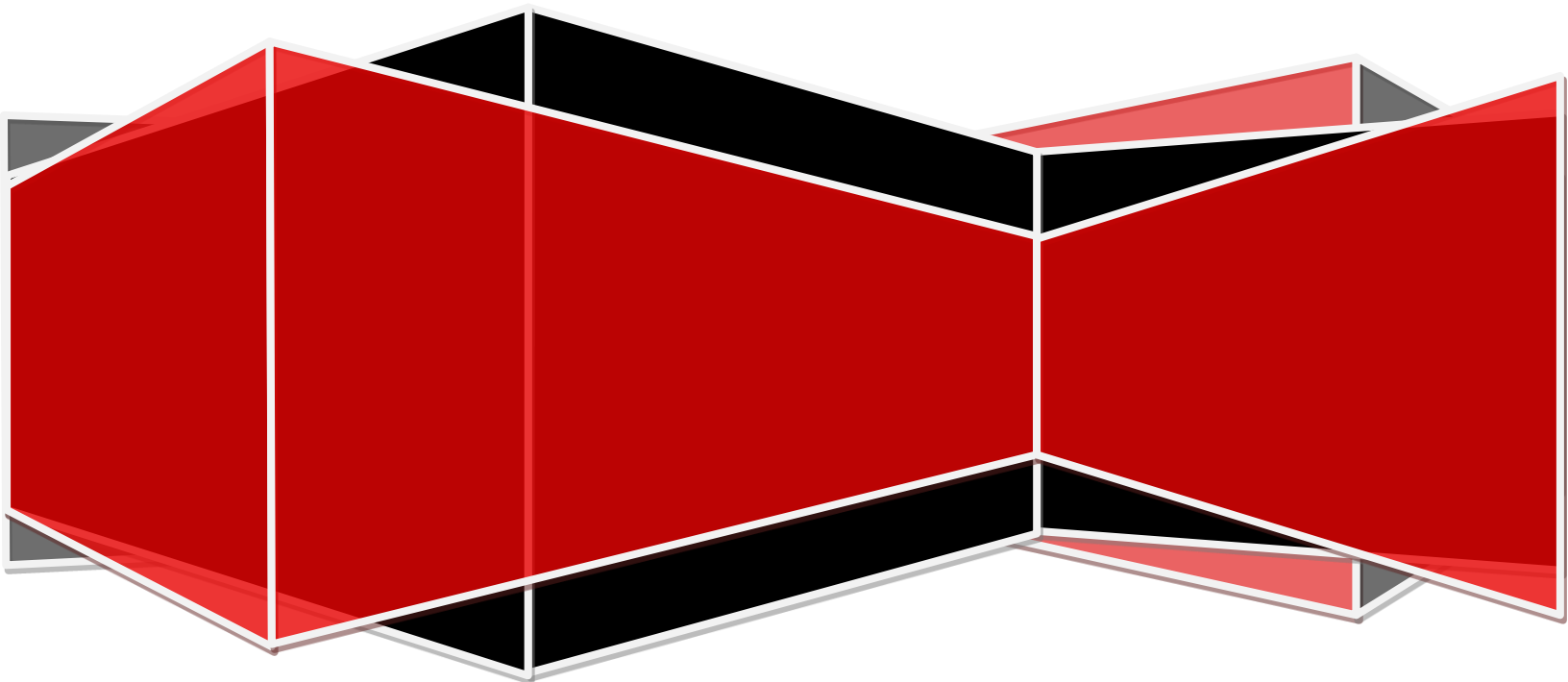


**USD 227**

**HODGEMAN COUNTY  
MIDDLE/HIGH  
SCHOOL STUDENT  
AND PARENT  
HANDBOOK**



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# INTRODUCTION

## WELCOME TO HODGEMAN COUNTY MIDDLE/HIGH SCHOOL

Welcome to Hodgeman County Middle/High School. As a student, you have the responsibility to uphold the high standards of scholarship and citizenship that the students of Hodgeman County have attained.

This handbook is presented to you to serve as a guide throughout the year. By making this handbook available, the faculty, staff, and I hope that we can increase communication between the school and students. For some of you this year represents a new beginning; for others it will be the end of your formal school career. Whichever category you are in, you will find the faculty, staff and me friendly and willing to assist you.

May I suggest that you not only take advantage of the academic offerings, but challenge yourself to become involved in at least one of the school organizations. The personal rewards are immense.

Welcome again and best wishes for a successful school year.

Ron Shelton, High School Principal

Doug Chaney, Superintendent

## MISSION STATEMENT:

Hodgeman County Middle/High School will provide a caring, safe learning environment that gives all students the opportunity to achieve at their highest potential.

## ACCREDITATION STATEMENT

Hodgeman County High School is accredited by the Kansas State Department of Education. This gives the school equal standing to that of other schools in the state of Kansas.

## MIDDLE/HIGH SCHOOL PARENTS

We believe that effective communication between school and home is extremely important for your child's success in school. Shared cooperation and high expectations between home and school will ensure that each student reaches their fullest potential during each school year. Please become involved in Hodgeman County Middle/High School! We welcome you to visit our school and take an active role in the education of your child.

**BOARD OF EDUCATION MEMBERS**

Roy Hargadine      Ray Seemann      Janese Boger      Bill Carr  
Michael Cossman      Scott Bradford      Brenda Shelton

**DISTRICT TELEPHONE NUMBERS:**

Superintendent’s Office .....357-8301  
High School Office/Principal ..... 357-8376 or 357-8378  
Grade School Office .....357-8395  
Counselor’s Office.....357-6166  
High School Athletic Director .....357-8378  
Vo. Ag. Dept.....357-8379  
Ind. Arts. Dept. ....357-8379

**PERSONNEL**

**SUPERINTENDENT’S OFFICE:**

Mr. Doug Chaney .....Superintendent  
Mrs. Christina Cohoon ..... Clerk of the Board

**HODGEMAN COUNTY MIDDLE/HIGH SCHOOL FACULTY AND STAFF:**

Mr. Ronald Shelton.....Principal  
Mrs. Kerra Cossman .....Counselor  
Mrs. Kelly Hayes .....Middle/High School Secretary  
Mrs. Joni Mariche.....Grade School Secretary/Transportation Dir.

\*\*\*\*\*

Mr. Trent Bright.....7<sup>th</sup> & 8<sup>th</sup> Grade Science, HS/MS Health & PE, MS/HS Athletic Director  
Mrs. Erika Craghead.....7<sup>th</sup> Grade Math, High School Math, College Algebra  
Mr. Jeff Davenport.....High School Social Studies and Government  
Mrs. Mary Jane Goebel.....Vocal Music  
Mrs. Sue Hergert.....7<sup>th</sup> & 8<sup>th</sup> Grade FACS, High School FACS  
Mr. Matt Housman.....7<sup>th</sup> & 8<sup>th</sup> Grade Social Studies, Health & PE  
Mrs. Barb Hunt ..... Custodian  
Mr. Shane Liggett ..... 7<sup>th</sup> & 8<sup>th</sup> Grade Computers, Business Ed., Computer Science  
Mrs. Jamie Lonnberg .....High School Science  
Mrs. Katie Olson..... English II, III and IV, College Comp. I/II, Writing  
Mr. Wayne Orcutt..... Instrumental Music  
Mrs. Jennifer Ort.....Spanish  
Mrs. Amy Rudzik ..... Head Cook  
Ms. Denise Salem ..... K-12 Art, Graphic Design, and Yearbook  
Mrs. Renee Schaffer .....7<sup>th</sup> & 8<sup>th</sup> English, English I  
Mr. Seth Shapland ..... 7<sup>th</sup> & 8<sup>th</sup> Grade Ag., H.S. Vo. Ag., FFA Advisor  
Mr. Aaron Shelton .....Asst. Cook  
Mr. Dan Shuler .....7<sup>th</sup> & 8<sup>th</sup> Grade Ind. Arts, H.S. Woods, Ind. Arts  
Mr. Larry Steinbring..... Maintenance  
Mrs. Debra Webb.....Library Media Center  
Mrs. Patricia Wiedeman ..... High School Math  
Mrs. Paula Wilson ..... Special Education

## HIGH SCHOOL COACHES

Mr. Matt Housman.....	Head Football, Weights
Mr. Oliver Salmans.....	Asst. Football
Mrs. Shelby Veeder.....	Volleyball
Ms. Shelby Crabill.....	Asst. Volleyball
Mrs. Erika Craghead.....	Boys & Girls Cross Country
Mr. Chad Cohoon.....	Girls Basketball
Mr. Ronnie Diehl.....	Asst. Girls Basketball
Mr. Levi Salmans.....	Boys Basketball
Mr. Jeff Davenport.....	Asst. Boys Basketball
Mr. Matt Housman.....	Boys Head High School Track
Mr. Ron Shelton.....	Girls Head High School Track
Mr. Jeff Davenport.....	Asst. High School Track
.....	Asst. High School Track
Mr. Larry Steinbring.....	Golf
Mrs. Jamie Lonnberg.....	Scholars Bowl
Ms. Denise Salem.....	Yearbook
Mrs. Katie Olson.....	KAY'S
Mrs. Carla Cossman.....	Cheerleader Sponsor
Mrs. Jennifer Lampe.....	Cheerleader Sponsor
Mrs. Jennifer Ort.....	Forensics
Mrs. Sheri Roth.....	Asst. Forensics
TBD.....	Fall Play/Drama
Mrs. Kerra Cossman.....	Student Council

## HIGH SCHOOL CLASS SPONSORS

Senior Class Sponsors-Yr. 2019.....	Ms. Salem
Junior Class Sponsors - Yr. 2020.....	Mrs. Olson
Sophomore Class Sponsors-Yr. 2021.....	Mrs. Lonnberg
Freshman Class Sponsors - Yr. 2022.....	Mr. Shapland

## MIDDLE SCHOOL COACHES

Mr. Trent Bright.....	Football
Mr. Ronnie Diehl.....	Asst. Football
Mr. Ron Shelton.....	Boys Basketball
Mr. Aaron Shelton.....	Asst. Boys Basketball
Mrs. Paula Wilson.....	Volleyball
Mrs. Sharon Bowman.....	Asst. Volleyball
Mrs. Shelby Veeder.....	Girls Basketball
Mrs. Kasey Buffo.....	Asst. Girls Basketball
Mrs. Vicki Ruppe.....	Cheerleader Sponsor
Mrs. Jamie Lonnberg.....	Quiz Bowl
Mr. Trent Bright.....	Athletic Director
Mrs. Erika Craghead.....	Head Track
Mr. Trent Bright.....	Asst. Middle School Track
Mr. Aaron Shelton.....	Asst. Middle School Track

STUCO Sponsor- Mrs. Kerra Cossmon

7<sup>th</sup> Grade Class Sponsor- Mrs. Goebel

8<sup>th</sup> Grade Class Sponsor- Mr. Orcutt

## **SAFETY HOTLINE**

A statewide school safety hotline staffed by the Kansas Highway Patrol has been established. This toll-free hotline allows students to anonymously report possible impending violent acts in schools. This 24-hour hotline is staffed and ready to receive phone calls. When a student calls the hotline, the Kansas Highway Patrol central dispatch center will take the call and from there, relay the information to local law enforcement who will then relay the information to the school. The Safety Hotline is:

**1-877-626-8203**

## **ATTENDANCE**

### **PHILOSOPHY**

Research continues to show a high correlation between regular school attendance and academic achievement. Students should develop habits of punctuality and responsibility which will later be vital in the business community. Each day teachers design learning experiences which serve as building blocks for the student's total education. Absences will result in inconsistent learning and reduced achievement. **WHEN YOU MISS SCHOOL, YOU MISS A LOT!!**

### **ATTENDANCE POLICY**

A student is considered absent when he/she is not in regular classes or in a school sponsored activity. All absences will be recorded on an hourly system. Each hour will stand alone in attendance record-keeping. Students must sign in or out in the attendance log in the office when leaving and returning to school. Failure to do so will result in unexcused absences.

If a student is absent from school, the parents are asked to notify the school by 9:00 a.m. The school will attempt to contact parents of absent students if no call has been received. If no contact is made, a signed note is required from his or her parents stating the reason for the absence unless previous arrangements have been made with the principal. After one (1) day of no notification, an absence will be recorded as unexcused.

A student who has been absent from school due to illness or who has gone home ill during the school day **may not attend any school function taking place after the regular school day is over.**

The principal will have the final say in all cases concerning absences.

Compulsory attendance law requires children between the ages of seven and 18 years to attend school. In compliance with state law, students are considered truant after three (3) consecutive unexcused absences or five (5) unexcused absences in one semester, or seven (7) unexcused absences in one school year. Truancy reports will be filed with the County Attorney.

### **10 DAY POLICY**

Students attending the Hodgeman County U.S.D. 227 schools shall be encouraged to be in school every day they are able to attend. For those students who find it necessary to miss school, the following policy shall apply:

1. All absences shall be recorded on the student's permanent record.
2. Each student is allowed **ten absences (excused and unexcused) per class period** per semester excluding school activities and funerals. After **six** absences a **letter** will be sent to parents to inform them. After **seven** absences there will be a **conference** with the parent, student and administration to set up an attendance contract. Each absence after **eight**, the student will be required to attend **Friday School**. If a student misses or refused to attend Friday School they will receive an **out-of-school suspension** which will also count toward the 10 days absent. If a student misses a class **10 times**, he/she



**will not** receive credit for that class. If there are unusual circumstances, like a long-term illness, the school will work in cooperation with the student and parents as necessary. All out-of-school suspensions will count towards the 10 day limit.

3. Students desiring to enroll in Hodgeman County Schools after the first twenty days of school will be allowed to enroll but will not receive credit unless the Board of Education grants an attendance waiver. This waiver may be granted due to extenuating circumstances and will be considered on an individual basis for each student.
4. Students desiring to leave prior to the last day of school shall not receive course credit unless the Board of Education grants an attendance waiver, and each case shall be decided on an individual basis and circumstances.

## **EXCUSED ABSENCES**

Excused absences include **working, illness, doctor appointments and funerals**. However, **parents are to call the school to verify these absences or send a note when the student returns.** Students are to obtain a slip from the attending doctor to verify appointments and/or illness. Sleeping in after a late night game is not an excused absence. A working student must have permission from parents, employer, and the teachers involved indicating no problems due to late assignments or failing classes. **Family trips will be excused as long as students have all make-up work completed before leaving.** Parents must contact the principal concerning the time involved due to a trip. The principal will have the final say in all cases concerning absences.

## **UNEXCUSED ABSENCES**

**Any absence for reasons other than those mentioned above and/or without parent knowledge and arrangement with school officials will be considered an unexcused absence.** Skipping school, hair appointments, shopping, etc. are examples of some unexcused absences. For any unexcused absence, the parents will be notified.

**Time missed for unexcused absences must be made up.** This schedule will be determined by the principal for making up time and may also result in In-School Suspension.

## **TARDIES**

Students are expected to be in the classroom when the bell rings at the beginning of the class. Anytime a student enters a classroom after the bell rings without a written excuse from a teacher, principal or secretary, they are considered tardy. Tardies are a disruption to normal classroom procedures and activities and should be avoided whenever possible.

Any student reporting to school during the day after the 1<sup>st</sup> bell of the day has rung must check in at the office and be given the appropriate pass. If students are tardy for **any class** during the course of the day, you must obtain a tardy slip from the office or the previous hour teacher. Students receiving detention for being tardy will be given a one day allowance to arrange for transportation and parental notification.

**Students will be allowed two (2) unexcused tardies. On the third (3) unexcused tardy, the student will serve a 30 minute detention. On the fourth (4) unexcused tardy the student will serve a 60 minute detention. Additional tardies result in the student being assigned to further disciplinary action. The office will keep track of all tardies.**

## **DAILY SCHEDULE**

The first bell rings at 7:55 a.m. and classes commence at 8:00 a.m. daily. Doors will open at 7:20 a.m. Dismissal is at 3:45 p.m. **Buses:** The Buses should arrive by 7:50 a.m., unloading at the front of the building. The buses load for the return trip at the front of the building at 3:45 p.m. The student must be responsible for getting on the bus at the proper time. Students are responsible for contacting the grade school and/or bus driver when riding or not.

## **STUDENTS IN THE BUILDING AFTER DISMISSAL**

Students are not to be in the building after 4:00 p.m. without adult supervision. If a student is caught in the building without adult supervision, disciplinary action will be taken and the student may be turned over to local law enforcement.

## **LENGTH OF SCHOOL DAYS/PERMIT TO LEAVE SCHOOL**

Students are under school supervision once they arrive at school. For those students riding the school bus, the school day begins when they enter their bus. The school day comes to a conclusion when the students leave school property or when the students are discharged by the school bus. Any after-school event sponsored by the school is considered as part of the school day. As such, the same rights, responsibilities, rules and channels of authority that have been established are in effect.

Permission from parents must be received in the office before leaving the school during the school day. Students must come to the office to sign out before leaving and upon return, must sign in. A log for signing in and out is placed in the office for this purpose. If a student leaves the building during the day and cannot be accounted for, his/her parents will be called and it will be counted as an unexcused absence.

Students are not to leave during lunch.

# **ACADEMICS**

## **BOOK RENTAL**

USD #227 operates a book rental system. All books will be provided by the school and each student will pay a book rental fee to be determined by the Board of Education. All students participating in the rental program will receive and promise to use the books under the following conditions:

1. To return the books to the school when notified, in as good as condition as when received, allowance being made for wear caused by careful usage.
2. If a book is lost or damaged by carelessness or avoidable accident, the student will replace it.
3. Marking, tearing, or defacing a book will be considered as cause for replacement.
4. Students will not receive credit for any course until all materials and books are returned.

## **FEES FOR ELECTIVE COURSES OF STUDY**

Classes requiring additional fees for classroom supplies/materials must be paid at time of enrollment.

## **ONLINE COURSES**

Online courses may only be used for high school credit if the student has exhausted all other academic options or if the student is using the online course for credit recovery. If the course is offered at the high school, the student must be enrolled in the course at the high school.

## **MAKE-UP WORK**

Make-up work is defined as the actual school work or homework assigned on the day of an excused absence. If appropriate, an alternate assignment equal in purpose and time in order to receive credit may be given. All work that is missed, regardless of the reason for the absence, must be made up as directed by the teacher. Make-up work for excused absences, if completed properly and on time, will be given full credit. Make-up work for unexcused absences will be given half credit. **The normal**

**time allowed for make-up work is the number of school days absent plus one school day.** Students present at school when assignments are made such as homework or tests, and are absent for a period of time but return to school on the day the assignment or test is scheduled are expected to be prepared, unless special arrangements have been made with the teacher.

All students are responsible for making up work **prior** to being absent due to activities and foreseen absences.

## **WEEKLY ELIGIBILITY**

Eligibility will be computer generated via the student management program each Friday. Each week, parents will be mailed a progress report if student's grades are below a "C". Students with failing grades will be ineligible the following week (Sunday through Saturday) for extracurricular activities. Grades are accumulated from Friday through Thursday.

## **GO.EDUSTAR PARENTS ONLINE**

Effective communication is a key indicator of a successful school. At USD 227 we believe that open and clear communication between school and home is vital to the success of our educational program. Currently, USD 227 utilizes an online student management system called Go.edustar. One aspect of the system (Parents Online) allows parents to access their student's grades and other information that might be valuable. Below we have listed general information about how the system works and what parents need to do to gain access. We have also included Frequently Asked Questions that may also be beneficial to you.

## **GENERAL INFORMATION**

Parents Online Access Request Form must be signed and returned to either school office before access is granted. Request forms may be obtained by contacting either the grade school or the high school office.

Parents may check grades at any time; the date when the finalized quarterly report card and semester report card may be viewed will be announced each quarter and semester. Teachers use different grading techniques and policies. Please check with the teacher if you are unsure of the grading policy for a specific class. Some assignments and/or categories may be weighted differently than others. Therefore, simple arithmetic average of grades may not reflect your student's actual grade.

Parent Online access is available to every legal parent/guardian of a student enrolled at USD 227.

Parents/guardians will not share their passwords with anyone. Each legal parent/guardian may set up his/her own secure account.

Students' records for preschool, kindergarten, first grade, and second grade are not online and have no plans to be online at this time. Parents of these students must check directly with teachers regarding achievement information.

### ***Here's how you can begin via the internet viewing your student's progress:***

1. You must sign and return the **Parents Online Access Request Form** to either school office before access is granted.
2. You will receive an email from Go.edustar that will ask you to click on a link. If you do not receive this email, check in your spam for it; some have gone to spam. Click on the link for account verification.
3. Once you click on the link, you will be taken to the Parents Online site and the system will verify that the link hasn't already been used, that the account is still valid, set the account to **Active** status, reset the password to the eldest child's birth date, and send a second email. The second email will contain the user's username and password information.

\*\*\*Due to security measures, you will be allowed only three unsuccessful attempts to log in before your account is locked. You will then need to contact Christina Cohoon at 620-357-8301 or Kelly Hayes at 620-357-8376 and request that your account be unlocked and have a new password issued.

## **PROGRESS REPORTS**

Grade reports are computer generated and parents will pick these up when Parent/Teacher Conferences are scheduled following the first and third quarters. Grade cards will be mailed following each semester (second & fourth quarters).

## **HONOR ROLL**

Students who make the Honor Roll will be acknowledged at the end of each semester. An honor roll is for students who have earned all "A's" for the semester and students that have earned all "A's" and "B's" will be recognized for the A/B honor roll. Pass/fail grades are not figured into the honor roll. Students must receive a minimum of five letter grades to be eligible for consideration for the honor rolls.

## **SENIOR COLLEGE DAYS**

Seniors are to notify Mrs. Cossman **and** the office when college days will be taken. Only **three (3)** college days will be excused for **seniors**. Colleges giving assessment tests taken by seniors will be included in the three days. **Juniors** will be allowed **one (1)** college day. Students are to obtain permission from the office **before** taking a college day.

Since college days are not school sponsored, but recognized, parents must call the high school office to verify the excused leave of absence.

## **STUDENT CLASSIFICATION**

Students will be classified as either a freshmen, sophomore, junior or senior based on number of credits they earned by the beginning of a school year.

All students will need the following number of credits for each classification: freshmen - 5 or fewer; sophomores - 5 ½-9; juniors – 10-16; seniors – 17 or more.

*(Beginning with the freshmen class of 2003, graduation credits have been increased to 24.)*

Students must have 24 credits to graduate.

## **MIDDLE SCHOOL RETENTION, PROMOTION, SUMMER SCHOOL**

1. Any student who fails one or two core classes (Math, Science, English, and Social Studies) may be asked to attend summer school.
2. Summer school will be four weeks (Monday - Thursday). Students will be required to attend 16 days of summer school.

# STUDENT CONCERNS

## FEES FOR RETURNED CHECKS

Due to the increased number of returned checks from the patrons in the school district, a \$25.00 service fee will be charged for each returned check due to insufficient funds.

## FIELD TRIPS

Field trips are an extension of the classroom, and as such, students are under the jurisdiction of all school rules and regulations. All students on field trips have the responsibility of enhancing the image of Hodgeman County Middle/High School through their positive behavior and manner. Any deviation from that norm may result in the student being restricted from school-sponsored field trips in the future, as well as other appropriate discipline measures.

## FIRE AND TORNADO DRILLS

A fire drill is conducted at least once each month during the school year in accordance with Kansas School Code. Tornado drills are held periodically during the year to ensure that students know the proper procedure in case of a disaster that might occur in connections with weather conditions.

Please check with your teacher for proper exit routes for fire drills and for proper procedures for tornado drills. Once outside the school or in the hallways, you are to remain with your class for the entire period of time. In the case of a fire drill, fire or other emergency situation, FOLLOW THE DIRECTIONS OF YOUR TEACHER.

## FIRE ALARM PROCEDURE FOR OCCUPANTS WITH DISABILITIES

The resource room teacher and/or the principal are the designated personnel who will secure handicapped occupants during fire alarm and emergency situations. The designated exit will be the front door (west exit) of the high school. The parking lot to the north of the exit will serve as the designated shelter area to allow emergency personnel easy access and location of handicapped students.

## ASSEMBLY RULES

Books and other articles are to be placed in your school hall locker before coming to assemblies. Be prompt and courteous. Do not bring pop or drinks into the auditorium. All students attend all assemblies and will sit in the center section.

## GRIEVANCE PROCEDURE

Many times problems can be solved quickly if the parties involved simply meet and discuss the problem as soon as it arises. Once the teacher is aware of the problem it can usually be eliminated. If anytime during the year a problem arises in which a student or parent feels something must be done to correct or change a situation, the following procedure is advised:

1. Go to the teacher. Make an appointment to discuss the problem. If you are not satisfied, proceed to #2.
2. Consult the principal. If the problem is not resolved, the parent should submit a formal complaint, that lists the grievances in writing. This written complaint must give date, comments, and bear the signature of the parent. The document shall be left with the principal. After a formal complaint has been filed concerning school personnel, the school employee must sign the complaint. This is merely an acknowledgment; signing does not constitute an admission of guilt or innocence. The school employee will also be given an opportunity to respond in writing. Then proceed to # 3.
3. The building principal, teacher and parent shall meet with the superintendent and if the problem still is not resolved, proceed to #4.
4. The superintendent will place the formal complaint on the agenda at the next regular

meeting of the Board of Education.

## **GUIDANCE SERVICES**

We provide personal and academic counseling for each student through our counseling office. Our counselor will work with students individually, in small groups, and in the classroom. Some specific purposes for visiting the counselor are: to discuss personal problems; to make long range plans for the future; to discuss test scores; to have a credit check and to seek assistance on career exploration.

## **TUTOR PROGRAM**

Extra assistance for students is provided through our Tutor Program. Tutoring is provided daily from 3:45 pm to 4:15 pm. If necessary, other tutor times can be arranged, schedules permitting. Parents may contact the high school office to make arrangements for tutoring for their child.

## **STUDENT ILLNESS**

If a student becomes ill during the school day, he/she shall report to the office. The secretary will contact a parent or guardian before releasing the student. If no one can be reached, the student will be kept at school. Please make sure your emergency information card is filled out and up-to-date. **NO ORAL MEDICATION WILL BE GIVEN.**

Some illnesses and situations require a child to be absent from school to prevent the spread of infection to other children and to allow the child time to rest, recover and be treated for illness. In order to help keep our children healthy, Hodgeman County Schools requires adherence to the guidelines of this policy.

Children will not be allowed to attend school or school related activities if they have anything contagious such as, but not limited to the following:

**FEVER:** May return when fever free (under 100 degrees) for 24 hours, without medication

**DIARRHEA/VOMITING:** May return when symptom free for 24 hours

**STREP THROAT:** May return after 24 hours of antibiotic treatment and no fever for 24 hours

**CONJUNCTIVITIS (pink eye):** May return 24 hours after treatment begins and eyes are free of discharge

**RING WORM:** May return after treatment begins; area should be covered while in school for first 48 hours of treatment

**IMPETIGO/STAPH/MRSA:** May return 24 hours after treatment starts; wound must be covered with dressing taped on all 4 sides

**COMMUNICABLE DISEASES (such as, but not limited to – influenza, chickenpox, measles, mumps, pertussis, meningitis, mononucleosis):** May return when cleared by their medical provider

If a student arrives at school with symptoms, or during the school day begins to show symptoms indicative of a condition listed above, a parent/guardian will be contacted and asked to pick the child up as soon as possible.

The parent/guardian needs to maintain direct contact with the school and the student's teacher if the child is diagnosed with any communicable disease so the school can take appropriate steps to protect the entire student population.

## **MEDICATION FOR STUDENTS**

Forms are provided for parents/guardians to fill out for the school when students need either prescription or non-prescription drugs. These forms must be on file in the office for your students. All medications will be kept in the office. Office personnel will be on hand to distribute meds as needed.

## **DEFIBRILLATOR**

The High School is equipped with a Defibrillator. The Defibrillator is located in the South custodian closet in the High School Commons Area.

## **LOCKERS**

Each student is assigned a locker when he/she enrolls. Students are to keep their lockers clean and in good condition. Students should not share lockers with other students. The locker is the property of the school and students are responsible for any damage to the locker. The school administration has both the right and the responsibility to check any locker at any time without prior notice.

**NEVER LEAVE MONEY IN YOUR LOCKER. IF YOU HAVE MONEY WITH YOU, YOU MAY PUT IT IN AN ENVELOPE AND HAVE IT PLACED IN THE OFFICE SAFE.**

## **LUNCH AND CAFETERIA**

The high school serves lunch daily. We ask that students eat in the lunchroom whether eating school lunch or if they bring their own lunches. Students are to stay out of cars during the lunch hour. This is a **closed** lunch hour and students are not to leave the building. Breakfast will be served at the high school beginning the first day of school. Students should be in the kitchen by 7:30 a.m. if planning to eat breakfast. Students may purchase meals by the week, month or several months. Lunch and breakfast may be purchased together on one check. Breakfast full pay 7-12-\$2:05, Adult Visitor-\$5.00

Lunch full pay: 7-12-\$2.55, Adult Visitor- \$5.00

The 7<sup>th</sup> & 8<sup>th</sup> grade will eat lunch from 11:45-12:15. Their 5<sup>th</sup> hour class is from 12:18-1:05.

The High School will eat lunch from 12:35-1:05.

## **STUDENT SECURITY**

The district will make every effort to provide a safe environment for students while in school attendance or in extra-class activities. The administration and the staff will determine the necessary rules and regulations relative to student safety. Every attempt will be made to keep our building safe and secure.

## **VIDEO SURVEILLANCE**

Video surveillance cameras are installed in both the high school and middle school to assist the district in securing the safety of our students.

## **TELEPHONE USE**

Students are requested to obtain permission from the office to use the phone. Parents should feel free to call the office and leave a message for a student or teacher or leave a number so they can be called back at a free time. Except in an emergency, we will not call students or teachers from the classroom to the phone. Messages will be conveyed to the students.

Students making **personal phone calls that are long distance** should reverse the charges to their own number or place the call collect.

Parents are advised to notify the school if phone numbers have been changed.

## **ELECTRONIC DEVICE POLICY**

Electronic devices have become a common means of communication and information access in today's society. However, these devices have the potential of disrupting the orderly operation of the school. The school has therefore created this policy to govern the possession and use of electronic devices on school premises, during school hours, at school sponsored activities, and on school transportation.

## **DEFINITIONS**

For purposes of this policy, "**Electronic Device**" means a privately owned device that is used for

audio, video, or text communication or any other type of computer or computer-like instrument. Electronic Devices may include but are not limited to:

- Existing and emerging mobile communication systems, and smart technologies (cell phones, smart phones, walkie-talkie, pagers, etc.);
- Personal Digital Assistants (PDAs) (Palm organizers, pocket PCs, etc.);
- Handheld entertainment systems (video games, CD players, compact DVD players, MP3 players, iPods, Walkman devices, etc.) and any other convergent communication technologies that do any number of the previously mentioned functions;
- Current or emerging wireless handheld technologies or portable information technology systems that can be used for word processing, wireless internet access, image capture/recording, sound recording and information transmitting/receiving storing, etc.

## RULES OF USE

- Use of electronic devices during the school day, including pass-time between classes is prohibited. They must be completely powered down, turned off, and kept out of sight, **unless permission is given by a teacher for them to be used for educational purposes.**
- Students may use electronic devices before 8:00 am and after the final bell of the school day.
- At no time may electronic devices be used in restrooms or locker rooms.
- Camera or audio recording functions of electronic devices may pose threats to the personal privacy of individuals, be used to exploit personal information, and/or compromise the integrity of educational programs. Accordingly, the use of the audio recording or camera functions of electronic devices is strictly prohibited on school premises at all times.
- Use of electronic devices on school buses is at the discretion of the bus driver and/or the activity sponsor. Distracting behavior that creates an unsafe environment will not be tolerated.
- Electronic devices shall not be used in a way that threatens, humiliates, harasses, or intimidates individuals, including students, employees, and visitors, or violates local, state, or federal law.

## CONFISCATION

If a student violates this policy, his/her electronic device may be confiscated. When an employee confiscates an electronic device under this policy, he/she shall take reasonable measures to label and secure the device and turn the device over to a school administrator as soon as the employee's duties permit. The following discipline procedures will be followed:

### 1<sup>st</sup> Violation:

1. Electronic device confiscated;
2. Electronic device picked up by the student after school; and
3. Student will be assigned one Early Morning School.

### 2<sup>nd</sup> Violation:

1. Electronic device confiscated;
2. Parent or guardian required to pick up electronic device; and
3. Student will be assigned two Early Morning Schools.

### 3<sup>rd</sup> Violation:

1. Electronic device confiscated;



2. Parent or guardian required to pick up electronic device; and
3. Student will be assigned short term suspension.

The use of an electronic device which invades an individual's personal privacy will result in disciplinary action, up to and including suspension and/or expulsion and referral to appropriate law enforcement agencies.

The use of an electronic device for the purpose of cheating will result in the loss of credit on the test or assignment, possible suspension, possible removal from the class and the loss of the privilege to use electronic devices at school for the remainder of the year.

#### SECURITY OF DEVICES

Students shall be personally and solely responsible for the security of electronic devices brought to school. The school shall not assume responsibility for theft, loss, damage, or unauthorized calls made with an electronic device. If devices are loaned to or borrowed and misused by non-owners, device owners are jointly responsible for the misuse or policy violation(s).

#### EXCEPTIONS

With prior approval of the principal, the above prohibitions may be relaxed under the following circumstances:

- The use is specifically required to implement a student's current and valid IEP.
- The use is at the direction of a teacher for educational purposes.
- The use is determined by the principal to be necessary for other special circumstances, health-related reasons, or emergencies.

Violation of this policy can result in discipline, up to and including suspension or expulsion, and notification of law enforcement authorities.

#### STUDENT APPEARANCE/DRESS CODE

Dress and grooming must adhere to generally accepted standards of neatness and should not distract from the instructional aspect of the school. Activities sponsored by the school will also require students in attendance to dress in a manner that meets acceptable standards.

Accordingly, the following are deemed inappropriate.

- Clothing or hairstyles deemed hazardous to themselves or other students.
- Bare feet, House shoes/Slippers of any kind are not allowed.
- Chains hanging from clothing.
- Sunglasses (unless prescribed by a physician) shall not be worn to class or within the school building.
- Any clothing that does not cover undergarments, including boxers. Pants or shorts must be worn on or above the hips. No sagging pants or shorts.
- Clothing with immodest or inappropriate slogans or pictures having profane, violent or sexual connotations. This also includes double meaning messages.
- Clothing advertising the use of substances illegal to minors or promoting establishments that sell alcohol.
- Hats, caps, bandannas, similar head attire worn in the building during school and home activities, unless previously approved by the administration.
- Shirts without hemmed sleeves, hemmed necklines, or hemmed collars.
- Girls and boys pants/slacks must be hemmed at the bottom. Clothing with excessive or inappropriate holes will not be allowed.
- No gang symbols or gang related attire.

- Underwear worn as outerwear-pajama pants. Any and all pajamas/lounge wear is prohibited.
- Shorts worn for physical education and/or physical development may not be worn during the school day.
- Shirts that do not cover the chest and midriff areas at all times.
- Apparel such as spaghetti straps, halter tops, tube or backless tops are not allowed. Tank tops must have at least 2 inch shoulder straps. Shirts and tops should be conservative in nature and not too tight. Low cut blouses, tops, sweaters, etc. with plunging necklines are not allowed.
- No yoga pants, tights, leggings, lycra, etc. worn by themselves. Must be covered by other clothing to an acceptable length.
- Sweatpants may be worn if they are not sloppy or in bad condition.

Students who fail to comply with the dress guidelines will be held to the following:

**First Occurrence** - Student will be asked to change and conference with administrator.

**Second Occurrence** - Student will be asked to change and assigned 30 minute detention.

**Third Occurrence** - Student will be asked to change and assigned two 30 minute detentions.

## CODE OF CONDUCT AND GUIDELINES FOR DANCES

1. Only high school students and their guest will be admitted to high school dances.
2. Middle school students will NOT be allowed to attend any high school dances.
3. Only 7<sup>th</sup> and 8<sup>th</sup> grade students from Hodgeman County Middle School will be admitted to middle school dances.
4. There will be absolutely **NO SMOKING, ALCOHOLIC BEVERAGES, DRUGS OR TOBACCO ALLOWED**. Any violations will result in the student being removed from that activity and excluded from any future dances or activities for that school year.
5. There must be two chaperones at each dance.
6. The admission price for each dance will be determined in advance of each dance.
7. Anyone leaving the dance through the outside doors will not be readmitted.
8. There must be a sufficient number of lights on in the gym.
9. The sponsoring class will be in charge of decorating, refreshments, music, and clean-up. A list must be signed by all of those students from the sponsoring class for one of the committees.
10. Refreshments must not be taken out of the gym.
11. The selections, or order of songs played, must meet with the approval of the Dance Committee.
12. If there is not a majority of students dancing during the evening, the dance will be immediately discontinued.
13. Constant complaining about songs being played, the number of lights on, bad attitudes, rowdiness, or bad language will NOT be tolerated.
14. .Your guest must:
  - Be a Hodgeman County High School student or a Hodgeman County High School graduate 20 years of age or younger.
  - Be a high school student in good standing at a surrounding high school or a graduate of a surrounding high school 20 years of age or younger.

15. It is a privilege to be allowed to attend dances and/or activities. All of the preceding rules are subject to change by the Dance Committee. Have a great time at each of your dances, and don't let any student ruin it for you or the majority of your classmates by having this privilege removed.

## ACADEMIC SUPPORT PROGRAMS

### ACADEMIC SUPPORT

ASEP (After School Enrichment Program) is a teacher-staffed, after-school academic support time for students from 3:50-4:30 in the library. Students may elect to use ASEP for additional help or tutoring when they so desire. Students can be referred to After School Enrichment Program by teachers, counselor or administration due to failing grades and to get lessons up to date.

### EARLY MORNING SCHOOL

Early Morning School (EMS) is from 7:20-7:50. This time is usually reserved for detention purposes; however, if a student needs to make up a test or other school work, teachers or the principal can assign them to EMS. For minor infractions, teachers send students to EMS: i.e. cell phones, talking in class, being disruptive, etc. For more serious infractions, we will follow the guidelines in the student handbook.

## EXTRACURRICULAR

### ACCIDENTS

Any student who has an accident or injury while on school property should report immediately to the office to be examined by office personnel. Students should follow this procedure regardless of how slight he/she feel that the injury may be.

### MS/HS STUDENT ATTENDANCE/PARTICIPATION

Students must be in attendance for the entire day of the activity to be eligible for practice, participation or competition. Exceptions will be made for pre-arranged medical appointments that are accompanied by verification from a physician and pre-arranged activities that have been approved by the principal or activity director.

**If a student misses more than 15 minutes of first hour, he/she will be considered absent for that hour and may NOT participate in any extracurricular activities that evening.** If this absence is due to weather or problems at home, parents need to contact the principal.

Students must ride district transportation to a school related activity in order to participate. After the event, students can be released to their parents. Parents must sign a release form prior to the student leaving the premises. The principal or athletic director has the final say on any extenuating circumstances.

### MS/HS STUDENT ACTIVITIES ELIGIBILITY

On June 12, 2000, the Board of Education adopted an eligibility policy that states: The student shall have passed at least five new subjects (those not previously passed) of unit weight, or its equivalency, the previous semester or the last semester of attendance. (Rule 13-3-A KSHSAA)

Weekly eligibility requirements are as follows: After the third week of the beginning of each semester, students failing any classes will not be permitted to participate in any interscholastic activity the following week. Failing students may attend the event as a spectator. A given week starts on Sunday and runs through the following Saturday.

Eligibility is based upon an AVERAGE grade for the semester course up to that point. NOTE: Students have a three week grace period at the beginning of each semester. After the grace period, students are determined eligible/ineligible on a weekly basis based upon the accumulative semester grade.

Note: Students are permitted to practice during the time they are ineligible. Ineligible students may ride the team bus if agreed upon by the coach or sponsor and if no school time is lost. An eligibility list will be available to the faculty by Friday. All faculty is expected to have failing or near failing grades delivered to the office by Friday at 9:00 am.

Students must be in good standing academically (eligible) to be considered for Homecoming, Prom, etc., as King-Queen candidates. Eligibility will apply the week of Homecoming and Prom. Any candidates will be replaced if you are not academically eligible and/or in good standing the week of Homecoming or Prom. Dances are under school auspices and drug/alcohol and behavior rules will be adhered to. Dances are considered social activities and are not subject to school weekly eligibility requirements.

### **KSHSAA STUDENT INDIVIDUAL ELIGIBILITY**

To participate in Kansas State High School Activities Association (KSHSAA) activities a student must be in good standing with their school. To be a bona fide student these general regulations will apply:

1. The student shall be a bona fide undergraduate member of his or her school and in good standing.
2. A student who is under penalty of suspension or whose character or conduct brings discredit to the school or to the student is not in good standing.
3. A student who uses any form of tobacco, illegal drugs, alcoholic beverages, etc., at school events is not in good standing.
4. A student shall not be permitted to make-up work after the close of the semester (this includes summer school), for the purpose of becoming eligible. A "condition" or an "incomplete" shall count as a failure.
5. A student, who is enrolled in five or more subjects in the ninth grade or above even though carrying subjects of a lower grade, is classified as a high school student.
6. Students attending vocational or trade schools offering special courses approved by the Kansas State Department of Education, may transfer such credits to their home school for the purpose of establishing eligibility. Such students may be eligible for interschool activities at their home school, provided they meet all eligibility requirements.
7. KSHSAA states that students must have passed five subjects of unit weight their last semester of attendance.

### **PHYSICAL EXAMINATIONS/CONCUSSION INFORMATION RELEASE FORM**

All students involved in KSHSAA activities are required to have a physical examination on the proper form and a Concussion Information Release Form prior to participation in that activity. KSHSAA forms **MUST** be completed and on file in the office prior to involvement in the sport.

### **SPORTS**

The purpose of our athletic program is to help students improve in areas of physical, moral, and mental development. Each participant must have a physical on file prior to the first practice. Students are responsible for their own footwear. Students are also responsible for underclothing. The school will provide necessary equipment and uniforms.

### **SPONSOR/COACH TEAM RULES**

Students involved in activities must also follow the individual policies set by each sponsor or coach pertaining to activities. Team policies may be enforced in addition to all other student activity policies.

As a student involved in activities at Hodgeman County Middle/High School, I understand that I must comply with all KSHSAA rules and all the Hodgeman County Middle/ High School policies to be eligible to

participate in student activities. I understand that noncompliance will result in sanctions as addressed in the policies.

1. In order to be eligible for participation, the student must be a bona fide undergraduate of that school and in good standing.
2. A student who is under penalty of suspension or whose character or conduct brings discredit to the school or the student, as determined by the principal, is not in good standing and is ineligible for a period of time as specified by the principal.

## **DUEL SPORT PARTICIPATION**

At Hodgeman County High School, if an athlete wants to compete in more than one sport during the same season, the following must occur:

1. **A student/athlete wishing to compete in two sports at one time must have a cumulative GPA of 3.0 when the season starts.**
2. Coaches must make the principal aware of athletes wanting to participate in more than one sport per season.
3. Coaches must inform the athlete about how it will affect his/her status on the team.
4. Both head coaches must agree on terms including: practices, game commitments, etc.
5. Athletes must choose a primary sport so if a conflict arises, he/she will honor their commitment to their primary sport.
6. A student who is enrolled at the start of a season of a sport must be a member of the squad for the majority of the scheduled varsity contests in order to be eligible for post season competition.

## **CHEERLEADERS**

As a cheerleader, expectations will be the same as for all other activities. In part, this will include regular attendance at practice, maintaining academic eligibility, following team rules, carrying out designated assignments, etc. A dollar amount determined by the board will be allowed for uniform expense. The uniforms should remain simple and not detract from the experience of cheering.

The cheerleading sponsor will represent the squad as a coach. That person will regulate, control, and schedule the rotation of all cheerleaders for pep rallies and games.

## **PRACTICE**

Practice for each sport is after school. An insurance program is suggested and can usually be obtained through the school office. Any other questions should be directed to the school office or one of the coaches. For times, dates, and events consult your local calendar.

## **MIDDLE SCHOOL STUDENT CONDUCT AT ATHLETIC EVENTS**

All Hodgeman County Middle School students are encouraged to support the Shorthorns at our athletic games this year. It is important that students provide positive support for the Shorthorns and at the same time refrain from being negative toward officials or our opponents. Hodgeman County Middle School will follow the KSHSAA in its enforcement of Rule 52 which includes guidelines for good sportsmanship for all fans to follow. The following are **NOT** allowed at our Hodgeman County Middle School games: negative yells toward opponents or officials, profanity at any time, and inappropriate actions (example-yelling "air ball" or saying chants during free-throw attempts at basketball games, etc).

**Don't lose your privilege of attending our athletic events. Be positive in your support of the Shorthorns.**

## **HIGH SCHOOL STUDENT CONDUCT AT ATHLETIC EVENTS**

All Hodgeman County High School students are encouraged to support the Longhorns at our athletic games this year. It is important that students provide positive support for the Longhorns and at the same time refrain from being negative toward officials or our opponents. Hodgeman County High School will follow the KSHSAA in its enforcement of Rule 52 which includes guidelines for good sportsmanship for all fans to follow. The following are **NOT** allowed at our Hodgeman County High School games: negative yells toward opponents or officials, profanity at any time, and inappropriate actions (example—yelling “air ball” or saying chants during free-throw attempts at basketball games, etc).

**Don't lose your privilege of attending our athletic events. Be positive in your support of the Longhorns.**

## **RULE 52 SPORTSMANSHIP**

Sportsmanship is a general way of thinking and behaving:

- \*Be courteous to all (participants, coaches, officials, staff, and fans).
- \*Know the rules, abide by and respect the official's decisions.
- \*Win with character and lose with dignity.
- \*Display appreciation for good performance regardless of the team.
- \*Exercise self-control and reflect positively upon yourself, team, and school.
- \*Permit only sportsmanship behavior to reflect on your school or its activities.

## **K-8 STUDENTS AT HCHS HOME GAMES**

The following guidelines are to be followed during home high school basketball games:

1. Students in grades K-8 are to be seated in the gym during the ball game time. They are not to be in the old gym or main school at any time after the JV games are over!!
2. Students in grades K-8 may go visit the bathrooms and concession stand at halftime and between games.
3. Students in grades K-8 will be allowed one reminder to go and take their seat. If a second reminder is necessary, the student will be required to go sit with their parents or sit in the office. It will be at the discretion of the administration to call their parents to come and get them.

## **STUDENT ADMISSIONS / ACTIVITY FEE**

Students will be admitted free to all Middle School and High School home football and basketball games **with the exception of all SPIAA and KSHSAA sponsored tournaments.**

## ALCOHOL, DRUG, AND TOBACCO POLICY FOR U.S.D 227

The Hodgeman County Middle/High School activities policy is designed to create a positive, healthy, drug-free atmosphere for athletics and activities. The use of alcohol, tobacco, illegal drugs and non-prescription steroids is prohibited. U.S.D. #227 reserves the right to randomly inspect the buildings and parking lots with a K-9 unit.

Any student violating the terms of this policy will be reported to the appropriate law enforcement officials and will be subject to the following sanctions:

**Consequences of violations may be modified by the administration in order to address the severity of a given offense.**

**First Offense:** Three school days OSS followed immediately by a 7 calendar day suspension from all school activities.

**Second Offense:** Up to six school days OSS followed immediately by a 7 calendar day suspension from all school activities.

**Third Offense: Long term suspension or expulsion and loss of eligibility for the remainder of the school year.**

**Note:** OSS days will only be enforced for violations occurring during school hours, on school property, or at school activities. If the violation occurs during a post school year activity, school community service will be served the same number of days instead of OSS.

Addition to the policy for seniors participating in post school year activities:

All Seniors will have grades withheld until after their last post school year activity. Any Senior students violating the terms of this policy will be reported to the appropriate law enforcement officials and will be subject to the following sanctions:

- Three days of school community service will be required prior for release of the student's grades.

### DEFINITIONS

Hodgeman County High School sports and activities include but are not limited to the following:

Football	Speech	Power Lifting	Track	Cross Country
Volleyball	Scholars Bowl	STUCO	FFA	
Basketball	Forensics	Cheerleading	KAY's	
Golf	Band	Vocal Music	Drama (plays)	

Middle School sports and activities include but are not limited to the following:

Football	Track	Basketball	Vocal Music
Volleyball	Scholars Bowl	Cheerleading	Band

School year is defined as the first KSHSAA practice date in the fall to the last day of school in the spring.

School year- During the school year, the Alcohol, Drug, and Tobacco policy is enforced on

school premises and when representing the school or participating in school activities. OSS days will only be enforced for violations occurring on school property or at school activities.

Summer is defined as starting after the last day of school and continuing until the first KSHSAA practice date in the fall.

Summer- During the summer, the Alcohol, Drug, and Tobacco policy will be enforced on school premises and when representing the school or participating in school activities.

Suspension from activities:

This means **all** activities and practices occurring during the specified time frame. For example, if the student is involved in four different activities during the time frame, the student will not be allowed to participate in any of the activities.

OSS is Out of School Suspension. Please see the Out of School suspension policy for details.

School community service is defined as a service the student will perform for the school as determined by the school administrator.

Rule 14 – Bona Fide Student- Kansas State High School Activities Association Handbook Article 1: In order to be eligible for participation, the student must be a bona fide undergraduate of that school and in good standing.

Article 2: A student who is under penalty of suspension or whose character or conduct brings discredit to the school or the student, as determined by the principal, is not in good standing and is ineligible for a period of time as specified by the principal.

**STUDENT AGREEMENT**

As a student involved in activities at Hodgeman County Middle/ High School, I understand that I must comply with all KSHSAA rules and all Hodgeman County Middle/ High School policies to be eligible to participate in student activities. I understand that noncompliance will result in sanctions as addressed in the policies.

**STUDENT signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**PARENT AGREEMENT**

As a parent/guardian of the above student, I have read and understand that my student must comply with all the KSHSAA and school policies to be eligible for participation in student activities. I understand that noncompliance will result in sanction as addressed in the policies.

**PARENT/GUARDIAN Signature** \_\_\_\_\_ **Date** \_\_\_\_\_



# **DISCIPLINE**

## **PHILOSOPHY**

Hodgeman County Unified School District #227 believes that discipline is all of the actions that support and guide student activities within a school. Discipline includes the training, strengthening and perfecting of student self-control in such a way as to contribute to the academic and social growth of each student. We believe that Hodgeman County Middle/High School must maintain a positive, educational climate which is conducive to effective learning. Hodgeman County Middle/High School students should adhere to appropriate codes of behavior for their personal development and for the benefit of a positive learning climate within the school and the community. Reasonable rules and regulations are necessary for ensuring the best interests and welfare of individual students and the total school population. Each individual has a right to an education, however, that does not mean the individual is entitled to special rights or privileges that interfere with the educational pursuits of others.

Students are expected to become increasingly responsible for their own behavior and work toward the development of such characteristics as: personal integrity and honesty; a sense of duty; self-esteem; respect for the rights of all persons; a sense of personal responsibility and justice; a sense of self-discipline and pride in one's work; a respect for the achievement of others; and respect for one's personal property, the property of others, and public property.

The Hodgeman County School District's philosophy of discipline is intended to assist students in understanding that school rules function much like the laws in society. Both fulfill a need to protect individual and group rights. Acts of behavior which interfere with the maintenance of an effective learning environment or which are antagonistic to the welfare of other students will not be considered acceptable. A student who commits acts of unacceptable behavior will be subject to disciplinary action.

The discipline measures may be applied on a case by case basis depending on the severity of the behavior code violation. The administration reserves the right to apply other consequences as appropriate.

## **PUBLIC DISPLAY OF AFFECTION**

Students are expected to be courteous at all times. Student behavior is a reflection of acquired values. Boy-girl friends should remember to keep their private lives private. Interlocking arms or holding hands will be permissible, but any other physical display of affection is not permitted.

## **ALCOHOL/DRUGS/TOBACCO USE**

Maintaining drug free schools is important in establishing an appropriate learning environment for the district's students. The unlawful possession, use, sale, or distribution of alcohol, illicit drugs, and tobacco and its products by students on school premises or as a part of any school activity is prohibited. Any student violating the terms of this policy will be reported to the appropriate law enforcement officials, and will be subject to disciplinary action by the school. Such disciplinary action will include any one or more of the following: short-term suspensions; suspension from student activities; long-term suspension from school; long term suspension from student activities; readmission under a probationary status; expulsion from school for one year; and suspension from participation and attendance at all school activities for the year. Students may be readmitted during the term of the suspension or expulsion only if the student has completed a drug and alcohol education and rehabilitation program at an acceptable program. The district is not financially obligated to provide for drug and alcohol education and rehabilitation program for any student.

## **DETENTIONS**

The matter of classroom discipline will be handled by the individual teacher. Students may be detained after school or be required to come in before school as deemed appropriate by that teacher.

## **OFFICE REFERRALS**

In cases of continued offenses or misconduct of a serious nature, the student may be sent out of the classroom. Upon being sent out of the classroom, the student will report directly to the principal's office. If the principal is not in, the student will await his return. The teacher will be contacted as to the difficulty, and if it is felt that the student deserves another chance in the class, they will be allowed to return. If it is felt that he or she does not deserve another chance, they will not be allowed to return to that class. This policy will also apply to the library/media center.

## **DRIVING/PARKING LOT**

Driving is a responsibility and a privilege. Students are expected to operate their vehicles in a responsible and orderly fashion. Excessive speed or other reckless or careless acts will not and cannot be tolerated. Students who drive their cars to school shall park them in the appropriate manner in the parking lot. Upon arrival to school, students must exit their vehicles immediately and enter school. Loitering in and around vehicles is prohibited.

No students are to be at their cars during the school day. If a student needs to retrieve something from their car, office permission is required. Students must check back in the office after returning from their cars.

Students that drive are to leave after dismissal (3:45) and not loiter around the buildings or parking lots. Stay away from the elementary school. Please do not interfere with the traffic patterns of the school buses. Buses have the right-of-way.

## **IMPROPER PARKING**

Vehicles parked in non-designated areas, in front of no-parking signs, teacher/visitor parking, handicapped spaces or in a manner that would impede normal traffic flow, are considered improperly parked.

1. **First occurrence** - Conference with administrator
2. **Second occurrence** - 30 minute detention.

## **SCHOOL BUS CONDUCT**

The driver is in charge of the students and the bus. Students must obey the driver. Any violation of school bus rules will be reported to the Transportation Director and to the Principal and may result in disciplinary action that includes loss of school transportation. School transportation is not provided for detentions.

## **IN-SCHOOL SUSPENSIONS**

The ISS program is an alternative to the removal of the student from the school setting. ISS may be used to discipline students who exhibit behavioral problems and violate classroom and school rules. (Including certain unexcused absences.)

Under the ISS plan, students are provided the opportunity to continue their school work. Full credit will be given for regular assignments and full credit for tests in ISS, but all work is required to be completed at the end of ISS and turned in. While in ISS, the student loses privileges to mingle and socialize with the student body. The following procedures for a student when placed in ISS are:

1. The parents will be notified of the infraction and the In-School Suspension.
2. Students on ISS are to report to the Principal's office upon arrival at school. The student will bring all books and supplies for the entire day.
3. Students are placed in the ISS room under the supervision of school personnel.

4. Assignments (including tests) from each of the student's teachers are collected and given to the student at the beginning of each hour.
5. Students on ISS stay in the ISS room for the entire day. The student will eat in isolation and will not be allowed to communicate with fellow students. The student will be escorted to the restroom twice during the day and upon emergency.
6. Absence from ISS due to illness or other emergency reasons shall not relieve the student from fulfilling the required time of assignment.
7. The skipping of an ISS will result in further disciplinary actions. The ISS will be served after further actions are completed.
8. Radios, tape players, and other forms of entertainment are not permitted in the ISS room.
9. Students on ISS are considered in school and making progress toward graduation.
10. Before the student is allowed to return to the regular classroom, the student, parents, and principal will meet and confer as to the educational commitment and future of the student.
11. Students in ISS will not be allowed to participate in extracurricular activities the day of ISS, including practices and games.

### **OUT-OF-SCHOOL SUSPENSIONS**

Students may be suspended or expelled for any one (1) or more of the following reasons:

1. Willful violation of any published regulation for student conduct adopted or approved by the Board of Education;
2. Conduct which substantially disrupts, impedes, or interferes with the operation of any public school;
3. Conduct which endangers the safety of others or which substantially impinges upon or invades the rights of others at school, on school property, or at a school supervised activity;
4. Conduct which constitutes or would constitute the commission of a felony if committed by an adult;
5. Conduct at school, on school property, or at a school supervised activity which, constitutes or would constitute the commission of a misdemeanor if committed by an adult; or
6. Disobedience of an order of a teacher, law enforcement 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.

A student who is suspended out of school may not return until the parents have a conference with the principal. Additional faculty and staff members may be present at the conference as determined by the principal.

Students serving out-of-school suspensions will be given assignments by his/her teachers within one school day. The assignments are to be completed while on suspension and are due the first day back to school. All tests missed during suspension are to be made up on the first day back to school. Work or tests not submitted upon return to school will receive no credit (a zero grade).

Students on out-of-school suspensions are considered "not in good standing" and will not be allowed on school premises, at school activities, or participate in any school function until after the first day back at school.

### **WEAPONS**

A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon at school, on school property or at a school-sponsored event. This shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon.

Specifically designed educational class field trips involving historical use of weapons are excluded from this definition. Prior approval for such class trips must be obtained from the superintendent.

Possession of a weapon as defined by law, shall result in expulsion from school for a period of one calendar year, except the superintendent may recommend this expulsion requirement be handled on a case by case basis. Expulsion hearings shall be conducted by the superintendent or other certificated employee of the school in which the pupil is enrolled, by any committee of certificated employees of the school in which the pupil is enrolled, or by a hearing officer appointed by the board of education of the school in which the pupil is enrolled. Students violating this policy shall be referred to the appropriate law enforcement agency(ies) and to appropriate social agency(ies). A student who possesses a firearm shall be reported to law enforcement.

School administrators are required to notify the appropriate law enforcement agency (within 10 days) regarding students expelled or given long term suspension from school for committing a school safety violation. Following receipt of this notice, the law enforcement agency will be required to notify the Division of Motor Vehicles of the Kansas State Department of Revenue. The Division of Motor Vehicles will be required to immediately suspend the student's driver's license or privilege to operate a motor vehicle for one year.

## **PROCEDURES FOR HANDLING THREATS**

Any threats made by a student towards any person or persons in the school setting will be taken seriously. Each case will be handled separately by the principal. The following procedures may take place: conference with student, parents/guardians, and superintendent; notification of law enforcement; Out of School Suspension and expulsion. If and upon returning to school the student will have a conference with the principal / superintendent.

## **TEACHER AUTHORITY**

Teachers have the authority to maintain school rules and a proper school atmosphere at all times. This responsibility extends beyond their own classrooms and includes all areas of the school and all events at the school. Students who refuse to comply with the reasonable request of any teacher will be subject to appropriate disciplinary action. Para educators, custodians, bus drivers, cooks, and other school personnel may also direct students to maintain discipline on school grounds, buses, and during school activities.

## **EMERGENCY SAFETY INTERVENTION**

The board of education is committed to limiting the use of Emergency Safety Intervention ("ESI"), such as seclusion and restraint, with all students. Seclusion and restraint shall be used only when a student's conduct necessitates the use of an emergency safety intervention as defined below. The board of education encourages all employees to utilize other behavioral management tools, including prevention techniques, de-escalation techniques, and positive behavioral intervention strategies.

This policy shall be made available on the district website with links to the policy available on any individual school pages. In addition, this policy shall be included in at least one of the following: each school's code of conduct, school safety plan, or student handbook. Notice of the online availability of this policy shall be provided to parents during enrollment each year.

### Definitions

"Campus police officer" means a school security officer designated by the board of education of any school district pursuant to K.S.A. 72-8222, and amendments thereto.

"Chemical Restraint" means the use of medication to control a student's violent physical behavior or restrict a student's freedom of movement.

“Emergency Safety Intervention” is the use of seclusion or physical restraint, but does not include physical escort or the use of time-out.

“Incident” means each occurrence of the use of an emergency safety intervention.

“Law enforcement officer” and “police officer” mean a full-time or part-time salaried officer or employee of the state, a county, or a city, whose duties include the prevention or detection of crime and the enforcement of criminal or traffic law of this state or any Kansas municipality. This term includes a campus police officer.

“Legitimate law enforcement purpose” means a goal within the lawful authority of an officer that is to be achieved through methods or conduct condoned by the officer’s appointing authority.

“Mechanical Restraint” means any device or object used to limit a student’s movement.

“Parent” means: (1) a natural parent; (2) an adoptive parent; (3) a person acting as a parent as defined in K.S.A. 72-1046(d)(2), and amendments thereto; (4) a legal guardian; (5) an education advocate for a student with an exceptionality; (6) a foster parent, unless the student is a child with an exceptionality; or (7) a student who has reached the age of majority or is an emancipated minor.

“Physical Escort” means the temporary touching or holding the hand, wrist, arm, shoulder, or back of a student who is acting out for the purpose of inducing the student to walk to a safe location.

“Physical Restraint” means bodily force used to substantially limit a student’s movement, except that consensual, solicited, or unintentional contact and contact to provide comfort, assistance, or instruction shall not be deemed to be physical restraint.

“School resource officer” means a law enforcement officer or police officer employed by a local law enforcement agency who is assigned to a district through an agreement between the local law enforcement agency and the district.

“School security officer” means a person who is employed by a board of education of any school district for the purpose of aiding and supplementing state and local law enforcement agencies in which the school district is located, but is not a law enforcement officer or police officer.

“Seclusion” means placement of a student in a location where all of the following conditions are met: (1) the student is placed in an enclosed area by school personnel; (2) the student is purposefully isolated from adults and peers; and (3) the student is prevented from leaving, or reasonably believes that he or she will be prevented from leaving the enclosed area.

“Time-out” means a behavioral intervention in which a student is temporarily removed from a learning activity without being secluded.

### Prohibited Types of Restraint

All staff members are prohibited from engaging in the following actions with all students:

- Using face-down (prone) physical restraint;
- Using face-up (supine) physical restraint;
- Using physical restraint that obstructs the student’s airway;
- Using physical restraint that impacts a student’s primary mode of communication;
- Using chemical restraint, except as prescribed treatments for a student’s medical or psychiatric condition by a person appropriately licensed to issue such treatments; and
- Use of mechanical restraint, *except*:
  - Protective or stabilizing devices required by law or used in accordance with an order from a person appropriately licensed to issue the order for the device;
  - Any device used by a certified law enforcement officer to carry out law enforcement duties; or
  - Seatbelts and other safety equipment when used to secure students during transportation.

### Use of Emergency Safety Interventions

ESI shall be used only when a student presents a reasonable and immediate danger of physical harm to such student or others with the present ability to effect such physical harm. Less restrictive alternatives to ESI, such as positive behavior interventions support, shall be deemed inappropriate or ineffective under the circumstances by the school employee witnessing the student's behavior prior to the use of any ESI. The use of ESI shall cease as soon as the immediate danger of physical harm ceases to exist. Violent action that is destructive of property may necessitate the use of an ESI. Use of an ESI for purposes of discipline, punishment, or for the convenience of a school employee shall not meet the standard of immediate danger of physical harm.

#### ESI Restrictions

A student shall not be subjected to ESI if the student is known to have a medical condition that could put the student in mental or physical danger as a result of ESI. The existence of such medical condition must be indicated in a written statement from the student's licensed health care provider, a copy of which has been provided to the school and placed in the student's file.

Such written statement shall include an explanation of the student's diagnosis, a list of any reasons why ESI would put the student in mental or physical danger, and any suggested alternatives to ESI. Notwithstanding the provisions of this subsection, a student may be subjected to ESI, if not subjecting the student to ESI would result in significant physical harm to the student or others.

#### Use of Seclusion

When a student is placed in seclusion, a school employee shall be able to see and hear the student at all times.

All seclusion rooms equipped with a locking door shall be designed to ensure that the lock automatically disengages when the school employee viewing the student walks away from the seclusion room, or in case of emergency, such as fire or severe weather.

A seclusion room shall be a safe place with proportional and similar characteristics as other rooms where students frequent. Such room shall be free of any condition that could be a danger to the student, well-ventilated, and sufficiently lighted.

#### Training

All staff members shall be trained regarding the use of positive behavioral intervention strategies, de-escalation techniques, and prevention techniques. Such training shall be consistent with nationally recognized training programs on ESI. The intensity of the training provided will depend upon the employee's position. Administrators, licensed staff members, and other staff deemed most likely to need to restrain a student will be provided more intense training than staff who do not work directly with students in the classroom. District and building administration shall make the determination of the intensity of training required by each position.

Each school building shall maintain written or electronic documentation regarding the training that was provided and a list of participants, which shall be made available for inspection by the state board of education upon request.

#### Notification and Documentation

The principal or designee shall notify the parent the same day as an incident. The same-day notification requirement of this subsection shall be deemed satisfied if the school attempts at least two methods of contacting the parent. A parent may designate a preferred method of contact to receive the same-day notification. Also, a parent may agree, in writing, to receive only one same-day notification from the school for multiple incidents occurring on the same day.

Documentation of the ESI used shall be completed and provided to the student's parents no later than the school day following the day of the incident. Such written documentation shall include: (A) The events leading up to the incident; (B) student behaviors that necessitated the ESI; (C) steps taken to

transition the student back into the educational setting; (D) the date and time the incident occurred, the type of ESI used, the duration of the ESI, and the school personnel who used or supervised the ESI; (E) space or an additional form for parents to provide feedback or comments to the school regarding the incident; (F) a statement that invites and strongly encourages parents to schedule a meeting to discuss the incident and how to prevent future incidents; and (G) email and phone information for the parent to contact the school to schedule the ESI meeting. Schools may group incidents together when documenting the items in subparagraphs (A), (B) and (C) if the triggering issue necessitating the ESIs is the same.

The parent shall be provided the following information after the first and each subsequent incident during each school year: (1) a copy of this policy which indicates when ESI can be used; (2) a flyer on the parent's rights; (3) information on the parent's right to file a complaint through the local dispute resolution process (which is set forth in this policy) and the complaint process of the state board of education; and (4) information that will assist the parent in navigating the complaint process, including contact information for Families Together and the Disability Rights Center of Kansas. Upon the first occurrence of an incident of ESI, the foregoing information shall be provided in printed form or, upon the parent's written request, by email. Upon the occurrence of a second or subsequent incident, the parent shall be provided with a full and direct website address containing such information.

#### Law Enforcement, School Resource, and Campus Security Officers

Campus police officers and school resource officers shall be exempt from the requirements of this policy when engaged in an activity that has a legitimate law enforcement purpose. School security officers shall not be exempt from the requirements of this policy.

If a school is aware that a law enforcement officer or school resource officer has used seclusion, physical restraint, or mechanical restraint on a student, the school shall notify the parent the same day using the parent's preferred method of contact. A school shall not be required to provide written documentation to a parent, as set forth above, regarding law enforcement use of an emergency safety intervention, or report to the state department of education any law enforcement use of an emergency safety intervention. For purposes of this subsection, mechanical restraint includes, but is not limited to, the use of handcuffs.

#### Documentation of ESI Incidents

Except as specified above with regard to law enforcement or school resource officer use of emergency safety interventions, each building shall maintain documentation any time ESI is used with a student. Such documentation must include all of the following:

- Date and time of the ESI,
- Type of ESI,
- Length of time the ESI was used,
- School personnel who participated in or supervised the ESI,
- Whether the student had an individualized education program at the time of the incident,
- Whether the student had a section 504 plan at the time of the incident, and whether the student had a behavior intervention plan at the time of the incident.

All such documentation shall be provided to the building principal, who shall be responsible for providing copies of such documentation to the superintendent or the superintendent's designee on at least a biannual basis. At least once per school year, each building principal or designee shall review the documentation of ESI incidents with appropriate staff members to consider the appropriateness of the use of ESI in those instances.

#### Reporting Data

District administration shall report ESI data to the state department of education as required.

#### Parent Right to Meeting on ESI Use

After each incident, a parent may request a meeting with the school to discuss and debrief the incident. A parent may request such meeting verbally, in writing, or by electronic means. A school shall hold a meeting requested under this subsection within 10 school days of the parent's request. The focus of any such meeting shall be to discuss proactive ways to prevent the need for emergency safety interventions and to reduce incidents in the future.

For a student with an IEP or a Section 504 plan, such student's IEP team or Section 504 plan team shall discuss the incident and consider the need to conduct a functional behavioral assessment, develop a behavior intervention plan, or amend the behavior intervention plan if already in existence.

For a student with a section 504 plan, such student's section 504 plan team shall discuss and consider the need for a special education evaluation. For students who have an individualized education program and are placed in a private school by a parent, a meeting called under this subsection shall include the parent and the private school, who shall consider whether the parent should request an individualized education program team meeting. If the parent requests an individualized education program team meeting, the private school shall help facilitate such meeting.

For a student without an IEP or Section 504 plan, the school staff and the parent shall discuss the incident and consider the appropriateness of a referral for a special education evaluation, the need for a functional behavioral assessment, or the need for a behavior intervention plan. Any such meeting shall include the student's parent, a school administrator for the school the student attends, one of the student's teachers, a school employee involved in the incident, and any other school employees designated by the school administrator as appropriate for such meeting.

The student who is the subject of such meetings shall be invited to attend the meeting at the discretion of the parent. The time for calling such a meeting may be extended beyond the 10-day limit if the parent of the student is unable to attend within that time period. Nothing in this section shall be construed to prohibit the development and implementation of a functional behavior assessment or a behavior intervention plan for any student if such student would benefit from such measures.

#### Local Dispute Resolution Process

If a parent believes that an emergency safety intervention has been used on the parent's child in violation of state law or board policy, the parent may file a complaint as specified below.

The board of education encourages parents to attempt to resolve issues relating to the use of ESI informally with the building principal and/or the superintendent before filing a formal complaint with the board. Once an informal complaint is received, the administrator handling such complaint shall investigate such matter, as deemed appropriate by the administrator. In the event that the complaint is resolved informally, the administrator must provide a written report of the informal resolution to the superintendent and the parents and retain a copy of the report at the school. The superintendent will share the informal resolution with the board of education and provide a copy to the state department of education.

If the issues are not resolved informally with the building principal and/or the superintendent, the parents may submit a formal written complaint to the board of education by providing a copy of the complaint to the clerk of the board and the superintendent within thirty (30) days after the parent is informed of the incident.

Upon receipt of a formal written complaint, the board president shall assign an investigator to review the complaint and report findings to the board as a whole. Such investigator may be a board member, a school administrator selected by the board, or a board attorney. Such investigator shall be informed of the obligation to maintain confidentiality of student records and shall report the findings of fact and recommended corrective action, if any, to the board in executive session.

Any such investigation must be completed within thirty (30) days of receipt of the formal written complaint by the board clerk and superintendent. On or before the 30<sup>th</sup> day after receipt of the written complaint, the board shall adopt written findings of fact and, if necessary, appropriate corrective



action. A copy of the written findings of fact and any corrective action adopted by the board shall only be provided to the parents, the school, and the state department of education and shall be mailed to the parents and the state department within 30 days of the board's receipt of the formal complaint.

If desired, a parent may file a complaint under the state board of education administrative review process within thirty (30) days from the date a final decision is issued pursuant to the local dispute resolution process.

EMERGENCY SAFETY INTERVENTION DOCUMENTATION

Date: \_\_\_\_\_

Dear: \_\_\_\_\_

The purpose of this letter is to inform you that on \_\_\_\_\_, at \_\_\_\_\_ (a.m./p.m.)  
(date) (time)  
the need for the use of an Emergency Safety Intervention was required for

\_\_\_\_\_  
(name of student)

***K.A.R. 91-42-1(c) defines Emergency Safety Interventions (ESI) as “the use of seclusion or physical restraint when a student presents an immediate danger to self or others. Violent action that is destructive of property may necessitate the use of an ESI.” Whenever an ESI is used, the parent(s)/guardian(s) must be informed within (2) school days.***

Type of Emergency Safety Intervention Used: Seclusion \_\_\_\_\_ Restraint \_\_\_\_\_

Duration of Seclusion/Restraint: \_\_\_\_\_ (minutes) Location: \_\_\_\_\_

Name of Staff Member: \_\_\_\_\_

Witnesses: \_\_\_\_\_

Description of Incident:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please contact the building principal if you have any questions regarding this use of ESI.

\_\_\_\_\_  
(Signature of person completing report)

\_\_\_\_\_  
(Date)

\*Parent(s)/guardian(s) notified of this incident on \_\_\_\_\_ by \_\_\_\_\_  
(Date) (Name of staff member)

\*Original provided to Building Principal

\*Copy provided to (Parents/Guardians, Administrative Office)

# ESI Acknowledgement Form

Kansas regulations now require that we provide all parents with notice of our written policies regarding Emergency Safety Interventions (“ESI”). Our district policy is available on our website at [insert website address] and in our [insert whichever one of the following is applicable: our school safety plan, our school code of conduct, or the student handbook]. In addition, we will provide a copy of the policy at any time upon request.

Please select one of the following options:

- I have been informed of the district’s policy, and I do not want a copy of the policy.
  
- I have been informed of the district’s policy, and I do want a copy of the policy. By my signature below, I acknowledge that I have received a copy of the policy.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PARENT SIGNATURE

# MISCELLANEOUS

## **ASBESTOS IN SCHOOL**

In compliance with 40 CER 763.11 (c), page 23376 of the May 27, 1982, Federal Register, we wish to utilize the exception of Asbestos in School Regulation. The boiler wrapping contains asbestos and much of the steam and hot water pipe wrapping built prior to 1979 contain asbestos.

## **NON DISCRIMINATION**

The district shall maintain a learning environment free from discrimination, insult, intimidation, or harassment due to race, color, religion, sex, age, national origin, or disability. Any incident of discrimination in any form shall promptly be reported to a teacher, the principal or other appropriate school official for investigation and corrective action by the compliance officer.

Any student who engages in discrimination may be reprimanded and counseled to refrain from such conduct. Any student who continues to engage in discriminatory conduct shall be disciplined. Any student who engages in discriminatory behavior may be disciplined in a matter deemed appropriate by the administration, up to and including suspension or expulsion from school.

## **SEXUAL HARASSMENT POLICY**

Federal Law and USD #227 Board of Education policy prohibits sexual harassment of any employee or student. A copy of the policy is available in the district office. If you feel that you have been sexually harassed, you have the rights outlined in the policy and prescribed by Federal Law.

1. It is the policy of USD 227 to maintain an environment free of intimidation, insult, and harassment based upon race, religion, sex, age, national origin or ancestry or handicap. Any such incident should be promptly reported to a teacher or principal for investigation and resolution.
2. No employee or student may engage in comments, jokes, or name-calling that is vulgar, offensive, or profane or that may insult someone's religion, race, sex, handicap, age or national origin or ancestry.
3. Sexual harassment includes, but is not limited to:
  - a. Touching, propositions, advances;
  - b. Abusive, vulgar language of a sexual nature;
  - c. Suggestive jokes or comments about an employee's body or wearing apparel;
  - d. Display of sexually suggestive cartoons, pictures, or photographs.
4. Any student who believes the actions or comments of another student or employee constitute harassment shall report the situation to any supervisor. All complaints will be promptly and confidentially investigated. The complaining student will be advised of the result of the investigation.
5. Any student, found to have engaged in harassment of an employee or student will be disciplined.

The USD #227 Board of Education has adopted policies prohibiting discrimination and harassment of students including a process to handle complaints. Copies of those policies are available to the public in each building in the secretary's office.

## **BREATHALYZER GUIDELINES**

USD 227 reserves the rights to use and administer a breathalyzer test at all school dances and school functions as deemed necessary by the administration. A trained and qualified person will administer the breathalyzer test.

- I. School dances: All students attending school dances will be given a breathalyzer test.
- II. School functions: Any student attending a school function and has given faculty or administration reasonable suspicion to suspect that a student has been drinking he/she may be given a breathalyzer.
- III. If an individual tests positive he/she will be asked to take the test again 15 minutes afterwards to confirm a positive test.
- IV. Refusal of complying with test will result in no admittance to activity or removal from activity.

Consequences: The USD 227 drug and alcohol policy as published in the student handbook will be enforced. Parents will be notified at the time of the infraction as well as the local law enforcement. Individual will be detained until parent/guardian picks them up.

## **ANTI-BULLYING POLICY**

Bullying on USD 227 property, in a USD 227 vehicle, or at any USD 227 sponsored activity of event is prohibited.

As used in the Policy, the following definitions apply:

(1) “Bullying” means:

Any intentional gesture or any intentional written verbal, graphic or physical act or threat (including electronically transmitted acts – i.e. internet, cell phone, personal digital assistant, or wireless hand held device) that is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for a student or staff member that a reasonable person, under the circumstances, knows or should know will have the effect of:

- harming a student or staff member, whether physically or mentally;
- damaging a student’s or staff member’s property;
- placing a student or staff member in reasonable fear of harm to the student or staff member; or
- any other form of intimidation or harassment prohibited by any policy of USD 227.

(2) “School Vehicle: means any school bus, school van, other school vehicle, and private vehicle used to transport students or staff members to and from school or any school-sponsored activity or event.

The Hodgeman County School District believes that all students and staff members have a right to a safe and healthy school environment. The district schools and community have an obligation to promote mutual respect, tolerance, and acceptance.

The Hodgeman County School District expects students and/or staff to immediately report incidents of bullying to the principal or designee. Staff is expected to immediately intervene when they see a bullying incident occur. Each complaint of bullying will be promptly investigated. This policy applies to students on school grounds, while traveling to and from school or a school-sponsored activity, and during any school sponsored activity.

To ensure bullying does not occur on school grounds, the Hodgeman County School District will provide staff development training in bullying prevention and cultivate acceptance and understanding in all students and staff to build each school’s capacity to maintain a safe and healthy environment.

## **PROOF OF IDENTITY**

When a child enrolls in USD 227 for the first time, proof of identity must be presented to the school officials. Proof of identity is either (1) a birth certificate for child enrolling in kindergarten or grade 1; (2) a copy of a court order placing the child in custody of the Department of Children and Families or assigned parent; (3) a certified transcript of the child enrolling in grades 2 through 12.

## **STUDENT RECORDS**

USD 227 regards all pupil records, except directory information, to be confidential. The Board has established procedures and safeguards which assure that parents are able to see and review their child's school records and that those records are not open to other people who should not see them.

Records can be seen and used by parents and by school staff members who must have the information in order to work with you and your child. School policy also says that they may be seen by someone with a "need to know" in an emergency and by few government officials. With your written consent (and only with the consent), the records may be sent to colleges or universities or other places that you name.

## **DCF PLACEMENT OF STUDENTS**

A student placed by DCF should be accompanied on the day of enrollment by his/her case worker, when possible, foster parent, and records related to past school performance, and medical and psychological status.

If records indicate that the student has been enrolled in special services at previous school of attendance or has been recommended for such placement, a meeting should be scheduled as soon as possible to discuss the student's most beneficial educational placement.

## **CIPA PLAN**

Pursuant to the Children's Internet Protection Act (CIPA), USD 227 shall, at a minimum:

- a. Provide reasonable public notice including at least one public hearing(held on 9/05/01);
- b. Install blocks or Internet filters to limit access by both minors and adults to child pornography or materials that are obscene, inappropriate or harmful;
- c. Monitor the on-line activities of minors;
- d. Address issues related to the safety of minors when using e-mail, chat rooms, and other electronic communications;
- e. Hinder unauthorized access (hacking) and other unlawful on-line activities by minors;
- f. Prevent unauthorized disclosure of personal information regarding minors.

## **USE OF BUILDING**

The Board has established a policy of allowing civic and community service organizations, non-profit groups, and other similar groups use of district buildings by scheduling through the principal's office and paying the set fee. All school activities will have precedence in scheduling. Outside groups that serve food from the kitchen during extracurricular activities are exempt from fees. Alumni using the building for class reunions are not charged a fee.

## **MS/HS ACTIVITY ACCOUNTING PROCEDURES**

The Activities Accounting Fund handles student organizations and district activity funds. Sponsors of student activities and the principal authorize any and all activity sales and withdrawals. The school is not responsible for any money lost or for any agreement between the organization sponsor and the company.

Activity accounts are set up for individual classes and organizations that are an active part of school. Classes that have graduated are no longer considered an active part of the school and monies in those accounts which have amounts under \$101 will be transferred to STUCO the following fall.

## **CHURCH ACTIVITY POLICY**

There will be no school activities on Sundays. Wednesday night of each week shall be set aside as family night. There shall be no activities involving students in any part of the school building after 7:00 pm on Wednesday nights without administration approval.

## HOMELESS STUDENTS

If a student and his/her family live in a shelter, motel, vehicle or campground, on the street, abandoned building, trailer or other inadequate accommodations, or doubled up with friends or relatives because you cannot find or afford housing, then you have certain rights or protections under the McKinney-Vento Homeless Education Assistance Act.

You have the right to:

- Go to school, no matter where you live or how long you have lived there. You must be given access to the same public education provided to other students.
- Continue in the school you attended before you became homeless or the school you last attended, if needed, and offer you the right to appeal a decision regarding your choice of school if it goes against your wishes.
- Receive transportation to the school you attended before you became homeless or the school you last attended, if you request such transportation.
- Attend a school and participate in school programs with students who are not homeless. Students cannot be separated from the regular school program because they are homeless.
- Enroll in school without giving a permanent address. Schools cannot require proof of residency that might prevent or delay school enrollment.
- Enroll and attend classes while the school arranges for the transfer of school and immunization records or any other documents required for enrollment.
- Enroll and attend classes in the school of your choice even while the school and you seek to resolve a dispute over enrollment.
- Receive the same special programs and services, if needed, as provided to all other students served in these programs.
- Receive transportation to school and to school programs.

When the student moves, he/she should contact the superintendent of schools for further assistance in enrolling in a new school. The National Center for Homeless Education at the toll-free **Helpline number is 1-800-308-2145**.

**USD #227 OPT-IN FORM**

To All USD #227 Patrons:

The Hodgeman County Schools will be teaching sex education materials. Parental permission is required before students take any sex education instruction. We must have a signed form on file in the building attended by your child. A copy of the curriculum guide is on file at each school.

Thank you,

Ron Shelton, Principal

\*\*\*\*\*

I, parent/guardian, fully understand the material being covered by the Hodgeman County Schools, on sex education. I will cover this material with my child. I give permission for my child to participate in sex education instruction in the Hodgeman County Schools.

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date



**PERMISSION FOR DISTRICT COMPUTER AND  
INTERNET USE AT HODGEMAN COUNTY SCHOOLS**

**Students agree to the following rules for the Internet:**

1. Any site with pornographic, suggestive material, terrorist activity or promoting hate is not allowed;
2. Any student(s) finding such a site will immediately "back out" of the site and notify the teacher.
3. No chat rooms or instant message programs;
4. No e-mail except under the teacher's supervision for assignments;
5. No on-line purchasing of consumer goods;
6. No downloading programs, software upgrades, or on-line music;
7. Acceptable language standards must be adhered to at all times;
8. All copyright laws, including those pertaining to duplication of, or receiving of, licensed software, as well as plagiarism of materials from the Internet will be strictly enforced;
9. The cost of purposeful physical or electronic damages to telecommunications equipment will be the responsibility of the parent;
10. Inappropriate use of Internet resources by students will result in disciplinary action as determined to be appropriate by the teachers and administration in accordance with school policies;
11. Access to district networking resources is a privilege which may be revoked at any time as deemed necessary by teachers or administration;
12. Teachers will maintain adequate supervision of students at all times during lesson plans involving direct student usage of Computer and Internet resources;
13. The District Office shall take every reasonable precaution to ensure that access is appropriate from the standpoint of content.
14. All Internet and computer use should encompass appropriate ethical values and common sense.

**E-MAIL CONFIDENTIAL INFORMATION**

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

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

## ***USER AGREEMENT AND PARENT PERMISSION FORM***

As a user of the Hodgeman County Unified School District computer network and Google account, I hereby agree to comply with the above stated rules – communicating over the network and internet in a responsible fashion while honoring all relevant laws and restrictions.

**Student Signature** \_\_\_\_\_

As the parent or legal guardian of the minor student above, I grant permission for my son or daughter to access networked computer services such as approved electronic mail and the Internet/Google account. I understand that individuals and families may be held liable for violations. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of Internet use – setting and conveying standards for my son or daughter to follow when selecting, sharing or exploring information and media.

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please print your name here:** \_\_\_\_\_

**Name of student:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**Telephone number:** \_\_\_\_\_

### **PARENT PERMISSION FORM FOR WORLD WIDE WEB**

#### **Publishing of Student Work**

**Name of Student:** \_\_\_\_\_

**Name of Parent/Guardian:** \_\_\_\_\_

We understand that our son or daughter’s creative efforts, including stories and artwork may be considered for publication on the school web site which may be viewed on the Internet. We will not use any child’s entire name as a means of identification.

#### **Please initial on the line in front of the permissions you are willing to extend:**

- ◆ \_\_\_\_\_ Publication on the Internet of my child’s creative efforts, including stories and artwork.
- ◆ \_\_\_\_\_ Use of my child’s picture in school Internet publications.
- ◆ \_\_\_\_\_ Use of my child’s first name in school Internet publications.

*Note: Under no circumstances will a child’s home address or phone number be published on the school web sites.*

We grant permission for the World Wide Web publishing as described above.

**Parent Signature** \_\_\_\_\_

I, the student, also give my permission for such publishing.

**Student Name** \_\_\_\_\_ **Date** \_\_\_\_\_

# Personal Mobile Computing Device Policy for USD 227, Hodgeman County Schools

USD 227, Hodgeman County Schools allow students to access a district Google Account, a wireless network, and the option of using a personal mobile computing device (MCD) as a means to enhance their education. Examples of MCD's permitted include laptop-computers, netbooks, eReaders, iPods, iPads, smart phones, and tablets. Each student will only be allowed to register one device for access via the school wireless network. Other devices may access the Internet using a cellular broadband network.

The purpose of this policy is to ensure that students recognize the limitations imposed on personal devices. In addition to these rules, all conditions set forth in the school's Acceptable Use Policy and the Student Handbook must be adhered to on all devices. During the course of the year, additional rules regarding the use of MCD's may become part of this policy. Every student is expected to follow all guidelines, written or orally given by school personnel, and to demonstrate responsible and ethical behavior at all times. Hodgeman County Schools reserve the right to discontinue this program at any time.

## General Usage

USD 227, Hodgeman County Schools provide the opportunity for students to bring MCDs to school for students to use as educational tools. **The use of MCDs will be at the discretion of the teacher. The teacher may set restrictions for use, such as using the devices for note taking without connection to the internet.** Students must obtain teacher permission before using MCDs during classroom instruction. If an adult asks a student to put his/her MCD away, the student must comply immediately. Students who loan their MCDs to another student assume all liability for any inappropriate use by the borrower.

## Consequences of Misuse of Mobile Computing Device

If a student fails to comply with these guidelines, the consequences stated in the Acceptable Use Policy and Student Handbook may apply. These may include loss of privilege, disciplinary action, legal action, or other appropriate measures.

## MCD Security Risks & Physical Security

MCD are especially vulnerable to loss and theft. USD 227, Hodgeman County Schools accept no responsibility for replacement of personal property brought to school. This includes MCDs. Students who bring an MCD to school assume total responsibility for said equipment. MCDs that are stolen or damaged are the responsibility of the student and his/her parents or guardians. The student who owns the MCD assumes responsibility for any damage regardless of how that damage occurs. Students should take all reasonable steps to protect their property against theft or damage.

- ✓ All MCDs must be clearly labeled with the student's name.
- ✓ MCDs should never be left unattended for any period of time, and passwords should not be shared.
- ✓ If a MCD is left unattended, it will be picked up by faculty or staff and turned in to the office.
- ✓ MCDs should not be left in view in an unattended vehicle.

## Network Access

Students may register one device to access the Internet via the public wireless connection while on campus of USD 227 by providing the following information: device brand, type or model of device, serial number, and MAC address. The Guest Account Network provides filtered Internet access but does not allow access to shared resources on the Hodgeman County School Secured Network. Parents should be aware that, although there are filter controls on the public network, the potential exists, as it does with all Internet use, of the student to access material that may contain content that is illegal, inaccurate, or potentially offensive to students and their parents. Even with filtering software, it is not possible to absolutely restrict access (accidental or otherwise) to all such material. It will be each student's responsibility to adhere to the District Acceptable Use Policy, the Student Handbook, and the general usage rules set forth in this document.

- ✓ Students may only connect to the Guest Network Account. All other networks are prohibited. Students may not connect his/her MCD to the secured network, either wirelessly or by using an Ethernet cable plugged into a wall jack. MCDs connected in this way will be confiscated and users may lose access privileges.
- ✓ No student shall knowingly gain access to, or attempt to gain access to any computer, computer system, computer network, information storage media, or peripheral equipment without the consent of authorized school personnel.

- Internet access using cellular broadband networks is NOT filtered. The use of cellular broadband networks is the sole responsibility of the students and their parents. Their use is governed by existing policy and is subject to the same disciplinary policies regarding inappropriate use and the access of inappropriate content as Internet access provided by USD 227, Hodgeman County Schools.

By choosing to bring a MCD onto campus, students and their parents are consenting to allow any staff member to examine the MCD at any time for purpose of verifying that the content and usage of the device is in compliance with this agreement. Students shall have no expectation of privacy once they have been authorized to use their MCD on campus or at school sponsored events. School personnel may examine the MCD and search its contents if there is reason to believe that school policies, regulations, or guidelines have been violated.

### **Support**

USD 227, Hodgeman County Schools are not responsible for damage, loss, or misuse of a MCD. Staff will not troubleshoot or download software onto MCDs. Support must be obtained by the student and their parents independently of school personnel. The owner of the MCD must supply all equipment necessary to set up and operate the device. Cables, network cards, dongles, antennas, flash drives, etc cannot be borrowed from the school.

Students are required to install Anti-Virus and Anti-Malware software on all personal laptops (PC and MAC) and keep these programs updated. They are also required to regularly update the operating software with critical updates. The computers should be free of spyware, adware, worms, viruses, Trojan horses, and peer to peer software.

### **Permission to Bring Mobile Computing Devices to School**

Use a separate sheet for each student.

Agreement:

- To register device with the technology director, Mrs. Webb
- To comply with the rules and regulations in the guidelines of the MCD Policy, Acceptable Use Policy (AUP), and Student Handbook
- That school personnel may examine MCD at any time for the purpose of ensuring that the MCD is in compliance with this agreement.
- That USD 227, Hodgeman County Schools are not responsible for any possible damage or theft in connection to the student/parent's choice to bring a MCD to school
- That USD 227, Hodgeman County Schools provide no technical support for MCDs including troubleshooting or software installation.
- That use of MCDs may be revoked at any time.
- That this agreement can be modified by the school at any time and a new agreement would need to be signed.
- That this agreement must be resubmitted each year by students and parents.

Students and their parents/guardians wishing to take advantage of this voluntary program must comply with all rules and regulations set forth in these guidelines and the Acceptable Use Policy. By choosing to participate in this program, you are consenting to monitoring and verification of use, and to examination of the student's MCD as set forth above. The school retains the right to revoke MCD privileges based on any policy violation. In such cases, the parent will be informed and any consequences related to revocation are in addition to consequences related to the school's code of conduct.

## Personal Mobile Computing Device Form - USD 227, Hodgeman County Schools

Please sign and return to the school office.

### Parent:

I have read and understand the Mobile Computing Device Policy for USD 227, Hodgeman County Schools. I hereby give permission for my child to bring his/her MCD to school. I understand that the school is not liable under any circumstances for the loss of or damage to my child's MCD or any peripheral devices. I also release the school and its employees from any and all claims and damages of any nature arising from my child's use of or inability to use, their personal computing devices at school including, without limitation, the types of damages identified in the school's policies and administrative regulations.

Printed Name of Parent/Guardian: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Student:

I understand that my MCD use at school is not private, and the school may monitor my activity on my MCD while at school or at school sponsored events. The playing of games, music, personal electronic communication, or other entertainment on my MCD is prohibited unless explicitly approved by a teacher for educational purposes. Personal electronic communications include e-mail, instant messaging, texting, chat, blogs, conversations via phone or Skype type services, Facebook and other social networks. I understand that the purpose of having a MCD at school is education and that each teacher may choose to allow its use or not. I will abide by each teacher's decision.

I have read this policy and the Acceptable Use Policy and agree to abide by their provisions. I understand that violation of these provisions may result in suspension or revocation of system access, including the privilege of bringing a MCD to school, and/or other appropriate disciplinary or legal action in accordance with the student code of conduct, Acceptable Use Policy, Student Handbook and applicable laws.

Name of Student: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Registered Device:

To be completed by the school when registering student mobile computing device:

Device Brand: \_\_\_\_\_ Type or Model: \_\_\_\_\_

MAC Address: \_\_\_\_\_ Serial Number: \_\_\_\_\_

## CHILD FIND SERVICES

### **Special Education Child Find Public Notice**

Hodgeman County USD #227 and the Southwest Kansas Special Education Cooperative (SKACD) #613 work together to identify every student, ages birth through 21, living within the district boundaries, that has developmental delays or maybe in need of special education. Child Find in Kansas involves an early childhood screening process for children from birth to age 5, and a general education intervention process for children from kindergarten through age 21. Our school and special education cooperative in conjunction with parents use these processes to locate, evaluate, and identify children who may need special education services and supports. If you have a child or know of a child who you think has development delays or special needs, contact your building Principal or the SKACD at 620-865-2054.

Areas of special education include: birth through age two (infant-toddler), early childhood – disability, developmentally delayed, visual impairments including blindness, hearing impairments including deafness, deafblindness, autism, traumatic brain injury, emotional disturbance, specific learning disabilities, mental retardation, multiple disabilities, orthopedic impairments, other health impairments, speech or language impairments, and gifted. Parents are advised that all special education services are designed to offer the utmost in educational opportunities for each qualifying student, as well as to provide assistance and support in the areas of physical, mental, emotional, and social growth. State and federal laws are followed in providing each student with a free appropriate public education in the least restrictive environment. If you have a child or know of a child who may need special education services please notify the school district or SKACD.

## **POLICY**

### **IDACA Special Education Services IDACA**

In accordance with the provisions of Federal and state law, it is the policy of this district to provide a free appropriate public education for every exceptional child (as defined by K.S.A. 72-962) who is a resident of this district or attends a private or parochial school located in this district. Special education services are provided for such children, including individual educational programs offered in the least restrictive environment.

### **Child Find, Identification, and Eligibility**

The district shall coordinate and maintain a system which schedules and structures available services for pupils who are referred to determine eligibility for special education services in accordance with procedural processes established in Federal and state law.

## **Actions and Due Process for Students**

Parental involvement and cooperation is important to the success of these educational programs. In order to encourage the involvement and cooperation of parents in special education services and to safeguard the rights of exceptional children to a free appropriate public education, the board utilizes and refers parents to the “Procedural Safeguards in Parent Rights in Special Education” published by the Kansas State Department of Education.

In the provision of special education and related services, the district will implement all Federal and Kansas statutes, rules, and regulations.

# HCHS SCHOOL SONG

Fight on to victory

We will ever cheer for thee.

Fly your colors to the sky.

Fly your banners high

Rah, rah, rah!

Fight on to victory,

keep that goal in sight.

Fight with might

We'll always lead the pack,

Victory for the red and black.

Rah, rah, rah!

School Mascot - Longhorn  
School Colors – Red & Black