



CENTRE USD 397  
STUDENT HANDBOOK  
2017-2018

The community and school personnel will work together to provide a contemporary program that fosters respect for individuals, encourages personal integrity, and provide students with the life skills necessary to be successful in a changing society.

### Table of Contents

<ul style="list-style-type: none"> <li>• <b>Graduation</b> <span style="float: right;"><b>Page 3</b></span> <ul style="list-style-type: none"> <li>○ CHS Graduation Requirements</li> <li>○ Kansas Scholars Curriculum</li> <li>○ Kansas Qualified Admissions</li> <li>○ USD 397 Grading Scale</li> <li>○ Honor Medals</li> <li>○ National Honor Society</li> <li>○ Early Graduation</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>○ Passing Period</li> <li>○ Lunch</li> <li>○ Water Bottles</li> <li>○ Substitute Teachers</li> <li>○ Vandalism</li> <li>○ Alcohol</li> <li>○ Theft</li> <li>○ Tobacco</li> <li>○ Drug Free Schools and Conduct</li> <li>○ Weapons</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Academic Information</b> <span style="float: right;"><b>Page 5</b></span> <ul style="list-style-type: none"> <li>○ Enrollment</li> <li>○ Dual Credit/Concurrent Credit</li> <li>○ Online Enrollment</li> <li>○ Career and Technical Education</li> <li>○ Work Study</li> <li>○ Class Changes/Drops/Withdraws</li> <li>○ College Visits</li> <li>○ Career and Academic Planning</li> <li>○ Ineligibility</li> <li>○ Final Exams</li> <li>○ Honor Roll</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>Student Consequences</b> <span style="float: right;"><b>Page 13</b></span> <ul style="list-style-type: none"> <li>○ Matrix</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>• <b>Student Expectations</b> <span style="float: right;"><b>Page 8</b></span> <ul style="list-style-type: none"> <li>○ Attendance</li> <li>○ Late Arrivals/Tardies</li> <li>○ Absences</li> <li>○ Students in the Building</li> <li>○ Students Leaving</li> <li>○ Make Up Policy</li> <li>○ Withdrawing from USD 397</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>Athletics</b> <span style="float: right;"><b>Page 15</b></span> <ul style="list-style-type: none"> <li>○ Kansas High School Activities Association Guidelines</li> <li>○ Practice Policy</li> <li>○ Physicals</li> <li>○ Weight Room Use</li> <li>○ Eligibility</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>• <b>Student Behavior</b> <span style="float: right;"><b>Page 9</b></span> <ul style="list-style-type: none"> <li>○ Academic Dishonesty</li> <li>○ Bullying/Harassment</li> <li>○ Dress Code</li> <li>○ Electronic Devices</li> <li>○ Cell Phones</li> <li>○ Lockers</li> <li>○ Language</li> <li>○ Public Displays of Affection</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>Activities</b> <span style="float: right;"><b>Page 16</b></span> <ul style="list-style-type: none"> <li>○ Clubs and Organizations</li> <li>○ Homecoming</li> <li>○ Junior Senior Banquet and Prom</li> <li>○ School Dances</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>• <b>Technology</b> <span style="float: right;"><b>Page 17</b></span></li> </ul>
	<ul style="list-style-type: none"> <li>• <b>Transportation</b> <span style="float: right;"><b>Page 18</b></span> <ul style="list-style-type: none"> <li>○ Bus Rules</li> <li>○ Student Transportation To and From Activities</li> <li>○ Student Driving and Parking</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>• <b>Health</b> <span style="float: right;"><b>Page 20</b></span> <ul style="list-style-type: none"> <li>○ Medications</li> <li>○ Lice</li> <li>○ Injuries</li> </ul> </li> </ul>

- **General Information**                      **Page 20**
  - Address and Phone Number Changes
  - Animals and Plants in School
  - Building Security
  - Class Parties
  - Counseling Services
  - Distribution of Materials
  - Financial Fees
  - Inclement Weather Procedures
  - Kansas School Safety Reporting
  - Law Enforcement
  - Lost and Found
  - Out of District Students

- Office
- Release of Information
- Student Records
- Visitors
- Wednesday Observation

- **Other Safety Issues**                      **Page 24**
  - Emergency Safety Interventions
  - Emergency Preparedness
  - Kansas School Safety Hotline
  - Asbestos
  - Civil Rights Notification

- APPENDIX

# Graduation

## Centre High School Graduation Requirements

The minimum requirement for an Centre High School Diploma is 26 credits. These 26 credits must include:

- 1) 4 units of Language Arts
- 2) 3 units of Social Studies including one unit of American History and one unit of Government
- 3) 3 units of Science, including a laboratory science;
- 4) 3 units of Mathematics
- 5)  $\frac{1}{2}$  unit of Health and  $\frac{1}{2}$  unit of Physical Education
- 6) 1 unit of Fine Arts

## Kansas Scholar Curriculum

Students who complete the following curriculum and meet the requirements for CHS graduation, while maintaining a 3.0 overall GPA will be noted as completing the Kansas Honors Curriculum.

- 4 units of Language Arts; one unit taken each year
- 3 units of Social Studies, 1 unit of US History, 1/2 unit of American Government, 1/2 unit of World History or World Geography, and a unit of another Social Studies elective such as Economics and a full unit of American Government.
- 3 units of Science - Biology, Chemistry AND Physics
- 4 units of Math - Algebra I, Algebra II, Geometry and a fourth unit of Advanced Mathematics
- 2 approved units of the SAME foreign language

## Kansas Qualified Admissions per Kansas Board of Regents

Complete the Qualified Admissions or Kansas Honors Scholars Curriculum with a GPA of 2.0 AND by meeting one of the following:

- -ACT Score of 21; or
- -SAT Score of 980; or
- -Graduate in the top 1/3 of your class.

If you enroll in college courses while in HS you must maintain a 2.0 GPA in those courses.

Algebra I in the 8th grade is acceptable for the Kansas Scholars Curriculum, but not for Qualified Admissions.

## USD 397 Grading Scale

A	100% - 90%	Superior	4.0 grade points
B	89% - 80%	Above Average	3.0 grade points
C	79% - 70%	Average	2.0 grade points
D	69% - 60%	Below Average	1.0 grade points
F	59% - Below	Failing	0 grade points

Parents and students are encouraged to view their class progress on Skyward through the district's website [usd397.com](http://usd397.com).

## **Honors Medal**

The Honors Medal is awarded to seniors who graduate with a 3.5 GPA average (with no D's or F's) for all high school courses carrying credit.

## **National Honor Society (NHS)**

National Honor Society membership is open to second semester sophomores with a 3.5 GPA with evidence of leadership and service in the school and community. See NHS guidelines or the NHS sponsor for more details.

### **NHS Selection:**

- Initially, students with a cumm GPA of 3.5 and higher are invited to apply.
- Letters of information are sent home to parents.
- Only applications submitted prior to deadline are accepted.

A panel of five teachers, NHS sponsor is exempt, review the applications and considering the membership selection criteria choose the new members.

### **Membership Selection Criteria:**

- Scholarship means a commitment to learning. A student is willing to spend hours in reading and study, knowing the lasting benefits of a cultivated mind.
- Service is the voluntary contribution made by a student to the school or community, done without compensation, and with a positive, courteous, and enthusiastic spirit.
- Leadership is exhibited by someone who is resourceful, dependable, a good problem solver, a promoter of school activities, an idea-contributor, and/or a person who exemplifies positive attitudes about life.
- Character is exhibited by someone who demonstrates the following six qualities: respect, responsibility, trustworthiness, fairness, caring, and citizenship.

## **Early Graduation**

Students may pursue early graduation if; they have completed all graduation requirements, have attended seven semesters and have a hardship or a unique cultural, academic and/or vocational opportunity. Parents/guardians, counselor and superintendent approval shall be required before a request will be considered. Students must submit a request to administration that includes, an essay of why they want/need to graduate early, a letter from the parents/guardians, and a completed graduation plan by the end of their junior year.

Early graduates are not eligible for extracurricular activities of any kind except as an approved guest. Early graduates may participate only in USD 397 Honors banquet and graduation.

Prior to final approval a conference will be conducted with the student, parents/guardians, counselor and superintendent at which time all issues relative to this endeavor will be discussed.

# Academic Information

## Enrollment

Each student must be enrolled in at least seven classes and a CAP period their freshmen, sophomore, and junior years. During the second semester of their senior year, students may apply for work study that is KSDE approved. In order to best prepare for post secondary endeavors students should maintain full schedules.

## Dual Credit Enrollment/Concurrent Classes

When a student is enrolled in a concurrent course, the student will have their grade recorded at both the secondary and post-secondary institution. Please note that concurrent level courses may have a different grading scale and grading may not be as frequent.

Juniors and seniors will be allowed to enroll in classes at an accredited College or Community College if they meet the following criteria:

- The student must be in good standing with USD 397.
- The student Must have an appropriate score on the Accuplacer Test or a qualifying ACT score.
- Students taking online classes for high school credit must take any exams for the course in the building they attend. Students need to make arrangements with school personnel for supervision.

## Online Enrollment Information for Students Enrolled at Centre Schools

Students can make application to U.S.D 397 administration to enroll in virtual classes given the guidelines set forth below. Applications for the fall semester will be submitted at pre-enrollment the previous spring. A decision will be returned to the student and student's parents by administration concerning the student's eligibility to enroll in virtual classes. The following situations will be considered when determining if a student will be eligible to enroll in virtual classes.

- The student needs a course to become a CTE concentrator or completer that is not on the Centre High School schedule;
- The student needs to recover a credit because of a failed course;
- Extenuating family circumstances such as a death or debilitating injury in the family require the student to contribute to the family's well-being at home;
- The student had significant excused absences for the student's own serious health condition, temporary disability, or maternity leave; or
- The student has been expelled or suspended long term.

Note: Virtual course applications will generally not be approved as an alternative to any course that is offered by Centre High School excepting course recovery or some unforeseen circumstance.

The following restrictions and guidelines will apply:

- The student must be entering the 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> grade;
- The student shall have demonstrated through grades and standardized tests the ability to be successful in the independent virtual school environment (excepting course recovery);
- Continued enrollment in a virtual course is contingent upon satisfactory performance;
- Enrollment in a virtual course will be allowed only when an appropriately certified staff member is available to supervise the student's participation in the course;
- Only courses approved by the administration shall be posted on student high school transcripts unless transferred from an accredited junior high or high school at the time of enrollment in the district; and
- The administration shall approve of the course content, rigor, length, assessment methods, curricular alignment, and/or the qualifications of the instructor. **Career and Technical Education Pathways**

## **(CTE)**

CTE Pathways are prescribed courses of study defined by the KSDE that are designed to prepare students to enter an area of vocational study. Those who complete the coursework for a CTE pathway may receive course exemptions from accredited Kansas colleges and vocational schools with whom agreements have been articulated. CTE pathways may be completed at two levels. Entrance into a CTE pathway will be discussed when enrolling for classes.

- Concentrator - A student earning at least \*2.0 credits of CTE courses in the same state-approved Pathway + \*\*70% proficiency on local, technical skill measures, or passing a third-party, technical skill assessment, or earning an industry-recognized certificate.
- Completer - A student earning at least \*3.0 credits of CTE courses in the same state-approved Pathway + \*\*earning an industry-recognized certification or passing a third-party, end-of-Pathway assessment.

### **Work Study**

Work study is available for students based on state requirements. Arrangements must be made the semester BEFORE work study is to begin. The counselor has the forms.

### **Class Changes/Drops/Withdraws**

Schedule changes may be completed through the counselor's office. A drop/add slip must be signed by the student and a parent, and approved by the counselor. All schedule changes must be made by the end of the first week of the semester. Any dual credit or concurrent classes must be added or dropped through the process set forth by the college or vocational school the student is attending. CHS counselor will be notified of these changes as soon as they occur. Classes cannot be dropped after the first week of class. If a student withdraws or drop a college course they must fill that time with a high school class, this includes making up any work or activities missed.

### **College Visits**

Juniors and Seniors may take college visits with the approval of parents, principal, and counselor. Students are allotted 4 college visits not counting CHS visits/field trips. A college visit form is available in the counselor's' office and should be completed and returned for the absence to be excused.

### **Career and Academic Planning (CAP)**

CAP will be held the last 30 minutes of the school day. During this time students will be meeting with their advisors and reviewing academic progress and setting career goals. Please note that this class will have assignments that will count for eligibility purposes but will not count towards their high school GPA.

### **Ineligibility**

For students to be able to participate in extracurricular activities they must remain academically eligible. A student will become ineligible if:

- Student has 2 D's in any two classes, including CAP
- Student has 1 F in any class, including CAP
- Student has 2 F's ineligibility is automatic with no probationary period.

If after the second week in the semester a student has 1 F or 2 D's, they shall be given 1 probationary week to improve their grades. A student shall only have 1 probationary week per class in a semester.

Eligibility Reports will run at 9:00 Monday morning. A parent notification will be sent out by noon on Monday. Coaches and Teachers will also receive notification at that time.

- Student's will remain ineligible until the next report is run the following Monday at 9:00 AM.
- Students in 6-8 will not practice until they have become eligible. They must report to the designated teacher during their practice time. They may return to practice later in the week when their grades become eligible, but cannot play until the following week.
- It is the responsibility of students 9-12 to seek assistance from their teachers before or after school to remedy their ineligible grades.

A student deemed to be ineligible will not be allowed to play/perform/participate in school or KSHSAA-sponsored activities during the week of ineligibility. This includes but is not limited to: homecoming dance, coronation, candidacy, performances, games, club outings and contests, and other KASHSAA sponsored events.

Students must be in attendance from 11:00 AM until the end of the school day on game/event days in order to participate in after school or evening events. Exceptions may be made with administration for extenuating circumstances.

### Final Exams

- Each class in grades 9-12 will have a semester and/or final exam.
- A schedule for these exams will be established and teachers and students will be notified well in advance of the test dates.
- All students will be required to take the exams at the end of the first semester.
- At the end of the second semester all students will be required to take the exams unless they meet the following opt-out criteria.
  - Semester grade of 90% or higher in the class.
  - Student was not absent from the class more than 6 times for the year.
  - Student was not absent from school more than 4 days (32 class periods), excepting school sponsored activities.
  - Student may not have been assigned ISS or OSS in that semester.
- If a student opts out of an exam that is in the first period, they may choose to not attend until their next class.
- Students who meet the opt-out criteria may take the exam without a negative effect to their grade. (A low score will not lower your grade. A high score may raise it).
- Administration has the right to make changes to this policy at any time.

### Honor Roll

The requirements for Honor Rolls are as follows:

High Honor Roll	4.0 Grade Point Average
Principal's Honor Roll	3.5-3.99 Grade Point Average with no D's or F's
Honor Roll	3.0-3.49 Grade Point Average with no D's or F's



# Student Expectations

## **Attendance**

When a student is absent, parents are expected to call the school at (983-4321) between the hours of 7:45 and 9:00 to report the absence. Parents who do not contact the school by phone need to send a written excuse with the student upon their return to school. Documentation of medical and legal appointments should be presented as the absences occur. Any student's absence not excused by a phone call or a note from the parent/guardian will render the absence classification as unexcused.

## **Late Arrivals/Tardies**

Students who arrive at school after the tardy bell must report to the office for a pass to class. A student is tardy when he/she is not in the assigned room when the bell rings for the start of each class. The 3rd unexcused tardy in a class, each semester, will result in a discipline referral. Additional tardies will result in further disciplinary actions consistent with the discipline matrix.

## **Absences**

Students arriving to any class 15 minutes after the bell rings will be counted as absent for that class period. Any absences besides the acceptable ones listed below will be unexcused:

- Illness of the individual student
- Death or critical illness in the immediate family
- Medical or Legal appointments (must bring a note from said appointment)
- Working for parent(s), provided the school is notified PRIOR TO said absence.

CHS abides by the Kansas compulsory attendance law (KSA 72-1113). Students who miss a significant part of 3 consecutive school days, 5 days in a semester, or 7 days in a school year will be reported for truancy.

## **Students in the Building**

Student will be allowed to enter the building at 7:50 AM. Students are to exit the building within 5 minutes after the last bell of the day unless they are remaining under the pre-arranged direction of a staff member. Those remaining after that time for any reason, should be under the direct supervision of the sponsoring teacher.

## **Student Leaving School or Class**

Students must have a signed planner to leave the classroom. A student who leaves a classroom or the building without a teacher or office permission will be subject to disciplinary action according to the discipline matrix. Students must bring written permission from their parent/guardian. If a student is requested to leave a classroom by a teacher he/she must report to the place requested; if not, it will be counted as an additional infraction on the discipline matrix.

## **Make Up Policy**

Students will be granted 2 school days for each day missed to complete their homework assignments. However, it is impossible to make up daily participation points due to an unexcused absence.

## **Withdrawing from USD 397**

Students withdrawing from school in good standing must:

- Complete checkout form

- Return all school texts, materials, and devices.
- Locker must be returned to its original condition.
- All fees must be paid.
- Conduct exit interview with Counselor and Administrator.
- If a records request from another school is not received in 3-5 days, truancy may be filed.

## Student Behavior

### **Academic Dishonesty**

Academic dishonesty is any form of cheating or misrepresentation of one's work. It may include but is not limited to:

- Having another complete ones work
- Sharing or receiving answers
- Using a source not allowed
- Using technology or electronic devices unethically
- Plagiarism and Copyright misuse

Communication of this policy through the handbook is considered a warning. Students found to have been academically dishonest will receive disciplinary consequences as listed in the matrix.

### **Bullying/Harassment**

The USD 397 is committed to providing a productive learning and working environment. Bullying, harassment, sexual harassment, intimidation, and threats made by students, staff or third parties is strictly prohibited. Sexual harassment includes sexual advances, written/verbal/non verbal language. Statements degrading a person because of racial or religious beliefs will not be tolerated. Students who feel they are being bullied/harassed should report the incident(s) to administration. Students whose behavior is found to be in violation of this policy will be subject to the consequences of the discipline matrix. Some may result in criminal prosecution. For more information see board policy JD.

### **Dress Code**

- Shoes must be worn at all times.
  - Slippers/house shoes are not allowed.
- Head gear, hats, bandanas and hoods shall not be worn in the building during designated school hours.
- Pants, jeans, shorts, skirts shorts, and/ or sweatpants shall be worn at the waist level. No sagging.
- The bottom hem of the shirt must cover the waistband on the pants or the skirt. (This will be measured with raised arms).
- Stretch lycra, spandex or nylon tights, leggings, yoga pants, leotards, biker pants must be accompanied or worn with a skirt or top that covers the buttocks and is middle fingertip length with relaxed arms and open palms..
- Sheer see-through fabrics are not permitted.
- Shorts/pants
  - Under garments must not be seen.
  - Must not have holes, rips, or tears.
  - No words written across the buttocks.
  - Appropriate length is middle fingertip length with relaxed arms and open palms.
- All shoulder straps must be a minimum of two inches in width.
- Shirts/Blouses/Dresses must have appropriate necklines that do not expose cleavage, low back line, midriffs, or undergarments. (Necklines must be aligned with armpit to armpit).
- No bareskin is to be exposed at the waist, chest or abdomen.
- T shirts must be worn under athletic shirts.

- Articles of underwear should not be worn as outerwear (i.e., boxer shorts, undershirts).
- Clothing and/or jewelry with obscene, distasteful, suggestive, profane, or illegal language or artwork is not acceptable. This includes, but is not limited to: clothing that promotes or advertises alcohol, drugs, weapons or tobacco products, has sexual connotations, or subliminal messages.
- No flannel pajama pants or blankets.
- Pants with words across the buttocks; pants or any clothing with tears, holes, rips or frays shall not be worn.
- Chains attached to billfolds, belts and/or pants will not be worn in school.
- No midriff, cleavage, or low cut dresses in the backs. If in question, ask for approval.

Students who indulge in extremes of dress may expect to be asked to change or be sent home, and receive disciplinary action. Teachers may direct students to call home to request that a change of clothing be brought to school. Repeat offenders will receive disciplinary action.

### **Electronic Devices**

Students are encouraged not to bring personal electronic devices to school. The school does not assume responsibility for lost or stolen items.

### **Cell Phones**

Cell Phones may be used at the following times:

- In the commons or in the hall before school
- During passing periods
- At lunch
- After the last bell rings
- When teachers allow them for educational use in their classrooms

During class time cell phones should be kept in students lockers.

- 1st offense phone will be detained and student may get it after the final bell.
- 2nd offense phone will be detained until parent can pick the phone up
- 3rd offense phone must be turned into the office before the first bell and may be picked up after the final bell.

In addition violations will be documented on the behavior matrix.

### **Lockers**

Each student will be issued a locker, students should keep their lockers locked at all times. The school does not assume responsibility for lost or stolen items. With reasonable cause administration has the right to search student lockers. Lockers should be kept clean, without items spilling into the hallway. Food and drink should not be stored in lockers.

### **Language**

Students will refrain from the use of profane or inappropriate language. Teachers have discretion to define what is considered profane or disrespectful.

### **Public Displays of Affection (PDA)**

Public displays of affection should be limited to holding hands. Violations will be subject to consequences listed on the behavior matrix.

## **Passing Period**

Hallway behavior should be considerate of other classes that are going on. To stay safe running and horseplay is prohibited.

## **Lunch**

Students are required to remain in the building unless parents have granted permission. The only areas open to students during lunch are the designated cafeteria locations.

## **Water Bottles**

Water bottles may be carried from class to class. Other beverages may be allowed on special occasions with teacher permission. Each teacher has discretion of beverage use and containers in their classroom.

## **Substitute Teachers**

Substitute teachers have the same class expectations as USD 397 staff. Disrespect and dishonesty will not be tolerated.

## **Vandalism**

The board will seek restitution according to law for loss and damage sustained by the district because of malicious mischief, vandalism, burglary and other wrongful acts by adults or juveniles. Adults who are apprehended will be held responsible for payment for any loss or damage. Parents/guardians of juveniles under the age of 18 who are living with said parents/guardians are responsible for vandalism loss and damage caused by their children. Legal procedures may be instituted at the recommendation of the superintendent.

## **Alcohol**

Alcohol policy is addressed under the Drug Free Schools section.

## **Theft**

Theft is a serious offense at CHS, and may result in suspension or expulsion. Law enforcement may be contacted at administrative discretion. Restitution may be required.

## **Tobacco**

The possession, use, sale or distribution of tobacco by students on school premises or as a part of any school activity is prohibited. Possession or trafficking of tobacco to others may result in law enforcement notification.

## **Drug Free Schools (JDDA) See GAOB, JGFGB, JGFGBA, and LDD**

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 illicit drugs and alcohol by students on school premises or as a part of any school activity is prohibited. This policy is required by the 1989 amendments to the Drug Free Schools and Communities Act, P.L. 102-226, 103 St. 1028.

A student who is found to be in possession of or selling drugs or drug paraphernalia, any prohibited substance

on school property or at school events will be detained immediately with the evidence. School administration will contact the Police Department and the student's parents/guardians. A short-term suspension (up to 10 school days) will be imposed, a formal hearing may be scheduled and the student may be subject to expulsion. In the event an expulsion is imposed the student may be referred to alternative programs provided by USD 397.

The provisions of this policy shall also apply to all USD 397 sponsored activities off the school grounds. In addition to the above policy, students who sell, use or are under the influence of or possess (including the vehicles) illegal drugs, drug paraphernalia or alcohol at a school dance or on school premises before, during or after a dance will not be allowed to attend future dances for the remainder of that semester; or not less than 18 weeks.

### **Drug Free School Student Conduct**

As a condition of continued enrollment in the district, students shall abide by the terms of this policy:

Students shall not unlawfully manufacture, distribute, dispense, possess or use illegal drugs, controlled substances or alcoholic beverages on school district property or at any school activity. Any student violating the terms of this policy shall be reported to the appropriate law enforcement officials and shall be subject to the following sanctions:

- **First Offense: (first time violator)**
  - A punishment up to and including long-term suspension;
  - Suspension from all student activities for a period of not less than one (1) semester or four (4) months;
  - A student placed on long-term suspension under this policy may be re-admitted on a probationary status if the student agrees to complete a drug and alcohol rehabilitation program. (Acceptable programs are on file with the board clerk.)

#### **Second and Subsequent Offenses: (second time violator)**

- A punishment up to and including expulsion from school for the remainder of the school year;
- Suspension from participation and attendance at all school activities for the year;
- A student who is expelled from school under the terms of this policy may be re-admitted during the term of expulsion only if the student has completed a drug and alcohol education and rehabilitation program. (Acceptable programs are on file with the board clerk.)

Students who are suspended or expelled under the terms of this policy will be afforded the due process rights contained in board policies and Kansas statutes, K.S.A. 72-8901, et seq. Nothing in this policy is intended to diminish the ability of the district to take other disciplinary action against the student in accordance with other policies governing student discipline. Drug and alcohol counseling and rehabilitation programs are available for district students. If the student agrees to enter and complete a drug education or rehabilitation program, the cost of such program will be borne by the student and his or her parents. Drug and alcohol counseling and rehabilitation programs are available for students of the district.

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

Board policies relating to a Drug Free School (JDDA) will apply and students may be subject to suspension or expulsion from school in accordance with board policy, state and federal law.

## **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, except with prior administrative approval (see BOE policy or specific definitions).

Possession of a firearm or other weapon or facsimile of a weapon shall result in expulsion from school for a period of one calendar year, except that the superintendent may recommend that this expulsion requirement be modified on a case-by-case basis. Expulsion hearings for possession of a weapon shall be conducted by the superintendent or the superintendent's designee. Students violating this policy shall be referred to the appropriate law enforcement agency (ies) and, if a juvenile, to SRS or the Commissioner of Juvenile Justice.

Any student who uses an article that is not commonly used or designed to inflict bodily harm for the purpose of inflicting bodily harm or to cause a person to be placed in fear of bodily harm shall be subject to immediate suspension and possible expulsion.

Board policies relating to a Weapon Free School will apply and students may be subject to suspension or expulsion from school in accordance with board policy, state and federal law.

## **Student Consequences**

Based on the student violation of expected behaviors, teachers will submit a disciplinary referral will be written. It will be aligned with the behaviors shown in the behavior matrix. The behavior will be documented and the appropriate consequence assigned. When a referral results in a detention or suspension parents will be notified.

### **Consequence Levels**

- Detention - To be served 3:40-4:30 on Tuesday and Thursday (transportation is the responsibility of the parent).
- In School Suspension (ISS) - will be given when the student has reached 6 points.
- Out of School Suspension (OSS) - will be given when the student has reached 9 or more points.
- After a student reaches the 4th consequence within a level they then advance to the 3rd consequence in the next level.
- When a student reaches 6 points, parents will be notified and a parent meeting will be scheduled.
- When a student reaches 15 points a student will be subject to a long term expulsion hearing.
  - Kansas law guarantees a due process for students who have been suspended for more than 10 days or expelled. Detailed documentation will be supplied to parents and students who are subject to long term suspension or expulsion.
  - A due process hearing must be requested within 10 days of the written expulsion notice or the student's right the the hearing will be waived.

During the suspension period students are not to be at school, on the school grounds, or allowed to participate in or attend any extracurricular activities or sports. Violation of this policy could result in prosecution for trespassing.

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**Centre High School Discipline Matrix**

	1st Consequence	2nd Consequence	3rd Consequence	4th Consequence
<b>Level 1 (1 point per infraction)</b>	<b>Conference</b>	<b>Admin Detention</b>	<b>Admin Detention</b>	<b>Admin Detention</b>
Tardies - 3 unexcused per class (renews in Jan.)				
Citizenship Violation				
Dress Code				
Cafeteria Violation				
Failure to show up for detention				
Cell Phone in Class				
Other as Determined by Teacher/Administrator				
<b>Level 2 (2 points per infraction)</b>	<b>Admin Detention</b>	<b>Admin Detention</b>	<b>ISS remainder of day &amp; next day</b>	<b>ISS remainder of day &amp; next day</b>
Leaving Class or Building without Permission				
Technology Violations				
Public Display of Affection				
Inappropriate Speech or Behavior				
Other as Determined by Teacher/Administrator				
<b>Level 3 (3 points per infraction)</b>	<b>Admin Detention</b>	<b>ISS (remainder of day and next day)</b>	<b>ISS remainder of day 1 to 3 days OSS</b>	<b>ISS remainder of day 1 to 3 days OSS</b>
Student automatically sent to office				
Profane/Obscene Language or Gestures				
Harassment, Bullying, or Intimidation				
Jeopardizing the Safety of Self and Others				
Academic Dishonesty/Cheating/Altering Records				
Persistent Open Defiance/Open Disrespect				
Other as Determined by Administrator				
<b>Level 4 (5 points per infraction)</b> Automatically sent to office, Police may be Notified	<b>ISS (remainder of day and next day)</b>	<b>ISS remainder of day 1 to 5 days OSS</b>	<b>ISS remainder of day 1 to 5 days OSS</b>	<b>ISS remainder of day 1 to 5 days OSS</b>
Pornography				
Acts of Discrimination				
Verbal or Written Threats				
Possession or Trafficking of Tobacco				
Theft/Vandalism < \$50				
Other as Determined by Administrator				
<b>Level 5 (7 points per infraction)</b> Police Notification	<b>ISS remainder of day 1 to 3 days OSS</b>	<b>ISS remainder of day 3 to 5 days OSS</b>	<b>ISS remainder of day 5 to 10 days OSS</b>	<b>Long Term OSS</b>
Assault/Battery				
Theft/Vandalism > \$50				
Intimate Acts				
Fighting				
Other as Determined by Administrator				
<b>Level 6 (10 points per infraction)</b> Police Notification	<b>5 - 10 days OSS</b>	<b>Long Term OSS</b>		
Possess/Traffic of Alcohol, Drugs, Illegal Substances				
Under the Influence of Alcohol, Drugs, Illegal Substances				
Identification with gang activities				
Other as Determined by Administrator				
<b>Level 7 (15 points per infraction)</b> Police Notification	<b>Expulsion</b>			
Terrorism				
Assault/Battery of School Personnel				
Extortion				
State Weapons Violations				
Arson				
Other Offenses as Determined by Administrator				

# Athletics

## **Kansas High School Activities Association (KASHAA) Guidelines**

- Must be a bonafide student in good standing with your school.
- Students must have passed 5 credit bearing classes in the previous semester.
- Must currently be enrolled in 5 credit bearing classes, with one being on site.
- If a student attended Centre for the full previous semester and live with their parents they can participate.
- If a students live with their parents and they have made a bonafide move to the district they can participate.

## **Practice Policy**

A routine time schedule shall be established for athletic sports practices that will be held at CHS. From time to time it may be necessary to deviate from the established schedule to compensate for conflicts in the school calendar, facility use, and extreme weather. Specialty team extended practices are permissible. The standard practice schedule for all team sports, fall, winter, and spring are:

- High School
  - 3:35-3:45 Pre Practice Readiness
  - 3:45-5:55 Practice Time
  - 5:55-6:15 Clean Up and Vacate Facilities
- JH Sports Teams: will practice from the beginning of 7th hour to the end of the school day. Coaches will have students prepared to exit the building at the last bell to ensure students will be able to ride regularly scheduled busses.

## **Physicals**

All students planning to participate in any form of competitive athletics must have the health certificate of the KSHSAA properly filled out and on file in the office before the first day of practice. This form must be signed by parent/guardian and by a physician. Per KSHSAA guidelines athletic physicals shall not be taken earlier than May 1. Preceding the school year in which it is applicable.

## **Weight Room Use**

Weight room facilities may be used by currently enrolled Centre students who must be supervised by a USD 397 coach or school athletic director at all times. Centre graduates who are currently participating in college sports may use the facilities with prior administrative approval, along with the appropriate paperwork and a refundable key deposit.

## **Eligibility Conditions**

- JH students must be academically eligible to practice and play in interschool contests.
- HS students must be academically eligible to play.
- Students in ISS, may practice and play.
- Students who have been assigned a detention must serve the detention before attending practice.
- Students who are in OSS cannot participate in practice. At the coach's discretion students who have been in OSS may participate in interschool contests, if they have returned to school on the day of the contest.
- See *Eligibility under Academics* for more info.



# Activities

## **Clubs and Organizations**

Clubs and organizations sanctioned by Centre shall have a board approved constitution. Elections will be conducted by each organization according to the processes described in their constitutions. Students are limited to 1 organizational office in addition to holding a Student Council (STUCO) position.

- Meetings - will be conducted during a designated CAP time once a month. Each organization will have a designated Wednesday to hold their meeting, so there will not be conflicts with participation.
- School Finances - All club and organizational finances will be handled directly through the activity fund accounting system and the organization's treasurer. Each treasurer will keep an accurate record of all receipts and expenditures of the organization and balance with the office secretary monthly. All monies raised for a class or organization is the property of USD 397.
- Fundraising opportunities should have approval of both the sponsor and principal.
- Purchases made by clubs and organizations require a purchase order.
- Any leftover funds from the senior class on June 1st following graduation will be transferred to STUCO.

STUCO will consist of 15 members; 1 elected boy and 1 elected girl from the upcoming classes, 1 elected member from FFA, FBLA, NHS, and the music department, and 3 at large positions elected by the student body. Elections will be held according to the STUCO constitution.

## **Homecoming**

Homecoming nominations will take place on Friday 2 weeks before homecoming. Seniors elected as Fall King and Queen are not eligible for the Winter Homecoming. Other candidates can be renominated. There will be 3 boys and 3 girls nominated, the boy and girl with the most votes will become king and queen. Students 9-12 and faculty are able to vote.

## **Junior Senior Banquet and Prom**

Each year the junior class sponsors a banquet and prom in honor of the Senior Class. The annual event is held in the spring. Attendance at the banquet is limited to those who receive a special invitation from the Junior Class. Attendance at the prom is limited to Junior and Senior students and their guests. *No Junior High students from Centre or other schools will be allowed to attend.*

Prom is considered a formal event and will be treated as such. Proper attire is required for the entire evening. Any deviation from the above dress code must meet with the approval of the board of education. Failure to comply with the dress code will result in the boy or girl being asked to leave the premises. Eligibility requirements must be met to attend.

## **School Dances**

Students currently enrolled in USD 397 will be admitted, if they are in good standing. One guest per student will be admitted provided the guest is registered in advance and accompanied by the enrolled student. Guest application forms can be picked up in the office and must be submitted to the principal 10 days prior to the event for approval.

Any person having violated USD 397 drug/alcohol policy during a school-sponsored dance will not be allowed to attend future dances for the remainder of the academic year.

Persons leaving a dance will not be re-admitted. All school rules and regulations apply. Eligibility requirements must be met to attend.

# Technology

Students shall have no expectation of privacy when using district email or computer systems. Students must use appropriate language in all messages.

The school retains the right to duplicate any information created by students while in school or on a school issued device.

USD 397 Internet connection is provided for the purpose of classroom assignments and educational purposes. These resources are a privilege. Users must sign an acceptable use policy and follow the guidelines below.

Students using district devices will not:

- Violate another user's workspace or use another user's log in;
- Attempt to "hack" or in any manner access the network in order to gain sensitive or private information;
- Destroy or abuse computer equipment or software;
- Use the system for commercial purposes. This means users may not offer, provide or purchase products or services through the system;
- Give personal contact information about yourself or other people on the internet;
- Use social media, chat groups, email, online messaging are restricted on the school devices unless granted for a specific class under the direction of a teacher or administrator.
- Provide their password to another person or use another individual's account. Users will be held accountable for the content of their workspace at all times. Users are responsible for their individual accounts and should take all reasonable precautions to prevent others from being able to access their account;
- Use the internet to access material that is profane or obscene (pornography), that advocates illegal acts or that advocates violence or discrimination toward other people;
- Attempt to gain unauthorized access to any computer or system;
- Modify machine setup without the knowledge of the supervising teacher or system's administrator;
- Download or install software to the user's workspace or local drives without the permission of a system's administrator;
- Make deliberate attempts to disrupt the computer system or destroy data by introducing viruses or through any other means.

These activities are illegal and will be dealt with accordingly. All consequences will be at the discretion of the building principal.

Student disciplinary actions for policy violations will be dealt with according to the disciplinary matrix. In addition to matrix consequences, students may also be subject to restriction of internet use. Additional violations will result in further restrictions and or in the loss of computer privileges.

**Level 1:** Could include but is not limited to: restriction of computer use for one week, additional restriction of internet use, notification of parents, ISS, OSS and/or legal prosecution.

**Level 2:** Could include but is not limited to: restriction of computer use for one month or the remainder of the semester, additional restriction of internet use, meeting with parents, ISS, OSS and/or legal prosecution.

**Level 3:** Could include but is not limited to: permanent loss of computer use for the remainder of the semester or year, permanent loss of internet use, meeting with parents, ISS, OSS and/or legal prosecution.

# Transportation

## Bus Rules

- Student safety is always a major concern whenever transporting students. The driver must have the cooperation of all the students on the bus. Students are expected to follow the rules or they may lose privileges. Continued misconduct will lead to the loss of transportation privileges.

Waiting at the bus stop the students will:

- Be on time (should not be more than 5 minutes early). The bus shall make every effort to pick-up students; however students shall be expected to be waiting at the bus stop at the designated pick-up time;
- Show respect for the property of others.
- Conduct themselves in an orderly and safe manner.
- Stay at least 3 feet back from the roadway when the bus arrives.
- Line up single file and prepare to board the bus.

Boarding the bus the student will:

- Sit only in assigned seat.
- Keep items out of the aisle (band instruments, bags, etc.).
- Get settled in a seat as quickly as possible and remain seated.

Riding the bus the student will:

- Remain seated at all times.
- Face forward in his or her seat.
- Keep feet on the floor. Do not place feet or knees on seats or against seatbacks.
- Keep hands, feet and objects to yourself. No pushing, shoving, fighting, spitting on the floor, etc.
- Keep all parts of your body and all objects inside the bus.
- Not use any type of tobacco product (smoking or chewing).
- Not eat on the bus.
- Talk in a normal conversation tone. Do not yell or stick your head out of the bus when the windows are down.
- Not swear or talk loudly, make rude gestures, tease anyone or make threats on the bus.
- Not lower windows below black line (half-way) unless otherwise instructed by driver.
- Be quiet at all railroad crossings.

Leaving the bus the student will:

- Leave seat only when instructed by the driver.
- Exit from front to back in an orderly manner.
- Keep feet and hands out of aisle while others are exiting.
- Keep hands to self when exiting the bus.
- Follow the driver's directions when crossing the street.
- ONLY exit the back door during an actual emergency.

Other:

- Only properly mounted science projects will be allowed.
- No live animals will be transported.
- Students will not bring harmful objects (glass, dangerous toys, firearms/weapons, electronic games, knives, balls, bats and skateboards) onto the bus.
- If seating arrangements do not allow room for large items to be safely stored without blocking aisle or exit, the students will be asked to make other arrangements for transporting these items.
- Students should not litter, write on or damage the bus in any way. Before leaving the bus, pick up

trash, close window and clean your area.

- Classroom behavior is expected on the bus.
- If more than one student is riding home with you on the bus (ex: students riding home with another student for a birthday party) the parent/guardian **MUST** call Bob Mueller, Transportation Director at 785-983-4356 to make arrangements. There is very limited bus space with only four (4) bus routes.

Disciplinary action will be taken for the following:

- Deliberate defiance; refusal to cooperate with driver.
- Deliberate delay in loading or unloading.
- Obscene and unacceptable language, remarks or signs.
- Throwing items of any kind in the bus or out of the windows.
- Smoking, use of any type of tobacco products, possession of drugs or weapon.
- Excessive talking and unnecessary noise; lack of courtesy and respect.
- Extending hands, arms or head out of windows.
- Refusal to stay seated; turning around in seat.
- Fighting or scuffling on the bus or at the bus stop.
- Tampering with equipment; deliberate vandalism.
  - 1<sup>st</sup> Offense - Warning; sent home;
  - 2<sup>nd</sup> Offense - Possible 5 days off bus;
  - 3<sup>rd</sup> Offense - Possible long-term suspension from riding the bus.

### **Student Transportation To and From Activities**

All students participating in an extracurricular activity shall be required to go and return from that activity by school authorized transportation.

#### **Exceptions:**

- When a parent or guardian personally contacts sponsor at the event and signs the appropriate form to take their child with them.
- When a parent or guardian provides a handwritten signed note 1 day in advance allowing the student to be released to a specifically designated person.
- In emergencies and "last minute" situations a handwritten note electronically submitted is acceptable.

### **Student Driving and Parking**

**\*\*Driving to school is a privilege\*\***

All traffic and parking signs must be observed.

- The speed limit on school grounds is 10 MPH.
- Students are required to exit the parking lot out of the east entrance.
- Students are to wait until all busses have departed before putting their vehicle in motion.

Violations of driving and parking regulations may result in school disciplinary action under the category of direct willful disobedience and open defiance. In addition to the consequences of the discipline matrix students may be subject to suspension and forfeiture of driving privileges.

If it becomes necessary for students to go to their cars during the school day, they need to secure permission from the office first and will be escorted by a staff member. Failure to secure permission will result in disciplinary action.

If students are caught driving recklessly or trying to pass each other and/or the buses, disciplinary action will occur, up to and including loss of driving privileges.

In the event students are observed violating driving policies on or near school property, student will be given a disciplinary referral and local law enforcement may be notified.

## Health

### **Medications**

All medication to be taken by a student should be delivered to the K-12 school secretary who will dispense it when required. A physician and parent must complete the Permission for Medication Form in order for the medication to be dispensed. The medicine must be in its original container.

### **Lice**

School personnel may contact parents concerning infestation of lice or bedbugs. If called, parents will be asked to pick up their child in a timely manner or arrange for transportation.

Parents are encouraged to counsel children about sharing clothing and articles such as hats, combs, brushes and other personal items.

### **Returning to School**

Students may return to school following any illness:

- 24 hours after students fever has subsided
- 24 hours after last vomiting

### **Injuries While at School**

Students should report any injury incurred at school or a school sponsored activity to their sponsor and/or teacher. Administration shall be notified as soon as possible. Whenever appropriate, a parent/guardian shall be notified of a student injury as soon as possible to determine the appropriate action. If the student needs medical attention and the parents/guardians cannot be reached, the Superintendent or his/her designee will seek emergency medical treatment.

## General Information

### **Address and Phone Number Changes**

Please notify the office (785-983-4321) immediately when a change of address or phone number occurs. Or you may go to [www.USD397.com](http://www.USD397.com), at the bottom of the home page and access Skyward to update any address or phone number changes.

### **Animals and Plants in School**

Persons bringing animals and plants into the school must receive prior permission from the supervising teacher and principal. Animals and insects are not to be transported on the bus. Additional explanation will be available in the office.

### **Building Security**

For the safety of the students and staff the doors to the school building will be locked during the school day. Anyone wishing to enter the building must ring the bell located at the front entrance of the school. Office staff will then open the door. Students are not to open the door for visitors even if the office doesn't respond to the doorbell. Upon entering the school ALL visitors are required to report to the school office where they will be required to sign in and out upon leaving. A visitor badge will be issued and **MUST** be worn at all times while in the school. The doors between the main school building and shop building will be locked during school hours to prevent entry from unannounced visitors to the school. A keyless entry system will be used by staff. This system is in place to protect staff and students.

## **Class Parties**

Parties are not to be held in JH and HS classrooms unless special permission is obtained.

## **Counseling Services**

Counseling services are available by appointment, which can be initiated by the student, teacher, or counselor. The counselor's office is a place of confidentiality except when the counselor is legally obligated to report.

Some of the services provided include educational planning for the future; help in seeking scholarships and other financial aid; information for applying for admission to any secondary institution; career information; help in dealing with personal problems; a referral source to outside agencies which offer various services; family resources; character education and providing testing information as well as test interpretation.

## **Distribution of Materials**

Materials unrelated to school curriculum may not be distributed or posted without prior consent from administration.

## **Financial Fees**

- Bar coded meal cards can be purchased in the office before or after class.
  - Meals can be purchased with the meal card or cash.
  - Lost cards will be replaced up to three times after which a \$4 fee will be charged.
  - Students should not accumulate negative meal charges.
- A non-refundable \$50.00 mobile device fee (grades 5-12) and \$25.00 mobile device fee (K-4) will be charged at enrollment.
- Shop fee of \$10.00 will be charged for students enrolled in shop classes for grades 9-12.
- Required safety glasses for shop classes can be purchased for \$3.00 or the student can provide their own. Required welding gloves for welding classes can be purchased for \$5.00 or the student can provide their own.
- There is an instrumental rental fee of \$30.00; and an additional \$15 fee for instrumental supplies and materials. Repairs due to negligence are the responsibility of the student.
- Locks for athletic lockers may be obtained for a \$1.00 non-refundable fee.
- Drivers' education fee is \$100.00 for students enrolled in school by September 20th. The fee for out-of-district students or those enrolled after September 20th is \$300.00.
- Lab/project fees will be assessed as needed.
- Season tickets for home activities will be sold in the following packages:
  - Students: \$ 40.00
  - Adult: \$ 65.00
  - Family: \$ 210.00
- All family members must enter together on a family pass. Individual tickets may be purchased at the gate.
  - High School Games: Adults \$5.00 / Students \$3.00
  - Junior High Games: Adults \$5.00 / Students \$3.00
- Centre High school students will be admitted at no charge to home high school athletic events.
- Centre Junior High students will be admitted at no charge to home junior high athletic events.
- Children who have not yet started 1st grade will be admitted free to all activities
- Season passes are available for USD 397 patrons over 65 years of age, for free admission to all CHS activities, with the exception of KSHSAA events.
- Football supplies fee \$2.00 payable on enrollment day.

Students will pay for any book which is lost or damaged at the replacement cost.

## **Inclement Weather Procedures**

Announcements pertaining to school closings, late starts or early dismissals, because of hazardous weather conditions will be sent out via Skylert by 6:30 AM. Announcements will also be sent out to the following designated radio and television stations by 6:30 AM.

WIBW	Topeka - Channel 13
KSNW	Wichita - Channel 3
KAKE	Wichita - Channel 10
KWCH	Wichita - Channel 12

KSAL	1150 AM - Salina
KFDI	101.3 FM - Wichita

If the administrator decides to dismiss school early, due to inclement weather, a Skylert notification will be sent out. Parents are urged to have an alternative plan for the younger students in case no one is at home at the time of dismissal.

## **Kansas School Safety Reporting**

(REPORTING BULLYING, THREATS, THEFTS, VANDALISM OR OTHER DISRUPTIVE & DANGEROUS OR VIOLENT ACTS)

A hotline has been established to give students the opportunity to anonymously report any potential violence. When students have a concern about safety at school, or knowledge of an unsafe situation/theft, vandalism or other disruptive, dangerous or violent act, they must report it at once to the principal, a teacher, or to another staff member. Failure to report may have serious consequences up to, and including, expulsion. Anonymous tips concerning acts mentioned above can be made to the district office. It is a toll-free number available 24 hours per day, 365 days per year to give students, parents/guardians and community members the opportunity to report any impending school violence.

Tips may also be made to the:

Kansas School Safety Hotline Number: 1-877-626-8203 or Crime Stoppers: 1-800-222-8477

## **Law Enforcement**

Law enforcement may be contacted or consulted concerning criminal behavior.

## **Lost and Found**

The school is not responsible for lost items. Lost books and personal items should be turned into and claimed in the designated lost and found area. If unclaimed they will be disposed of or donated to charity at the end of each semester.

## **Out of District Students**

USD 397 accepts applications and accepts out of district students on a case by case basis. Once a non resident student has been approved, the privilege to continue attending USD 397 will be determined by school administration based on academics, attendance, and or behavior. The privilege may be revoked at any time. Non resident students are required to reapply annually to the district by August 1.

## Office

The school office is a place of business. Please be considerate of the office space and personnel by adhering to the following:

- Conduct office matters promptly and return to class.
- Conduct yourself with politeness and respect while in the office area.
- Do not interrupt or crowd into the administrative assistant's space.
- The office phone will be available for urgent or necessary calls. Permission must be granted.
- When parents contact the office a message will be taken unless it is deemed an emergency.

### Release of Directory Information

For the purposes of FERPA, USD 397 has designated certain information contained in educational records as **directory information** which may be disclosed with your consent. Directory information categories will include the following:

- |                           |                                  |
|---------------------------|----------------------------------|
| * Student Name            | * Major field of study           |
| * Address                 | * Weight & Height                |
| * Telephone Number        | * Most recent educational agency |
| * Picture                 | * Recognized Activities          |
| * Parents / Guardians     | * Dates of attendance            |
| * Date and Place of birth | * Honors and Awards              |

You have the right to refuse to disclose any or all of the above information as directory information. If you refuse you must file a written notification indicating this with USD 397 at your school office on or before September 1. If the refusal is not filed USD 397 assumes there is no objection to the release of the information.

### Release of Student Information

The No Child Left Behind Act requires schools to release student information to military recruiters and colleges. With prior written consent you may opt out of this.

### Student Records

All students' records shall be treated as confidential. Under the provision of the Family Education Rights and Privacy Act (FERPA), parents/guardians of the students over the age of 18 years of age are afforded various rights with regards to educational records which are kept and maintained by the school. In accordance with FERPA and Protection of Pupil Rights (PPRA), you are required to be notified of those rights, which include:

- The right to review and inspect all of your educational records except those, which are specifically exempted.
- The right to prevent disclosure of personally identifiable information from your educational records to persons with certain limited exceptions.
- Disclosure of information from your educational records to other persons will occur only if:
  - School personnel have prior written consent for disclosure.
- The information is considered directory information; disclosure of directory information with consent is permitted by law.
- The right to request your educational records is amended if you believe the records are misleading, inaccurate or otherwise in violation of your rights. This right includes the right to request a hearing at which you may present evidence to show why the record should be changed if your request for an amendment to your records is denied in the first instance.



- The right to file a complaint with the Family Policy and Regulations Office at the United States Department of Education (USDE) if you believe that USD 397 has failed to comply with FERPA's requirements. The address of this office is 400 Maryland Ave SW, MES, Room 4074, Washington, D.C., 20202.
- The right to obtain a copy of USD 397 policies for complying with FERPA and PPPA. A copy may be obtained from the district office, 2382 310<sup>th</sup> Street, Lost Springs, KS 66859.

### **Visitors**

Parents are encouraged to visit the school, however **advance notice is appreciated**. Occasionally a request is received for a visiting student to attend school. Requests for children to visit school must be made to administration at least 1 day in advance. The administrator will give final approval before a visitor's pass will be issued.

**All visitors must sign in and out upon entering and leaving the school building. Please check in at the office to receive your name badge.** Anyone in the building without a name badge will be asked to check in at the office or leave the building promptly. Violation of this rule may lead to removal from the building or grounds and denial of further access.

### **Wednesday Observation**

Wednesdays are observed as a night reserved for church-sponsored activities. School activities will not be scheduled on Wednesdays without administrative approval.

## **Other Safety Issues**

### **Emergency Safety Interventions**

USD 397 is committed to limiting the use of Emergency Safety Interventions (ESI) such as seclusion and restraint with all students. Details are available on the school website: [www.usd397.com](http://www.usd397.com) under District/BOE Policies/Emergency Safety Interventions Policy OR Enrollment/Read-Me Documents/ Emergency Safety Interventions Board Policy.

### **Emergency Preparedness**

State regulations require periodic drills to be held for fire and emergency preparedness. All classes, students and teachers are expected to participate in these exercises and treat them as real occurrences. Advance notice of these drills will not be given out. Specific instructions are given to staff members in the faculty handbook.

### **Kansas School Safety**

Hotline Number: 1-877-626-8203

### **Asbestos**

In accordance to the Asbestos Hazard Emergency Response Act (AHERA) the "Asbestos Report" and "Management Plan" are available for public examination. Presently our schools are assessed to be asbestos safe and no known danger exists to the students or employees. Patrons are directed to refer all questions related to asbestos management to the Superintendent.

## **Civil Rights Notification**

Unified School District 397, Marion County, State of Kansas does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities and provides equal access to designated youth groups.

The following person has been designated to handle inquiries regarding the non-discrimination policies:

The Superintendent of USD 397  
District Office  
2382 310<sup>th</sup> Street  
Lost Springs, KS 66859  
785-983-4304