP3'S, ETC.

The use or possession of these devices will not be allowed in any classrooms at KJSHS. If a student is found with one of these devices in the classroom he/she will be treated in the same manner as with cell phones.

55. LIBRARY USE

The KJSHS library offers numerous resources for the student. Students are urged to use the library as a place to read, to study, and find and use reference materials to supplement class instruction, textbooks, and homework.

The library is usually open 8:00 a.m. to 4 p.m. If the material does not exist locally, opportunities exist through the Internet as well as through interlibrary loan.

Library use is governed by these principles:

1. Students are urged to use the library as a place to read, study, find and use reference materials to supplement class instruction, textbooks and homework.
2. A student must have a WRITTEN HALL PASSPORT from his/her classroom teacher to use the library.
3. Check out all material taken from the library in your name. The librarian is responsible to know where the materials are at all times.
4. If a student misplaces or loses material checked out to him/her, he or she should report the loss to the librarian immediately so that an effort can be made to locate it.
5. EACH STUDENT is responsible for anything checked out in his/her name; the student will be expected to reimburse the school for lost or damaged materials at replacement cost.
6. If a student has overdue material, no other material may be checked out until the overdue material is returned.
7. If a student has an overdue fine, no other material may be checked out until the overdue fine has been paid.
8. Final grades or transcripts will be held until the student has been cleared by the library.
9. Treat library materials/property as if it were your own.
10. Share library materials with others by returning them when you are finished.

56. SCHOOL DANCE POLICY

KJSHS dances are designed for KJSHS students with these guidelines:

1. The principal must give permission to hold a school dance at least two weeks in advance of the dance date.
2. Outside dates to school dances will be allowed in specific occasions, including the fall homecoming, the midwinter, and the junior-senior prom.
3. Two faculty sponsors must be secured.

4. Two parent chaperones must agree to attend the dance or event and help supervise.
5. No student may enter a dance 30 minutes after the scheduled starting time unless previous arrangements have been made with the sponsor.
6. No student will be readmitted to a dance once he or she has left the building where the dance is held.
7. No drinking or smoking is allowed on school grounds or at any school function. The school reserves the right to have a breathalyzer requirement to enter any dance.
8. Any outside guest must be signed up in advance for those dances allowing outside dates, and the sponsoring student will be responsible for the actions of his or her guest.
9. A student may be removed from a dance for breaking school rules and/or any of the above guidelines. Students attending a dance are under the jurisdiction of the school and are subject to school disciplinary procedures, including suspension and expulsion.
10. A student must be eligible to attend. This includes being in "good standing."

57. STUDENT DISCIPLINE AND BEHAVIOR

For society to operate smoothly, either in school or out, there must be cooperation from all. The KJSHS guidelines for student behavior:

FOLLOWING INSTRUCTIONS

- *Make Eye Contact
- *Give an Appropriate Verbal Response
- *Be Prompt

TO RESPECT ONE ANOTHER WE WILL

- *Use Appropriate Language
- *Respect Boundaries and Property of Others

WHEN ACCEPTING FEEDBACK

- *Make Eye Contact
- *Give Appropriate Verbal Response
- *IF You Need/Want Further Discussion--Bring It Up at a Later Time

FURTHER DISCUSSION GUIDELINES

- *At an Appropriate Time—Not During Instructional Time
- *Make Eye Contact
- *Give Your Input and a Reason for It-Be Brief
- *Use Respectful Language and Voice Tone
- *Accept Teacher’s Response-This is Not the Time for Arguing

The actions of an individual or a group cannot be allowed to infringe upon the rights of others. Our individual rights end where the rights of others begin. KJSHS students are expected to act as young adults, following the rules and regulations of the school. If an individual becomes a problem through refusal to comply with the reasonable rules and regulations, teachers will try to correct or redirect the individual. If the student refuses to respond to the attempts to redirect or correct, then a referral to the principal will be considered necessary.

It should be stated here that the first purpose of any disciplinary action is to gain compliance with accepted rules and regulations and continue the orderly conduct of the school day. Only when it is obvious that the attempts to correct behavior are going to be unsuccessful will stricter measures such as suspension be imposed.

A written notice of any short-term probation or suspension and the reason therefore shall be given to the student involved, to his parents or guardian and to the Board of Education within 24 hours after the suspension has been imposed. Any notice of a proposal to suspend for an extended term or to expel shall state the time, date, and place the student and representatives should meet. A parent conference is required for a student to be reinstated after an out-of-school suspension.

ACTS OF UNACCEPTABLE BEHAVIOR THAT MAY RESULT IN SUSPENSION (either In-School Suspension or Out-of-School Suspension) (including Saturday School) upon first offense, depending upon the severity of the infraction, or which may result in suspension for repeated infractions, INCLUDE **BUT ARE NOT LIMITED TO THE FOLLOWING;**

1. Possession, consumption or sale of alcoholic beverages, narcotics, marijuana, addictive drugs and dangerous substances, and possession of drug paraphernalia.
2. Possession, use, consumption or sale of tobacco in any of its forms.
3. Threat or use of lethal weapon.
4. Extortion of any type and/or amount.

5. Failure to comply with reasonable request from administrator, teaching staff, and other school employees.
6. Fighting and/or provoking a fight.
7. Intimidation, threatening by word or deed (bullying).
8. The use of profanity and/or vulgarities.
9. Excessive tardiness.
10. Temper tantrums.
11. Open defiance of authority.
12. Stealing or attempted theft.
13. Conduct which disrupts the school's activities and educational mission.
14. Conduct that substantially invades the rights of others.
15. Destruction of school property/vandalism.
16. Possession of any and all lethal or non-lethal weapons.
17. Repeated violation of school regulations.
18. Bullying.
19. Sexual/Racial Harassment.
20. Possession of incendiary devices and highly combustible materials (such as a lighter).

The preceding items apply to student behavior on school grounds or at school events. The principal may suspend students from class or school. **A suspended student may not attend any school function during the suspension and may not attend any activity practice. Any student who has received an out-of-school suspension may contact his/her teachers and make arrangements to work with those teachers prior to 8:00 a.m. or after 4:00 p.m. If a student who is on an out-of-school suspension receives permission from his/her teachers to work with the student during the above times, the student must check in through the office.**

58. JURISDICTION OF THE SCHOOL FOR STUDENT BEHAVIOR AND DISCIPLINE

Students are responsible to the school for their behavior:

- Before school
- During school hours (including lunch period)
- After school
- Before, during and after school-sponsored events (at home or out of town), and
- At other times “if engaged in conduct detrimental to the operation of the school” or “detrimental to the morale of the school.”

“The courts have stated that an examination of the authorities clearly revealed the true test of the teacher’s right to punish for offenses off school property to be

‘not the time or place of the offense, but its effect upon the morale and efficiency of the school’” (The Lay of Public Education, Reutter & Hamilton, New York; Minneola: The Foundation Press, Inc., 1970, p. 507).

59. JURISDICTION OF SCHOOL PERSONNEL

Students are expected to comply with the directions of faculty (teachers and substitute teachers), student teachers, administrators, adult volunteers and school staff members during any period of time when properly under the authority of the school.

60. COMPUTER USE POLICY

Students are responsible for good behavior on school computer networks just as they are in a classroom or school hallway. Communications of the network are often public in nature. General rules for behavior and communications apply. Access to the network is a privilege-not a right. Access entails responsibility. Please be aware of the policy for acceptable use of the computer and the computer network that is required to be signed by all students and their parents/guardians. Misuse of the computer network will result in the following consequences:

Minor Infractions:

- Level 1-Warning
- Level 2-Removal of the opportunity to use school computers
- Level 3-School disciplinary action and/or appropriate level action will be taken.

Major Infractions: Dealt with according to severity.

Students cannot expect any level of privacy regarding their use of school technology. Student use is constantly monitored.

61. PROBATION

There are basically two ways in which probation can be applied to the educational setting at KJSHS. They are as follows:

1. A probation situation might occur when a student is guilty of an infraction and a penalty is imposed. The student might serve a part of the penalty, and then proceed through the remainder of the penalty on probation conditioned as in #1. **Example:** A student might be given a long-term 90- day suspension. Upon completion of a certain number of those days (perhaps 5) the student would return to school for the remainder of the 90-day period with the understanding that the dropping of grades below a certain level, or any other misbehavior, would then result in the continuation of the 90-day suspension until the full 90-days of suspension have been served.
2. Students suspended for more than one out-of-school day may also be placed on probation for a maximum of 45 days. Students on probation will not be allowed to participate in or attend school activities.

62. DETENTION

Students receiving a detention from either a teacher or administrator will be required to serve said detention before or after school the next day or any day following as determined by the staff member. Parents will be required to arrange transportation from KJSHS to home after the required detention time has been served. No detention will exceed 60 minutes in length on any given day. Students earning additional detention time will serve the extra time after school the next day. If transportation arrangements cannot be made for the student to serve the detention the next day, students will be allowed one extra day for these arrangements to be made if and only if parents or guardians request the extra day in writing. Student jobs, after school activities, etc will not be reason to miss a scheduled detention. If the detention time is an inconvenience to the student, that is part of the consequence. If the student misses a scheduled detention, the time will be doubled. If it is missed again, Saturday School will be issued. If a student repeatedly misses scheduled detention times or Saturday School, and it appears that doubling the detention or Saturday School is a waste of time, the administrator will assign an In-School Suspension (ISS) or an out-of-school suspension (OSS).

63. SATURDAY SCHOOL

1. Saturday School will be used as a deterrent for negative behaviors.
2. Saturday School sessions will be scheduled approximately every other Saturday.
3. Duties performed during Saturday School will be at the discretion of the Saturday School supervisor and principal.

4. All Saturday School participants will be required to report no later than 8:00 a.m. If you are late, your Saturday School time will double.*
5. No food or drink, other than water in a clear plastic container, will be allowed during this time.
6. Students serving Saturday School will not be allowed the use of any electronic entertainment devices (IPOD) or a cell phone.

*Two (2) four-hour Saturday School sessions are the maximum accumulated amount. Saturday School times in excess of this will lead to a one (1) day In-School Suspension.

A student in truant from Saturday School or a student serving OSS will not be allowed to participate in or attend any extracurricular activities during the term of the assignment to suspended status.

****RULES FOR SATURDAY SCHOOL****

1. Absolutely no communication with other students unless given permission by the teacher or the principal (no cell phones).
2. Remain in seat.
3. Student may not take gum, pop, or candy to Saturday area.
4. Finished work must be approved by the teacher before it is considered completed.
5. Any violation of rules may result in an immediate out-of-school suspension.
6. The building administrator has the option of following any step in disciplinary action as stated or administering some other disciplinary action.
7. The student needs to gather assignments before going to Saturday School.

64. SUMMER SCHOOL

Summer school will be required for those students who do not satisfactorily complete classes required for graduation (HS) or promotion (JH). Furthermore, summer school will be required for those 7-11 students who are not meeting standards on their current Kansas State Assessments in Reading and Mathematics.

65. DRUG-FREE SCHOOLS

Students shall not, as a student at KJSHS, unlawfully manufacture, distribute, dispense, possess, or use tobacco, alcohol, or illegal drugs on school district property, leased property, vehicles, or at any school activity at any time. Any student violating the terms of this policy will be reported to the appropriate law

enforcement officials, and will be subject to any one or more of the following school sanctions:

1. First Offense
 - a. A punishment up to and including a short-term suspension (1-5 days).
 - b. Suspension from all student activities for a period of NOT LESS than one month.
2. Second Offense
 - a. A punishment up to and including long- term suspensions (5+days).
 - b. Suspension from all student activities for a period of not less than one semester or four months.
3. Third + Offenses
 - a. A punishment up to and including expulsion from school for the remainder of the school year.
 - b. Suspension from participation in all student activities for the remainder of the school year.

66. WEAPONS

(From the USD #347 Board Policy handbook)

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

This policy shall include any weapon, any item being used as a weapon or destructive device, or 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). Students violating this policy shall also be referred to the appropriate law enforcement agency(ies).

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

As used in this policy, the term “destructive device” means any explosive, incendiary or poison gas: bomb, grenade, rocket having a propellant charge of

more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or other device similar to any of these devices.

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

This policy shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon.

Possessing, handling, or using any weapon may result in suspension or expulsion from school.

67. SCHOOL PROPERTY

Any student that breaks, defaces, or destroys school property will be responsible to pay for the damage or replacement. No student will be allowed to attempt repair of any school-owned equipment.

68. BULLYING & SEXUAL/RACIAL HARASSMENT

Bullying and sexual/racial harassment will not be tolerated in the school district. Bullying or harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

It shall be a violation of this policy for any employee to bully or harass a student, for a student to bully or harass another student, 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.

Bullying is:

- (1) Intentional, repeated hurtful acts, words or other behavior, such as name-calling, threatening and/or shunning committed by one or more children against another.
- (2) An imbalance in real or perceived power must exist between bully and victim.
- (3) Not intentionally provoked by the victims.

- (4) Includes various forms of hazing (initiation rites).

Sexual harassment is unwelcomed sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student when:

- (1) submission to such conduct is made, explicitly or implicitly, a term or condition of the individual's education;
- (2) submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or
- (3) such conduct has the purpose or effect of interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive academic environment.

Sexual harassment may include, but is not limited to: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person, with sexual or demeaning implication; unwelcomed touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participation in extra-curricular activities, etc.

When acts of bullying or harassment or other violations of this policy are substantiated, appropriate action will be taken against the individual(s) responsible. When dealing specifically with bullying, the school will use the strategies in the "All Hands In: Preventing Bullying Behavior" guide. KJSHS staff has been trained to look for and immediately address bullying behaviors.

Any student who believes that he or she has been subjected to bullying or harassment should discuss the alleged instance with the principal, guidance counselor, or another certified staff member. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a complaint under the district's discrimination complaint procedure.

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

69. DRESS CODE FOR STUDENTS

Each student attending KJSHS is responsible for maintaining appropriate school dress and for maintaining personal grooming standards that present

a neat, clean personal appearance. Extreme or sloppy styles are not allowed.

Clothing which advertises or promotes alcoholic beverages, tobacco or tobacco products, or illegal substances is inappropriate. Also, clothing with racial or sexual slogans or comments shall be considered inappropriate.

All questions of dress will be addressed to the principal. The school has a few shirts that the student may wear that will allow the student to finish out the school day. **If a student refuses to change immediately, he/she will be temporarily suspended and allowed to call a parent or guardian to correct the situation.**

The following items constitute a *partial* listing of clothing considered inappropriate for school wear for boys and girls:

- Hats and sunglasses--to be left in the locker during school
- **Shirts and Tops for Boys and Girls:**
 - **Tube tops, halter tops, tank tops, and spaghetti straps which do not cover the midriff at all time including when arms are held above the head, men's white or colored undershirts (wife beaters), armpits that are too low, and tops cut up or down the sides. Clothing must cover the chest area. If cleavage shows, it is too low. This includes covering the undergarments as well.** (The difference between a tank top and a no-sleeve shirt is rather difficult to determine. We will use the index finger of the student in question to measure the distance from the collar to the missing sleeve. If the finger does not extend past the material, it is a tank top and therefore not allowed.)
- Jeans or pants should not have holes on the abdomen or seat of the pants. Baggy jeans worn below the waist are not acceptable attire.
- Shorts should not have holes in abdomen or in seat area. **Skirts must be mid-thigh in length plus 5 inches in length regardless of leg coverings. Shorts and skorts must have at least a 5-inch inseam regardless of leg coverings and the shirt/blouse must not cover the short or skort.**
- Shoes/sandals must be worn at all times. Bedroom slippers and pajamas are not allowed to be worn at school except during spirit week.
- T-shirts with obscenities, double meanings, that advertise or promote alcohol, drugs, drug paraphernalia, sex, and tobacco products.
- Overalls with one strap unfastened.
- Dress code for activity trips will be determined by the sponsor.
- During Spirit Weeks associated with Homecoming and Mid-Winter, dress-up-days are approved by the principal and some of the above restrictions are allowed during these weeks.

- **Dress Code for Athletic practices and Physical Education classes is limited to appropriate T-shirts and shorts following the same guidelines above.**

This policy will serve as a minimum for dress at all school-sponsored activities. This includes dances and the prom. Team dress will be determined by the coach/sponsor.

Violations of the Dress Policy will be handled in the following manner:

1st Offense – Warning (change of clothes required). The office will have T-shirts and sports shorts for students to wear during the remainder of the school day.

2nd Offense – Written up (Report to principal and 1 hour detention)

3rd Offense – Saturday School (1 day)

4th Offense – OSS (1 day)

70. STUDENT RELATIONSHIPS

Proper student relationships are expected at all times. Overt physical displays of affection are not acceptable at any time. Physical contact which exceeds hand holding will result in disciplinary action. This includes excessive “friendship” hugging. Repeat offenders may be suspended.

71. BUS RULES

All students will obey the bus driver and rules of USD #347 or may be denied the privilege of riding the bus. The requirements of this regulation shall apply to all passengers when transported in a school bus or school activity bus.

1. No student may leave the school grounds while waiting on the bus without permission of the principal or person in charge.
2. The bus driver shall have the authority to assign a seat to each student passenger, if needed.
3. The bus driver shall be in charge of all students while they are riding, loading on or unloading from the bus.
4. Follow direction of the driver the first time they are given.
5. Stay seated and keeps all parts of your body and personal belongings inside the bus and out of the aisle.
6. Students shall not stand in the traveled portion of a roadway while waiting for a bus.
7. Animals shall not be transported in a bus.

8. Students must not throw waste paper or other rubbish on the floor of the bus or out the window.
9. Glass containers will not be allowed on the buses.
10. Students shall remain seated while the bus is moving.
11. Excessive noise, scuffling or other forms of horseplay will not be tolerated while students are on the bus.
12. Eating, drinking and possession of dangerous objects will not be allowed on any bus without permission of the driver or sponsor.
13. Be courteous and respectful of other persons and property.
14. Use of appropriate language and tone when speaking.
15. *Students are required to have a note from parents granting permission to ride on a route he or she normally does not ride that he or she will give the bus driver.*

Consequences:

1st Offense- Discipline notice and parents notified by the driver.

2nd Offense- Parent conference with the principal and the driver and/or loss of bus privilege for three days.

3rd Offense- Loss of bus privilege for three days or up to the remainder of semester. Contact parent regarding student's behavior.

72. DRIVING AND PARKING REGULATIONS

Students are expected to drive responsibly when they drive to school. Parking is provided on the streets and in three parking lots. Students are asked not to park in the designated reserved or visitor parking spaces in front of the school. Students are also expected not to park in the grass area between the sidewalk and the street.

Students are not to be in or about the cars or parking lots when school is in session. If it becomes necessary for a student to go to a car during school hours, a permit must be secured from the office. All motor vehicles are included in the term "car" for this regulation.

It is very important for all students to walk within the crosswalks when crossing the street between the main high school building and the vocational building. Cars parked along the street and heavy traffic makes "jaywalking" extremely dangerous.

- The parking lot is considered an extension of the school property and all regulations of the school apply thereto.
- Maximum speed in a parking area is 10 mph.

- Once the car is parked, it is not to be driven during the school day without office permission.
- Students are not allowed to be in the parking lot during the school day without permission from the office.
- Any violation while sitting in a car on school property will be considered a violation of the policy of the school.

73. SUSPENSION OR REVOCATION OF A PUPIL'S DRIVING PRIVILEGES

This law applies to a pupil 13 years of age or older who attends a school in a school district or accredited nonpublic school and who has been expelled or given a long-term suspension from school under the state's suspension and expulsion statutes for:

- Possession of a weapon
- Possession, use, sale, or distribution of an illegal drug or controlled substance; or
- Behavior which results in, or was substantially likely to have resulted in, serious bodily injury to others.

In these instances, the principal of the school from which the pupil was expelled or suspended gives written notice thereof to the Division of Vehicles of the Department of Revenue. The notice must be given within three days, excluding holidays and weekends, after imposition of the expulsion or the suspension. The notice includes the pupil's name, address, date of birth, driver's license number, if available, and the reason for the expulsion or the suspension. Upon receipt of this notice, the Division of Vehicles suspends for one year the pupil's driver's license or privilege to operate a motor vehicle on the streets and highways. When the suspension period expires, the pupil may apply for return of the license or, if the suspension license has expired, for a new license. If the expelled or suspended pupil does not have a driver's license, the pupil's driving privileges are revoked. A driver's license may not be issued to a pupil whose driving privileges have been revoked for a period of one year.

If the pupil's driving privileges have been revoked, suspended, or canceled for another cause, the suspension or revocation under this bill applies consecutively to the previous action. (SENATE BILL 38)

74. CLASS ACTIVITIES/POINTS INFORMATION

High school students are encouraged to participate in their class-sponsored activities such as a senior trip, prom, graduation, fundraisers/moneymakers, homecoming, etc. To help teach all students the value of sticking together through thick and thin, a point system has been developed to keep track of students' participation in their class-sponsored activities. Students will obtain points through many of their normal class activities, and once the points are earned, the points cannot be taken away. The points will be kept by the class sponsors and will be used to determine whether a particular student has enough points to participate in some of the activities that the fundraisers/moneymakers support. It is simple....help your class with the fundraisers/moneymakers and participate with your fellow students to obtain those points and certain privileges will be yours.

THE GOAL IS FOR EACH STUDENT TO REACH A TOTAL OF 300 POINTS AFTER PARTICIPATING IN CLASS ACTIVITIES FOR FOUR CONSECUTIVE YEARS.

A good rule of thumb is to obtain at least 75 points per year. For those students who earn more than the expected 75 points per year, these students may carry over a maximum of ten points per year beyond 75. (Example: A student earns 95 points during his/her freshman year. The student begins his/her sophomore year with a total of 85 points to his/her credit.) If students are behind in points, they may work up to their max. points during any given year.

HOW TO OBTAIN POINTS:

- *Each concession stand worked-5 points per night.
- * Each concession stand the student brings the food item requested-5 points per night.
- * Attendance at class meetings/committee meetings called by a class sponsor-1 point per meeting.
- *Each annual fundraiser-up to 10 points.
- * Helping to build the class float-2 points per night.
- * Helping decorate for prom outside of normal school time-2 points per night.
- * Participating in a school activity, i.e. sports, clubs, activities, etc.-3 points per activity per year.
- * If a parent works at a class event in lieu of the student, the student will earn 2 points.
- * *Community based activities as approved by the principal and the class sponsors, i.e. cleaning the football field, working a junior high contest for the*

booster club, assisting the custodial staff during breaks and during the summer, etc.-2 points per night/hour.

To participate in and attend prom, a junior student must be on track towards reaching 225 points and a senior must be on track towards reaching 300 points. Freshman and sophomore students must be on track towards earning the required 75 and 150 points in order to participate in and/or attend prom.

To participate in and attend the senior class trip, the student must be on track towards earning the required 300 points.

The Board of Education of USD 347 will pay a portion of the expenses associated with the graduation ceremonies. All other non-essential expenses must be paid for from senior class funds or by the individual student. Each student is expected to do his/her share of the class work in order to have sufficient funds to pay for those graduation expenses not paid for by the Board of Education.

All points are given at the final discretion of the principal and /or class sponsors in charge.

If a student comes up short on points and would like to purchase points, he/she may do so, only if he/she consents to buying those points at \$3.00 per point. Students will have the option of purchasing points for \$3.00 per point or the individual student cost (which is more likely greater than \$3.00 per point) and this cost will be determined by the class sponsors based on expenses for the event. These funds will go into the class fund.

Incoming students to Kinsley-Offerle-Junior/Senior High School will be given appropriate points when they file a request in writing with the principal. The principal will then assign the appropriate points.

Each class will vote for one interested parent for every 10 (ten) students to assist the faculty sponsor(s) organizing and running each concession stand, assist with class floats, fundraisers/moneymakers, and assisting with the prom. Those parents who are selected to assist with the class will be voted in during the class's freshman year and will continue for the next four years if possible. These parent volunteers/sponsors will accompany the class on its senior trip with their lodging, transportation and various other expenses paid for out of senior class funds and will be given the closest seats at the graduation ceremony.

The principal is the only person who may make adjustments to the points, (i.e. the class did not have an opportunity to earn 75 points in one year.) The principal will do so after consultation with the class sponsors.

SPONSOR RESPONSIBILITIES:

Sponsors will keep a written log or sheet with the points earned by the students and will turn that log over to the principal at the end of each school year. This duty will not and cannot be delegated to anyone else such as students. Sponsors may request class members be granted points at the end of a year due to lack of opportunity. This “whole class” request will be accepted or denied by the principal.

Beginning in December of each school year, point totals and a letter of explanation will be mailed to all parents/class members on a monthly basis.

Food and scheduling of workers for concession stands will be the ultimate responsibility of the class sponsors, as well as directing annual fundraisers/moneymakers. Sponsors answer directly to the principal.

76. SENIOR EARLY RELEASE POLICY

To allow students greater flexibility, the Kinsley-Offerle School District USD #347 will offer senior students the opportunity to pursue a wider variety of options during the last semester of their senior year. This will allow students to enroll in college classes previously unavailable to them due to scheduling constraints associated with meshing the college and KJSHS schedules or students could be released to work, earning more money for future educational experiences or endeavors. Students who chose this option may not be eligible for athletics or activities sponsored by the KSHSAA since they require a student to be enrolled in a minimum of five classes for participation in extra-curricular activities.

The following guidelines for participation in the early release program are as follows:

1. Only seniors who have enough credits to graduate with their class may elect to participate in this program.
2. All students who desire to participate in the senior early release program must have their applications approved by the counselor, principal, and parent. The principal will have the final say in the level of participation that the student may be involved in.
3. Applications must be completed and returned to the guidance office during the fall semester of the student’s senior year by November 15. Student must also be current on all financial obligations.

4. Courses taken at KJSHS during the second semester must be consecutive hours.
5. Students may not enroll in Work Study and participate in this program during second semester. (There would be no need for this concurrent enrollment.)
6. Student may still participate in normal school functions if eligible such as prom, senior trip, and graduation ceremonies.
7. Student may not hang around school if participating without principal's approval. For example: Student may be enrolled in 1st and 2nd hour and then their early release starts. 3rd hour through 8th hour, the student will need to leave the premises and only enter through the KJSHS office much like a visitor to the building would.