

KIOWA COUNTY HIGH SCHOOL

2011-12 STUDENT HANDBOOK

WELCOME

The administration, faculty and staff of Kiowa County High School welcome each of you to a new school year. We are looking forward to assisting you in meeting your educational goals. We're glad you are here and hope you will make the most of your educational experience. Rules outlined in the student handbook apply to all Kiowa County High School students, regardless of age.

MISSION STATEMENT

Kiowa County High School

Committed to

High Educational

Standards for a lifetime of success

PURPOSE STATEMENT

The purpose of our schools is to ensure that all students achieve defined outcomes at or above predetermined levels of performance.

EXIT OUTCOMES

- The learner will demonstrate objectivity in evaluating various cultures, political systems, and economic, environmental, and social issues.
- The learner will think critically in order to solve problems and make decisions in response to change. The learner will demonstrate self-directed learning.
- The learner will exhibit personal and interpersonal skills needed to function in independent, social, and work, settings. The learner will assume responsibility for his/her actions.
- The learner will make choices, which promote a healthy physical, mental, and emotional life-style.
- The learner will utilize technology to improve work quality and productivity.

ACCOUNTABILITY STATEMENT

Students are ultimately accountable for achieving district defined outcomes; parents, teachers, administrators, Board of Education, and the school community are responsible for providing quality instruction, facilities, and support for students to achieve those outcomes.

CIVILITY POLICY

Kiowa County High School believes interactions among individuals should be of a positive and productive nature. In accordance with this belief, it is the policy of the school district to treat everyone – fellow employees, students, parents, patrons, visitors, anyone having business with the district – with fairness and respect. The district also expects anyone having interaction(s) with employees of the district treat the employee with professionalism, courtesy, dignity, and respect.

ACADEMICS

PLAGIARISM AND ACADEMIC DISHONESTY Academic dishonesty is not acceptable. Cheating, defined as copying another student's work and claiming it as your own and plagiarism, defined as the use of another person's original ideas or writing without giving credit to the true author, are both prohibited practices. Materials taken from electronic sources are covered by this policy. A student who engages in any form of academic dishonesty will be subject to the loss of credit for the work in question. Other disciplinary actions may also be taken.

REQUIREMENTS FOR GRADUATION

The School Board of USD 422 requires that each student successfully complete a minimum of 24 units of credit.

These 24 required units shall include the following:

1. Four units of English Language Arts
2. Three units of Social Studies, which shall include:
American History (1 unit)
United States Government (1 unit)
3. Three units of Science, which shall include:
Successful completion of a laboratory course
4. Three units of Mathematics, which shall include:
Successful completion of Algebra I outcomes
(Algebra I Part I and Algebra I Part II is equal to one credit)
5. One unit of Health and Physical Ed.
6. One-half unit of Speech
7. One-half unit of Computer Applications I
8. One unit of Fine Arts

Any student not meeting the minimum requirements for graduation shall not participate in graduation ceremonies.

In addition to meeting the general graduation requirements set forth by the Board of Education, all valedictorian and salutatorian candidates, Governor's Scholars Program nominees and KU's Honor Banquet candidates (held in Dodge City) must meet the following criteria:

1. Three units of science that would include one unit of either chemistry or physics
2. Three units of mathematics that include two units of Algebra or above
3. A total of three units of credit from the following subject areas: business, computer, or foreign language.
4. Valedictorian and salutatorian candidates may not take a course pass/fail unless the class is only offered pass/fail and is approved by the building administrator and counselor.
5. Transfer students are eligible for the valedictorian and salutatorian awards only if they are in attendance at Kiowa County High School during their entire twelfth grade year.
6. Selection of valedictorian and salutatorian will be made during the first week of May.

GRADING SYSTEM

Kiowa County High School will use the following grading system (adopted as Board Policy on May 17, 1999). The traditional 4.00 grading scale will be used to compute grade point averages. All grades reported on grade cards and transcripts will be listed as percentage grades.

A	96-100		73-76
A-	90- 95		70-72
B+	87- 89		68-69
B	83-86		66-67
B-	80- 82		65
C+	77-79		64-0

The school year will be divided into two semesters. Students will be granted one-half unit of credit for each successfully completed course during each semester. At the end of the first and third nine weeks a percentage grade and outcomes report (where applicable) will be mailed to parents. These reports will indicate student progress, but not credits or grade point averages.

Final percents will be mailed to parents at the end of each semester. This report will show final percents, credit granted, semester grade point average, high school accumulated grade point average, and a report of absences. When special circumstances arise, an incomplete grade may be given. All incomplete grades must be made up within five days after the semester. Any incomplete not made up by this time will need office approval to avoid a grade of "F".

HONOR ROLL

Kiowa County High School will maintain a semester honor roll for each semester. Students who fail to make up their incomplete's in the allotted time (five days after the semester) will not be eligible for the honor roll that semester. Special circumstances will be taken into account by the principal, counselor, and teacher.

In order for a student to be on the superintendent's honor roll, he/she must earn a percentage average of 96% or better, with no percentage lower than a 90%, principal's honor roll 95-90%, with no percentage lower than an 83%, honorable mention 89-87%, with no percentage lower than an 80%.

Any student who makes one of the three honor rolls for the last two semesters will be honored by the alumni of the University of Kansas and Kansas State University at the annual Honor's Banquet in the spring.

ADMISSION REQUIREMENTS FOR REGENT UNIVERSITIES

Students must meet one of the following three requirements:

1. Complete the pre-college curriculum with at least a 2.0 grade point average (GPA) on a 4.0 scale
2. Achieve an ACT score of 21 or above
3. Rank in the top one-third of his/her high school's graduating class

Required high school courses (pre-college curriculum) needed to meet the requirements for admission to any of the Kansas Regents Universities includes:

- 4 units of English
- 3 units of Math
- 3 units of Natural Science
- 3 units of Social Science
- 1 unit of Computer Technology

CLASS LOAD

All students are expected to enroll in a class of unit weight for each hour on the regular schedule. Any student that is of school age and his/her class has not graduated will be enrolled by this regular schedule.

PASS / FAIL CREDIT

Any junior or senior student may enroll in one course each semester to be graded on a pass/fail basis. This grade will not be included in the grade point average used in determining honor rolls. The six rules listed below will be followed when applying for enrollment in a pass/fail course:

Parents will be notified and must give approval before the student is allowed to enroll pass/fail.

1. Core classes needed for graduation requirements may not be taken pass/fail.
2. Only one course per semester may be taken pass/fail.
3. Approval for pass/fail courses must be completed by the last date for class changes in each semester.
4. Valedictorian and salutatorian candidates may not take a course pass/fail unless the class is only offered pass/fail and is approved by the building administrator and counselor.
5. The building principal has final say regarding all approvals.

DROPPING OR CHANGING CLASSES

In order for a student to drop or change a class, it is necessary to obtain a transfer slip from the counselor's office. This transfer slip must be signed by a parent as well as any teacher involved in the change or drop. Completed transfer slips should be turned into the office. Students will have three (3) days to change or drop classes. Classes dropped after the deadline will carry a permanent grade of "F" unless special circumstances warrant.

RETAKING A CLASS

When retaking a class, the grade will be changed to reflect the most recent time the class was taken. Valedictorian and salutatorian candidates may not retake a class for grade improvement.

ATTENDANCE

ATTENDANCE POLICY

Regular attendance is an important part of education. Only by attending classes can a student receive the full benefit of instruction. Class participation is one of the areas of student performance used to determine grades. Students are expected to attend all classes every day. The primary responsibility for good attendance rests with the student and parent.

School officials determine what constitutes an excusable absence. A call from parents does not guarantee the student will be excused. School administration has the authority to establish school procedures which promote good attendance and the use of school detentions and in-school suspension as a response to unexcused absences.

Parents are encouraged to schedule doctor's/dentist's appointments before or after school hours.

COMPULSORY ATTENDANCE

Regular attendance is required of all pupils enrolled in elementary and secondary school under Kansas compulsory attendance statutes (KSA 72-1113). It is a parental responsibility under Kansas statutes (KSA 72-1113) to require the regular school attendance "of any student who has reached the age of seven (7) years and is under the age of eighteen (18) years," unless the student is exempted by statute.

TRUANCIES

Unexcused absences may evolve into truancy under the Statutes of the State of Kansas. With certain limited exceptions, every student between the ages of 7 to 18 is required by law to attend school. (See Compulsory Attendance) If a student is absent from school without a valid excuse, either all, or a significant part of a day, three consecutive days, or five or more days in any one semester, or seven days in a school year, he/she is truant. "A significant part of the day" is defined as four or more class periods. All cases of truancy must be reported to the appropriate statutory authorities. Kansas law 72-1113 allows police officers to take a student found off school grounds during the school day into custody and directs the officer to deliver the student to the school. In such occurrences, the school administrator will personally contact the parent.

ABSENCES

In the event a student is absent from school, the parents/guardians should call the high school office between the hour's of 7:30 - 8:30 a.m. All absences, which are not confirmed by a parent, are considered to be unexcused. However, contact with a parent does not ensure the absence to be excused. A student is presumed to be unexcused until his/her parent/guardian notifies the school. After three days, an unexcused absence will not be changed to excused, which will result in a day of in-school suspension for each unexcused absence.

It is the responsibility of the student to obtain make-up work. Students who have been absent must obtain a make-up slip in the office prior to school on the day they return. Students will not be allowed to leave class to obtain a make-up slip. Obtaining a make-up slip will not be an excuse for a tardy. Students should then present this slip to each teacher for make-up work. Failure to obtain a make-up slip will result in the absence being considered unexcused. Make-up work not turned in will be recorded as a "0". Work that was assigned before the absence will be due upon the day the student returns.

EXCUSED ABSENCES

Excused absences may be made up by the student. Although the teacher will assign make up work, it is the responsibility of the student to see that it is done. The student will have two days for each absent day to make up all assignments.

UNEXCUSED ABSENCES

Unexcused absences are given when the cause of absence is not acceptable by the office. Examples of unexcused absences are oversleeping, haircuts, working for hire, leaving the school without permission, or if the proper procedure for an excused absence (period or day) was not followed. Unexcused absences will be made up with a one-hour detention for each class period missed or with in-school suspension (ISS). Consequences for skipping school will be a minimum of one day in ISS. Students will be allowed to make up all work missed with no credit given. A student who accumulates more than three days of unexcused absences will require more serious punishment such as suspension or expulsion.

TARDY POLICY

In an effort to emphasize being on time, and being in school, the following consequences will be applied to tardies during the semester, in any class:

1st tardy - warning

2nd tardy - 30 minutes detention

3rd tardy - unexcused absence - one hour detention

4th tardy – week of 30 minute detention after school

5th tardy – one day in-school suspension

A student is considered tardy if he/she is not in their seat in the classroom at the bell. A student who is more than 10 minutes late to class will have an unexcused absence (one hour of detention).

PLANNED ABSENCE

Many times an absence is known in advance. Examples of planned absences are medical appointments, family trips with parents, work for family, college visitation, and religious activities. All planned absences are excused if approved by the office prior to the absence. Students who know in advance that they are going to be absent should go to the high school office and pick up a planned absence form. This form should be signed by each teacher and returned to the counselor. Whenever possible, all homework should be made up before the day of absence.

COLLEGE VISITATION

College visitation days are limited to seniors and must be arranged through the high school counselor's office. A planned absence report must be approved before going on a college visitation. Each senior is allowed two college visitation days, but may take additional days if he/she is accompanied by his/her parents.

PERMIT TO LEAVE THE BUILDING

No student will leave the school grounds during school hours without permission from the office or being accompanied by a teacher or staff member. Any student checking out of school during the day is required to have parental permission in the form of a note or a phone call from their parents before they will be allowed to check-out. Students are required to sign the check-out sheet in the office to be excused to leave the building. Any student who leaves the school without checking out will be unexcused. Students are required to sign the check-in sheet in the office upon returning to school.

STUDENT CONDUCT/DISCIPLINE

In Kansas a school district is vested with the authority to suspend or expel a student by statute. The law (K.S.A. 72 - 8901) authorizes suspension or expulsion for the following reasons:

- Willful violation of any published regulation for student conduct adopted or approved by the board of education;
- Conduct which substantially disrupts, impedes, or interferes with operation of the school;
- Conduct which endangers the safety of others at school, on school property, or at a school supervised activity;
- Conduct which substantially impinges upon or invades the rights of others at school, on school property, or at a school supervised activity;
- Conduct which would constitute the commission of a felony by an adult under state law;
- Conduct which would constitute the commission of a misdemeanor by an adult under state law, but only if such conduct occurs at school, on school property, or at a school supervised activity;
- Disobedience of an order of a teacher or other school authority when such disobedience can reasonably be anticipated to result in disorder, disruption or interference with school operation;
- Disobedience of an order of a teacher or other school authority when such disobedience can reasonably be anticipated to result in substantial and material impingement upon or invasion of the rights of others;

The district shall cooperate with law enforcement in security matters and shall, as required by law, report criminal acts committed at school, on school property or at school-sponsored events.

DISCIPLINE PROCEDURES

Any act which violates any student's right to an education will not be tolerated at Kiowa County High School. Disobeying the orders of teachers or other school officials may be grounds for student suspension or expulsion. This insubordination generally involves the willful refusal to obey reasonable directives. When a student repeatedly disobeys a reasonable directive, the student will be suspended or expelled.

Disciplinary action will be also be taken for the following offenses: repeated violation of school rules or regulations, intimidation of students or any school personnel, obscenity, destruction or damage to school property, weapons, offensive language, stealing or possession of stolen property, threats (by word or deed), smoking and/or tobacco use on school grounds or at school activities, fighting, fireworks, littering, pushing, shoving, and running in the halls. This list is not all-inclusive, nor is it intended to be. It is impossible to list every infraction that may occur; however, any misconduct on the part of a student may result in a suspension.

Teachers are responsible for discipline in the classroom and will make their policies available to all students. Any problem which cannot be solved immediately should be referred to the office for further attention.

IN-SCHOOL SUSPENSION (ISS)

ISS is an alternative to removing students from the school setting because of behavioral problems or violation of certain school rules. The school day for an ISS student runs from 8:10 a.m. until 3:15 p.m. The intent of ISS is to discourage inappropriate behavior. To impress this intent, students may or may not be allowed to do any schoolwork or other activities while in ISS. Their activity may be restricted to sitting in isolation for the duration of the ISS or writing sentences. Students must pick up assignments in the office at the end of each day they are in ISS and return those assignments the following school day in order to get full credit. Any assignments given to students in ISS will be expected to be completed and turned in by the end of the day in order to receive full credit. Students will lose 10% per school day on tests given while the student is in ISS. At the teacher's discretion, test and labs can be made up on the day the student returns to school or before 8:15 a.m. or after 3:15 p.m. each day the student is in ISS. Any assignment not completed will be recorded as a zero or its' equivalent. Absence from ISS due to illness or other emergency reasons will not relieve the students from fulfilling their required time. Students will not be able to practice, participate in activities, or play in games the day they are in ISS.

OUT OF SCHOOL SUSPENSION (OSS)

When the circumstances warrant, a student may be suspended out of school. A student serving OSS may not attend school activities, come into the school building, or be on school property. Students will be allowed to make up all work during OSS, however, no credit will be given. Students will lose 10% per school day on tests given while the student has OSS. The suspended student will be required to meet with the principal and/or counselor before being admitted back into school. Parents/guardians may be required to attend.

EXPULSION / LONG TERM SUSPENSION

A student that has been expelled or is put on long term suspension may not enter the school building, be on school property, or attend school activities. A student will receive a zero or its equivalent for the class work they missed during the time they were expelled or suspended. Any student being expelled or put on long term suspension is entitled to a due process hearing in accordance to district policy.

OFFICE DETENTION

The office will occasionally assign detention time as a method of correcting unacceptable behavior. The amount of detention time given is at the discretion of the principal.

GENERAL INFORMATION

CAMPUS HOURS

The classrooms will be open at 7:45 a.m. each morning and will be closed at 3:45 p.m. each afternoon. All students are to be out of the classrooms, unless under direct supervision of a staff member.

CELL PHONES

Students will be allowed to keep their cell phones in their lockers. Cell phones/beepers are not to be on the student while the student is in the classroom. Parents needing to contact their student during the school day, will do so by calling the high school office.

- 1st Offense: Cell phone returned to student after he/she serves 30 minutes detention after school
- 2nd Offense: Student brings phone to office every morning for a week (8:15 - 3:15)
- 3rd Offense: Student brings phone to office every morning for a month (8:15 - 3:15)
- 4th Offense: Student brings phone to office every morning for rest of the school year (8:15 - 3:15)

CHURCH NIGHT

Sundays and Wednesday nights are reserved for the churches. No school activity or practice will be held that requires students to be at school after 6:30 p.m. on Wednesday. It should be understood that emergencies or circumstances beyond the school's control may cause some activity to be scheduled on a Wednesday night.

CLASS AND ORGANIZATION PARTIES

Each class or organization will be allowed to have one party or social function per year. All functions must be placed on the calendar early to avoid conflict and must be before the date of May 1st.

The following general rules shall apply:

1. No outsiders for class or organization parties.
2. Once the student has entered the party, he/she may leave at any time; however, once they leave the building, they may not return
3. There shall be no smoking or drinking. Any student suspected of intoxication will face suspension or expulsion.

COMPUTERS/INTERNET

USD 422 has established an Acceptable Use Policy to ensure the proper use of the district's computer and telecommunication resources in an efficient, effective, ethical, and lawful manner. Students will not be allowed computer or internet privileges until the usage fee has been payed and the Acceptable Use Policy for USD 422 has been signed by the student, parent/guardian, and is on file at the high school.

DESTRUCTION OF SCHOOL PROPERTY / VANDALISM

Respect of public property should be developed and promoted in schools. School pride is encouraged in students by having them share in the school's upkeep. Students who damage or destroy school property will be required to make restitution and may be reported to the police. Reasonable damage will be assessed based on consideration of the nature and extent of the damage, the cost of repair, and the circumstances surrounding the incident in which it occurred. Information concerning the cost and value of the school property involved will be given to the student and his/her parents.

FUND RAISERS / MONEY-MAKING PROJECTS

The building principal must approve any fund raising projects, which are associated with any part of Kiowa County High School. Any monies raised become property of the organization and will be secured in the school activity account.

GANGS

The creation of or membership within any gang will not be allowed at Kiowa County High School. Any symbols, markings, or clothing, which represents gangs, will not be allowed.

HARASSMENT/BULLYING

USD 422 has adopted an anti-bullying policy (see back of handbook) prohibiting harassment, intimidation and bullying on school property, at school-sponsored functions and on school buses. Any student who feels this right has been violated is encouraged to speak with a teacher, principal, or counselor in an attempt to correct the situation. Other authorities will be called if the situation warrants.

INTERACTIVE DISTANCE LEARNING (A+NETWORK) CLASSES

IDL classes vary from year-to-year depending on the A+ Network schedule. Each class will be limited with upperclassmen having first priority. Members of the freshman class are not permitted in IDL classes. The counselor and the administration will make the final decisions on class rosters. IDL has its own set of rules which is part of the contract a student must sign before the student can take the class. If a student is removed permanently, he/she will receive an "F" for the class for the year. Please read the contract carefully and understand its importance.

INCLEMENT WEATHER

Late start times or cancellation of busses or school will be posted on the TextCaster (text-messaging system) and on the three local TV stations. For more information or learn how to sign up for the TextCaster service contact the high school office.

INSTRUCTIONAL MATERIALS

The cost of the instructional materials is set each school year. The instructional material fee is applicable to all students no matter what curriculum is pursued and taken, including experimental, non-textbook, or independent study. Periodicals or other items may be needed for class at an additional cost to the student. Applications for free or reduced textbooks are available in the high school office. Certain guidelines are required in order to qualify for this program. Students who enroll late or withdraw from school will be charged or refunded to the nearest quarter. Lost books must be paid for by the student before another book is issued or credit is given for the class.

LIBRARY REGULATIONS

The Library Media Center (LMC) at Kiowa County High School is very proud of the services it has available. Students will be expected to follow the rules and regulations set forth by the LMC staff and administration. These rules will be posted in the library and can be obtained from the LMC staff.

LOCKERS

Lockers in the district schools shall be under the supervision of the building principal and assigned to the student to store necessary school materials and clothing. The combinations to all locker locks shall be in sole possession of the principal and stored in a place designed to guard against unauthorized access or use. The principal may search any locker at any time without notice to the student to whom the locker is assigned if there is reason to believe the locker contains matter prohibited by law or school regulations. In compliance with Kansas State Fire Marshall safety codes, lockers must remain closed when not in use. No clothing/coats may be hung

on locker doors, and no items may be stored or left on the corridor floors. USD 422 will not be responsible for articles left in the school, lockers, or school vehicles. No stickers or posters may be placed on the outside or inside of lockers. Only beverages with lids may be kept in lockers.

BREAKFAST/LUNCH PROGRAM

School breakfast and lunch will be served daily in the school cafeteria. *Breakfast will be served until 8:05 a.m.* Meals prices will be set by USD 422 Board of Education prior to the start of each year. The computerized lunch accounting system will not allow a student to charge lunches. If a ticket is not purchased and recorded by 8:30 in the morning, the student will be provided an alternative lunch. Freshmen and new students will be issued a card to be scanned at the lunchroom. Other students may request a card if they do not wish to memorize their account number.

A lunch count will be taken each day during the first period. Indicate to your teacher whether or not you plan to eat in the cafeteria that day. Please honor your commitment since the amount of food prepared each day will depend upon this lunch count. Students' not indicating lunch, but showing up to eat will go to the end of the line. If a student signs up for lunch and does not take his/her name off the list in the office by 10:30 a.m., he/she will be charged for lunch.

Applications for free/reduced lunch prices are available in the high school office and will be processed by the district office.

PUBLIC DISPLAY OF AFFECTION (PDA)

Any act of affection, which might influence or embarrass members of the student body or faculty is prohibited. This policy is in effect any time school is in session, on school transportation, or during any school related activity.

PHYSICAL EDUCATION

Each student will be required to furnish gym shoes and any personal items. All students will need a physical examination prior to participation in class. Participation in full uniform is necessary to receive a grade and credit. Students failing to return any equipment issued or causing excess wear will be charged replacement cost.

RULES OF CONDUCT AT ACTIVITIES

Conduct of students at all activities should bring credit to the Kiowa County School system and the community. In an effort to bring a better understanding of what is expected of our student body and student athletes, the following list has been compiled. It is our sincere hope that our behavior and sportsmanship will bring credit to our school and community.

1. Unsportsmanlike conduct will not be permitted. This includes but is not limited to the following:
 - a. Harassment of opposing team, officials, coaches, cheerleaders, and/or guests
 - b. No swearing, off color cheer or jokes, or obscene gestures
 - c. Making noise during a free throw
 - d. Turning of backs or covering of face at introduction of players
 - e. Booing
 - f. Artificial noisemakers, or laser lights
 - g. Finger pointing at opposing players
2. Student dress code is in effect during all school activities.

Please show respect to our opponents and game officials. Violations will be sufficient cause for suspension and suspension from school activities for the remainder of the school year.

SCHOOL BUS SERVICE

Bus service is provided to students living in the rural areas. Students are encouraged to use these facilities. No mileage will be paid for those students driving cars. Any violation of the age restriction or laws in the area of the grade school or high school will be reported to the law enforcement officers. A complaint will be signed if it endangers students.

SURVEILLANCE CAMERAS

Surveillance cameras are located in specified interior and exterior areas of the building. These cameras are monitored for the purpose of providing a safe and secure school environment for students, staff, and patrons.

STUDENT DRESS

Simplicity, cleanliness, neatness and good taste are the basic qualities for proper school/activity dress. Personal appearance of students should reflect pride in themselves and their school. At all times, it shall be the responsibility of the faculty and administration to determine appropriateness of dress for school-related activities. Student attire must meet the following guidelines:

1. Skirts, dresses, and skorts may be no shorter than 2" above the knee. Shorts must have a minimum 5" inseam.

Any holes in jeans will be considered unacceptable unless below the length requirement. There may be selected styles that meet these criteria that will be considered unacceptable (i.e. slits in dresses and skirts).

2. Shirts, blouses, and dresses must be fitted under the arms, covering undergarments and camisole. Sleeveless shirt straps less than 1" in width, tank tops, halter-tops, spaghetti straps, strapless tops, or off-the-shoulder tops will not be allowed. There may be selected styles that meet these criteria that will be considered unacceptable.
3. Shirts and blouses will be long enough to cover mid-section skin when students' elbows are raised to the level of their shoulders. Shirts worn under other shirts must remain tucked in at all times.
4. No garments considered underwear should be seen.
5. Jackets, belt buckles, t-shirts, sweat shirts, and all other articles of clothing may not have lettering, slogans, trademarks, pictures, or advertising which is considered inappropriate, suggestive, offensive, or obscene (including, but not limited to clothing which contains information about alcohol, drugs, profanity, sexual connotation or innuendo, or gang affiliation).
6. Hats, sunglasses, or headgear of any kind may not be worn in the school building during the school day or when participating in a school sponsored activity.. These items will be taken off upon entering the building and kept in the student's locker at all times during school hours.

Attire will be assessed by every 1st hour teacher and throughout the day (including after school activities) by all faculty and staff. All violations will be referred to the office. The following consequences will occur to students who fail to follow rules #1 through #5 above.

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|-------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 st Offense | Student will be sent home to change and will have a 30 minutes detention. |
| 2 nd Offense | Student will have one day of ISS the day of the infraction. If this infraction occurs at a school activity, ISS will be served the next day. |
| Subsequent Violations | The student will be asked to leave the activity, receive one day of ISS, and the student will be banned from the activity for the remainder of the year. |

The following consequences will occur to those students who fail to follow student dress rule #6

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|-------------------------|---------------------------------------------------------|
| 1 st Offense | Hat will be taken away for the rest of the school year. |
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OPPORTUNITY ZONE (OZ)

OZ (7:45-8:15 a.m. or 3:15-3:45 p.m.) is available for all students. Students are encouraged to attend OZ to receive additional instruction.

Students may be required to attend OZ for various reasons throughout the year.

STUDENT VEHICLES

Students shall park their vehicles in the parking lot north of the school or rec gym in an orderly fashion that will provide space to remove vehicles at all times. Students shall not park their cars in the area south of the shop area. Students are not to drive their vehicles at any time during the school day with the exception of lunch time without permission from the office.

TOBACCO, ALCOHOL, OR DRUGS

The student's use of, possession of, or being under the influence of tobacco, alcohol, or drugs is absolutely prohibited. This rule applies anytime school is in session, on school transportation, or during any school related activity. Students involved in the use or possession of tobacco, or involved in the use, possession, or under the influence of alcohol, or drugs may be suspended or expelled from school.

USE OF TELEPHONE

No student will be called from class for telephone calls except in the case of emergencies. The office will occasionally take messages and notify the student during a passing period. Students may use the telephone in the office if permission is granted by one of the office staff. No long distance calls are to be made without permission.

VISITORS TO THE SCHOOL

All visitors, youth and adult, must check with the office before going to any other part of the campus. Any student guest must be approved through the office at least one day prior to the visit. All visiting students will follow the same policies as KCHS students.

WEAPONS POLICY

Students and staff have the right to work and study in a safe environment free of fear from violence. Students will not knowingly possess, handle, transport, display, offer to seller, barter, or exchange, or threaten to use any object at school, on school property or at a school-sponsored event that can reasonably be considered a weapon by administration or staff. This includes any item being used as a weapon or destructive device, or any facsimile of a weapon. Knives and chains will be considered weapons and will be confiscated. In the event a student of the district or a visitor is found to be in violation of this guideline, the school administration shall notify the

appropriate law enforcement agency. A student who brings a weapon of any kind to school may be suspended or expelled for extended periods (up to 186 days) in accordance with the board of education policies and laws of the state of Kansas.

STUDENT ORGANIZATIONS

STUDENT COUNCIL

Student Council Policies

All rules and regulations in this section have been developed by the Student Council and should be enforced by the Student Council. If any changes in these policies are to be made, they must first go through the Student Council for approval.

Student Election

In fairness to all students in KCHS, the following regulations will be used for election of officers:

1. No student may hold two major offices (except NHS) in the same year.
2. Elections will be held in the spring semester for the next year.
3. Student Council officers will be elected first with other classes and organizations to follow.
4. Any other regulations will be directed through the Student Council.

Meeting Procedures

All meetings will be conducted according to regular Robert's Rules of Order. Good conduct in meetings is required if one is to remain a member of the organization.

NATIONAL HONOR SOCIETY

National Honor Society Membership Guidelines

1. Membership will be based on scholarship, service, leadership, and character.
2. A candidate must have been in attendance for a period of one year in Kiowa County High School.
3. A candidate must be a member of the sophomore, junior, or senior class and have a minimum GPA of 3.5.
4. Candidacy will first be considered on the basis of scholarship (GPA). The qualifying candidates will then be required to complete an application indicating their interest in belonging to NHS. Once the application is received, the faculty council will review the applicants on the basis of service, leadership, and character as well as involvement in school activities, scores on state assessments, and choice of high school curriculum.
5. Students falling below the required GPA will be on probation for a semester, having that length of time to raise the GPA above the required minimum. Failure to do so will result in terminated membership in NHS.
6. Blatant disregard to qualities worthy of membership in NHS, may also be grounds for termination of membership.
(More detailed information is found in the constitution available from either the principal or sponsor).

ACTIVITIES

Kiowa County High School students have the opportunity to participate in interscholastic activities. We encourage every student to take full advantage of this opportunity.

LETTERING PROCEDURE

Letters for each sport will be given at the end of the school term when the athlete has met the requirements. One letter per person will be awarded during the school life. A deserving athlete may be lettered by the coach if so warranted. A seven inch letter "KC" will be given to the athlete the first time requirements have been met in any sport at the end of the year. Each succeeding year, the athlete will be given a bar and a certificate.

CHEERLEADERS

Cheerleaders will be selected in the spring for the upcoming school year. Cheerleaders will be selected for fall and winter sports by a panel selected by the cheerleading sponsor. The student's total score will be determined by the score from each panel member. Leadership and character evaluations will be given to faculty members of Kiowa County High School. Scores will be tallied by the cheerleader sponsor from Kiowa County and verified by the building administrator.

A uniform will be furnished by the school, but each cheerleader must be willing to attend camp at his/her own expense and other costs as stated in the cheerleader constitution.

EXTRA-CURRICULAR ACTIVITIES POLICY

Extra-curricular activities at Kiowa County High School include athletics, debate, forensics, cheerleading, instrumental music, vocal music, clubs and organizations, and any other activities outside the normal classroom activity.

Education is the right of every student. However, extra-curricular activities are a privilege afforded to only those who can live up to the rules and regulations as set forth in this policy. We are proud of our extra-curricular programs and we expect the participants to live up to the high standards of these programs. When you choose to take part in extracurricular activities, you choose and expect to do more and go the extra mile. You not only represent yourself: but your fellow students, the school, and your community. In order to take part in any activity, the student must be carrying a full class load. Students may be excluded from any or all activity programs if their conduct, behavior, or appearance would be detrimental to any program.

ACADEMIC ELIGIBILITY

1. Students must maintain a passing grade in at least six (6) subjects of unit weights.
2. Academic eligibility is determined on a weekly basis starting the third week of each school semester.
3. If a student is failing two or more classes in a given week, he/she will be placed on one-week probation.
4. Probation period requirements:
 - a. The student is encouraged to spend 30 minutes before and/or 30 minutes after school with the teachers in which classes he/she is failing.
5. During the probationary period, the student **will** be allowed to do the following as long as he/she meets the probation requirements listed in (4.) above:
 - a. practice/rehearse in activities
 - b. attend home games/performances
 - c. attend dances
6. During the probationary period, the student **will not** be allowed to:
 - a. compete in activities
 - b. perform in performances
 - c. ride school transportation to away activities
7. If the same student is failing two or more classes the week following the probationary period, he/she will not be eligible for a one-week period running from the following Sunday through Saturday.
8. Ineligible students will not be allowed to participate in any district activities that occur outside the normal school day. This includes but is not limited to athletic practices and games, rehearsals, performances, dances, bus trips, and field trips.
9. Any student who does not pass six units or more at the end of a semester will not be eligible for the entire next semester.

ALCOHOL, DRUGS AND TOBACCO

In order to maintain a healthy body necessary to be involved in any activity program, it is absolutely necessary for you to stay away from alcohol, drugs, and tobacco.

- A student involved in activities must be a bona fide student according to Rule 14(Article 1 - 6) of KSHSAA bylaws.

ATTENDANCE

School attendance is required for participation in extracurricular activities. To be eligible for practice, rehearsal, game, or performance, students must be in attendance at school by 12:35 p.m. of any school day. An approved planned absence would be the only exception to this policy. This policy is intended to be a minimum and is subject to coaches and/or sponsor choosing to intensify the requirements.

SUCCESS OF PROGRAMS

In order for any program to be successful, it takes the cooperation of the entire group. No one individual can make the program a success. There is only one boss and that is the coach or sponsor. If you cannot follow his/her instruction or direction, you are detrimental to the program and it will function better without you. The sponsor may require extra work from you in addition to the above policies. If you cannot live with this and cannot accept the sponsor as boss, it would be best for all concerned if you would separate yourself from the activity. Honesty, fairness, punctuality, and loyalty are all necessary in order to have a successful activity program and we expect these qualities in all students involved in activities.

TRANSPORTATION ON ACTIVITIES

There are many advantages to be gained from the association the students and sponsors have in going to and from events.

1. All team and organization members will be expected to ride the transportation provided by the school district.
2. No coach or sponsor will release a student from school transportation unless directly released to the parents.
3. Any exception to the above policies must be approved at least one (1) day in advance by the principal and the coach/sponsor.
4. Any student not following the transportation rules may be subject to a one game (activity) suspension.

PHYSICAL EXAMINATIONS

Athletes participating in interscholastic competition must have passed a physical examination by a practicing physician and have written consent (KSHSAA form) of their parent/guardian prior to participation in any sport.

STUDENT MEAL EXPENSE ON TRIPS

1. The first meal of the trip is at the student's expense.
2. The district will pay \$5.00 (breakfast) and \$7.00 (lunch/supper) for each meal per student after the first meal.
3. The number of meals to be paid by the district will be determined by the building administrator.

SENIOR BOY AND GIRL ALL-AROUND ATHLETE

The criteria for all-around athlete are as follows:

1. The athlete must be a senior.
2. The athlete must have competed in at least three sports during their first 3 years of high school.
3. The athlete must have participated and lettered in fall, winter, and spring sport seasons their senior year.

The award will be given to one senior girl and one senior boy. All athletes that have fulfilled the above criteria will be voted on by the coaching staff, activities director, and the principal.

LEAGUE AFFILIATION

Kiowa County is a member of the Southern Plain Iroquois Activities Association (SPIAA). The following schools comprise the SPIAA:

Ashland	Minneola
Bucklin	Pawnee Heights
Fowler	South Central
Hodgeman County	South Gray
Ingalls	Spearville
Kiowa County	

ACTIVITY TRANSPORTATION

Transportation will be provided by the district for all extra-class activities. Students are prohibited from driving personal automobiles to district sponsored activities held during the school day. Students must observe the rules and regulations adopted by the Board governing student transportation. Students will also be subject to the school's behavior code while riding the school bus. All such rules shall be published at least once a year or copies given to students and parents at the beginning of the school year.

Bus drivers shall report any violation of said rules to the appropriate administrator who shall take the necessary steps to discipline students according to board policy. Students violating these rules will be reported to the school administration who can deny pupils the privilege of riding the bus.

SCHOOL DANCES

Social functions or dances are under the jurisdiction of the high school principal and the organization sponsor's. The following functions are placed on the school calendar:

October 14	Football Homecoming Dance	9:30 - 12:00
December 2	Winter Dance	9:30 - 12:00
January 13	Basketball Royalty Dance	9:30 - 12:00
April 21	Junior-Senior Prom	6:00 - 11:30

Senior Sponsors – Football Homecoming Dance

Junior Sponsors - Junior-Senior Prom

Sophomore Sponsors - Basketball Royalty Dance

Freshmen Sponsors - Winter Dance

Regulations for all school dances are as follows:

1. All school dances (excluding Prom) will be limited to students in grades 9-12 and approved guests. Parents, board of education members, and USD 422 staff are welcome to attend.
2. Students and guests must sign the check in sheet upon entering and when leaving the dance.
3. Students will be admitted within 30 minutes following the scheduled start time. Exceptions will be made only when prior arrangements have been made for late arrival with the building administrator.
4. Students leaving prior to the end of the dance will not be readmitted.
5. The same rules of dress and behavior will apply to dances that apply to all school activities.
6. Hats and coats must be checked in at the door.

7. Music may be screened by the principal and/or sponsors.
8. Out of school dates may attend with the following restrictions:
 - a. Only students that are currently enrolled and are in good standing at their high school. Guests may not be any older than twenty (20) years of age.
 - b. Name of guest, class, age, and school must be signed up in the office by noon the day before the dance or the guest will not be permitted to attend the dance.
 - c. Football homecoming and basketball royalty are open to alumni.. Alumni are expected to follow the same rules as students of KCHS.
 - d. Any student that brings an outside date is responsible for the behavior of their date.
 - e. Students may not sign up anybody but their own date.
 - f. These policies are intended to allow students to bring legitimate dates and not to open up school dances to the general public. If this is abused, other steps may be taken.

FOOTBALL HOMECOMING

Each year a homecoming queen and king are elected from the senior class by the student body. The royalty is selected as follows:

- | | |
|------------|-------------------------------------------------------|
| Seniors | Select three girl candidates and three boy candidates |
| Juniors | select one girl attendant and one boy escort |
| Sophomores | Select one girl attendant and one boy escort |
| Freshmen | Select one girl attendant and one boy escort |

The following duties connected to the homecoming activities have been assigned to each class:

- | | |
|------------|----------------------------------------------------------------------------------------------------------------------------------------|
| Seniors | are in charge of the dance which includes decorations, refreshments, music, sending invitations to last year's graduates, and clean-up |
| Juniors | are in charge of the organization of the parade |
| Sophomores | are in charge of the bonfire materials, the dummy for the pep rally on Thursday night, and the half-time script and activities |
| Freshmen | are in charge of decorating the throne |

BASKETBALL ROYALTY

Each year, a basketball king and queen are elected from the senior class by the student body. Three senior queen candidates are selected by the boy's basketball team. Three senior king candidates are selected by the girls basketball team. The king and queen are then selected from the three candidates by popular vote of the student body.

The following duties connected to the basketball royalty have been assigned to each class:

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|------------------|-------------------------------------------------------------------------------------|
| Seniors | decoration of the throne |
| Junior's | half-time script, music and activities |
| Sophomores | the dance which includes decorations, refreshments, music, and clean-up after dance |

NON-DISCRIMINATION STATEMENT

Discrimination against any student on the basis of race, color, national origin, sex, disability, or religion in the admission or access to, or treatment or in the district's programs and activities is prohibited. The superintendent of USD 422, 720 South Main, Kiowa County, Kansas 67054, (620) 723-2145, has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Right Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. Any student who believes that he or she has been discriminated against may file a complaint with the building principal or the compliance coordinator.

ANNUAL NOTIFICATION FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Under the provisions of the Family Educational Rights and Privacy Act (FERPA) parents of students and eligible students (those who are 18 or older) are afforded various rights with regard to educational records, which are kept and maintained by USD 422. In accordance with FERPA, you are required to be notified of those rights, which include:

1. The right to review and inspect all of your educational records except those, which are specifically exempted.
2. The right to prevent disclosure of personally identifiable information contained in your educational records to other persons with certain limited exceptions. Disclosure of information from your educational records to other persons will occur only if:

- a. we have your prior written consent for disclosure
 - b. the information is considered "directory information" and you have not objected to the release of such information; or
 - c. disclosure without consent is permitted by law
3. The right to request that our educational records be amended if you believe that 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.
 4. The right to file a complaint with the Family Policy and Regulations Office at the U.s. Department of Education if you believe that USD 422 has failed to comply with FERPA's requirements.
 5. The right to obtain a copy of USD 422's policies for complying with FERPA. A copy may be obtained from the Superintendent, 720 South Main, Kiowa County, KS. 67054.

For purposes of FERPA, USD 422 has designated certain information contained in educational records as directory information, which may be disclosed for any purpose without your consent. The following information is considered directory information: name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight, and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous school attended by the student, class designation, major field of study and photographs.

You have a right to refuse to permit the designation of any or all of the above information as directory information. If you refuse, you must file written notification to this effect with USD 422 at Kiowa County High School on or before August 15, 2011.. If a refusal is not filed, USD 422 assumes that there is no objection to the release of the directory information designated.

Anti-Bullying Policy

Kiowa County Schools - USD 422

Prohibition of Bullying, Intimidation, and Harassment

The Kiowa County Board of Education (BOE) prohibits acts of bullying and harassment. The BOE has determined that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Bullying or harassment, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and the school's ability to educate its students in a safe environment. Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate bullying or harassment is expected of staff, faculty, volunteers in the district, as well as administrators to provide positive examples for student behavior.

The Kiowa County School District is committed to a safe and orderly educational environment for all students, employees, volunteers and patrons where there is freedom from bullying, intimidation, or harassment. "Bullying, harassment, or intimidation" means any intentional written, verbal, or physical act when the intentional written, verbal, or physical act:

- Is directed at one or more students
- Physically harms a student or damages the student's property; or
- Has the effect of substantially interfering with a student's education; or
- Is severe, persistent, or pervasive that it creates an intimidating or threatening education environment; or
- Has the effect of substantially disrupting the orderly operation of the school.

Harassment or bullying is any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts - i.e. internet, cell phone, personal digital assistant (pda), or wireless hand held device that is reasonably perceived as being motivated either by any actual act or perceived characteristic, such as a race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression; or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic.

Since bystander support of bullying or harassment can support these behaviors, the district prohibits both active and passive support for acts of bullying or harassment. The staff should encourage students to support students who walk away from these acts when they see them, constructively attempt to stop them, or report them to the designated authority.

The Kiowa County BOE requires its school administrators and counselors to develop and implement procedures that ensure both the appropriate consequences and responses to students who commit one or more acts of bullying or harassment.

The following factors shall be given full consideration by school administrators in the development of the procedures for determining appropriate consequences and remedial measures for each act of bullying or harassment.

Factors for Determining Consequences:

- Age, development, and maturity levels of the parties involved
- Degree of harm
- Surrounding circumstances
- Nature and severity of the behavior(s)
- Incidences of past or continuing pattern(s) of behavior
- Relationship between the parties involved
- Context in which the alleged incident(s) occurred

Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator and remediate the impact on the victim. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation.

Consequences for a student who commits an act of bullying or harassment shall be determined on a case by case method with the final determination being decided by the building administrator(s).

Examples of Consequences:

- Admonishment
- Temporary removal from the classroom
- Loss of privileges
- Classroom detention
- Referral to administration
- In-school suspension for the student
- Out-of-school suspension
- Legal action
- Expulsion or termination

Examples of Remedial Measures:

- Framing the aggressive behavior as a failed attempt to solve a real problem or reach a goal. The adult assists the misbehaving student to find a better way to solve the problem or meet the goal.
- Restitution and restoration
- Conferencing (student-teacher, parent-teacher, etc.)
- Corrective instruction or other relevant learning or service experience
- Supportive discipline to increase accountability for the bullying offense
- Supportive interventions, including participation of an Interventional and referral Services team, peer mediation, etc.
- Behavioral assessment or evaluation

The Kiowa County BOE requires the building principal and/or the counselor to be responsible for determining whether an alleged act constitutes a violation of this policy. In doing so, the principal and/or counselor shall conduct a prompt, thorough, and complete investigation of each alleged incident. The investigation is to be completed within three school days after the report or complaint is made.

The Kiowa County BOE prohibits reprisal or retaliation against any person who reports an act of bullying or harassment. The consequences and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the building administrator after consideration of the nature, severity, and circumstances of the act.

The Kiowa County BOE prohibits any person from falsely accusing another as a means of bullying or harassment. The consequences and appropriate remedial action for a person found to have falsely accused another as a means of bullying or harassment may range from positive behavioral interventions up to and including suspension, expulsion, or referral to law enforcement.

The Kiowa County BOE requires school officials to annually disseminate the policy to all school staff, students, and parents, along with the statement explaining that it applies to all applicable acts of bullying or harassment that occur on school property, at school-sponsored functions, or on a school vehicle. The superintendent shall develop an annual process for discussing the school district policy on bullying and harassment with students and staff.

The school district shall incorporate information regarding the policy against bullying and harassment into all student handbooks.