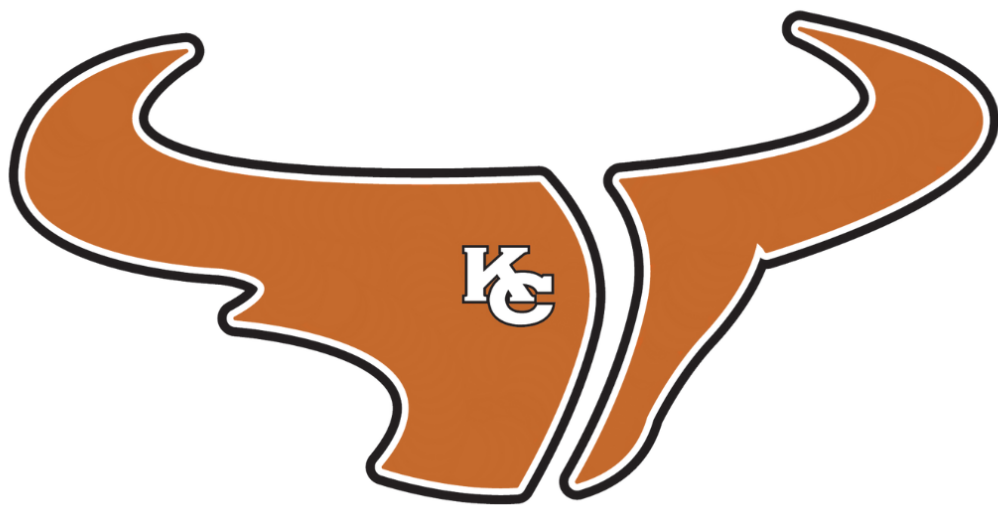


# KIOWA COUNTY HIGH SCHOOL

## *Student Handbook*



**2023-2024**

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## I-WELCOME/DISTRICT INFORMATION

Welcome to Kiowa County High School, home of the Mavericks. KCHS Mavericks are proud of their achievements in academic, athletic, and extracurricular activities. We have a talented and committed staff, who strive to ensure that each student is successful in his or her school experience. We know that the most important members of our educational team are our students. Our students are ultimately responsible for their success. This responsibility begins with good attendance, class participation and preparation, as well as making quality decisions about their lives. We encourage students to claim their education and use it as a tool to achieve their goals and dreams. We look forward to a great year ahead!

### I-1 USD 422 MISSION STATEMENT

*To engage students in educational opportunities which will enable them to make positive contributions to their communities.*

### I-2 What does it mean to be the MAVS?

**Mentally tough:** Staying positive, enthusiastic & persevering; AVOID drama moodiness, & daily crises.

**Achiever:** A desire to be successful through effort, skill or courage; Give full attention with full effort.

**Versatile:** Embrace a variety of subjects, fields, or skills; Be involved.

**Selfless:** Give up your own agenda so you can give more to others; Be all in for your friends, teammates, teachers & coaches.

### I-3 USD 422 KIOWA COUNTY SCHOOLS BOARD OF EDUCATION

David Allison	J. Wynn Fleener	Ki Gamble	Mike Greenleaf
Paul Kendall	Tony Rhodes	Cory Zenger	

### I-4 KIOWA COUNTY HIGH SCHOOL ADMINISTRATION

Mark Clodfelter	Superintendent
Travis Powell	Principal
Melanie Deterding	Counselor
Brian Deterding	Athletic Director

### I-5 USEFUL PHONE NUMBERS

District Office	620-723-2145
Mark Clodfelter, Superintendent	
Cassie Kirby, Clerk	
Brooke Oberle, Treasurer	
High School	620-723-2164
Travis Powell, Principal	
Melanie Deterding, Counselor	
Dana Trummel, Secretary	

### I-6 HIGH SCHOOL FACULTY

Luke Alpers, Ag Ed/FFA	Kim McMurry, English
Marshall Ballard, English	Drake Middleton, Band & Vocal
Thomas Derstein, Business	Marcus Mitchell, JAG
Leona Engelcke, Biology	Pam Noll, Library
Tonya Greenleaf, Science	Colton Oshel, Special Education
Matt Hoffman, Physical Education	Greg Rose, Industrial Arts
Stephen Hokanson, Social Studies	Stacy Sneed, Math
Courtney Huck, Math	Lori Wade, Art & Yearbook

### I-7 SUPPORT STAFF

Wanda Booth, Food Service	Lymon Moorehead, Food Service
Jay Brack, Maintenance	Nikki Powell, SKI-CAN Monitor
Marilyn Brown, Food Service	Wesley Smith, Custodian
Codi Gilkey, Food Service	Michelle West, Custodian
Jean McKinney, Para	Deb Wilder, Para

## II-ACADEMICS

### II-1 ACADEMIC ELIGIBILITY

1. Students must maintain a passing grade in at least six (6) subjects of unit weight.
2. Academic eligibility is determined on a weekly basis starting the third week of each school semester.
3. If a student is failing two (2) or more classes in a given week, he/she will be placed on one-week probation running from the upcoming Sunday through Saturday.
4. If the same student is failing (2) or more classes the week following the probationary period, he/she will be academically ineligible and will not be able to participate for a one-week period running from the upcoming Sunday through Saturday.
5. Probation period & Ineligible period requirements:
  - a. The student will spend 30 minutes/day outside of school working on the classes he/she is failing. This shall be done after school (8th-Hour).
6. During the Probationary Period, the student **will** be allowed to do the following as long as he/she meets the probation requirements listed in (6) above:
  - a. practice/rehearse in activities.
  - b. compete in activities.
  - c. attend home games/performances.
  - d. perform in performances.
  - e. attend dances.
  - f. ride school transportation to away activities.
7. 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:
  - a. athletic practices and games.
  - b. rehearsals and performances.
  - c. dances.
  - d. bus trips.
  - e. field trips.
8. Any student who does not pass six (6) units or more at the end of a semester will not be eligible for the entire next semester.

### II-2 CLASS LOAD

Students are expected to enroll in seven (7) class periods at Kiowa County High School or in an approved off-campus program. Occasionally, the counselor and principal may approve exceptions.

### II-3 DROPPING/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. The deadline for class change forms will be set by the office. Classes dropped after the deadline will carry a permanent grade of "F" unless special circumstances warrant.

### II-4 GUIDELINES FOR COLLEGE COURSE ENROLLMENT FOR HIGH SCHOOL CREDIT

Unified School District No. 422 and Kiowa County High School ("KCHS") permit Kiowa County High School students to enroll in academic classes offered by Kansas postsecondary institutions. The opportunity to enroll in a college class is a privilege and is subject to the agreement of both the student and the student's parent or legal guardian with the provisions set forth below:

1. KCHS Senior & Junior students may enroll in college classes only if they are approved to take a college class by the KCHS counselor and/or principal.
2. KCHS Sophomore students may only enroll in college classes if they meet the following criteria:
  - a. The student may not have received a grade lower than a C in the semester prior to their enrollment in the college class.
  - b. The student must have a GPA on file of at least 3.333 or higher.
3. Students and parents understand that college classes are college-level academic classes taught by college faculty and that students are expected to adhere to college faculty expectations and academic standards which may be more rigorous than those applied in high school classes. Students who enroll in college classes must be prepared to devote such time and effort as may be required to satisfy college course requirements and academic standards.
4. It is the student's responsibility to be proactive in learning to use the technology associated with the class and to obtain assignments.
5. Grades earned by KCHS students enrolled in college classes during the school day for high school credit will be placed on the student's high school transcript without exceptions or modifications. Students taking college courses outside the regular school day for high school credit must have prior approval from the KCHS counselor for it to be included on the high school transcript.

6. KCHS students enrolled in a college class may withdraw from the college class only within the first two weeks from when the class begins for any online college course, regardless of the length of the course. Withdrawal after such two week period will result in the student receiving an assigned grade of “F” for the college class on the high school transcript.
7. If a KCHS student enrolls in a college class and later withdraws from the college class, the student must report to the student’s KCHS Counselor for assignment to another KCHS class.
8. Students and/or parents/guardians are responsible for all tuition & fees, textbooks, and other costs associated with the college class.
9. KCHS does not have access to grades for online classes during the semester. Parents may view the student’s grade at any time by having their student log-in to the college’s online portal. Students are responsible for sharing their grades with the HS Counselor as requested.

**II-5 GRADE CARDS & REPORTS**

At the end of each nine-week grading period, grade cards will be mailed in a timely fashion to parents or given out during parent-teacher conferences (after 1<sup>st</sup> Nine-Weeks). Grades may be held for students who have outstanding charges due to the school.

Eligibility reports will be calculated each week after the 3rd week of each Semester. If a student is on Probation or Ineligible, a letter will be mailed to parents with notification.

Progress reports will be mailed after Week Five (5) of each Nine-Week period. Teachers may also send them at any other time during the grading period.

**II-6 GRADING SYSTEM**

Kiowa County High School will use the following grading system (adopted as Board Policy on June 27, 2018). The 4.0 grading scale will be used to compute grade point averages. All grades reported on grade cards will be listed as percentage grades.

A	90-100	4.0
B	80-89	3.0
C	70-79	2.0
D	60-69	1.0
F	Below 60	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 report will be mailed to parents. These reports will indicate student progress, but not credits or grade point averages.

Final reports will be mailed to parents at the end of each semester. This report will show final percent’s, semester grade point percent, 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".

**II-7 HONOR ROLL**

Kiowa County High School will maintain a semester honor roll for each semester. Students who fail to make up their incompletes 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.

- Superintendent's Honor Roll: 4.00 (students making all A’s).
- Principal's Honor Roll: 3.70-3.99 with students making all A’s & B’s.

*Any student who makes one of the two honor rolls for the last two semesters (1st semester for Freshmen) will receive a bar and certificate.*

**II-8 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 five rules listed below will be followed when applying for enrollment in a pass/fail course:

1. Core classes needed for graduation requirements may not be taken pass/fail.
2. Only one course per semester may be taken pass/fail unless approved by the building administrator and counselor.
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.

## **II-9 PLAGIARISM & 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, including but not limited to web sites such as paraphrase, AI or essay (free or paid) sites, are covered by this policy. Submitting non-original work may incur penalties up to and including an F in the course. Other disciplinary actions may also be taken.

## **II-10 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:

- Four units of English Language Arts
- Three units of Social Studies, which shall include:
  - American History (1 unit)
  - United States Government (1 unit)
- Three units of Science, which shall include:
  - Biology (1 unit)
  - Physical Science (1 unit)
- Three units of Mathematics, which shall include:
  - Successful completion of Algebra I outcomes (Algebra I completed prior to 9th grade fulfills this requirement, but does not satisfy one of the three required math credits.)
- One unit of Health and Physical Ed.
- One-half unit of Speech
- One-half unit of Digital Applications I
- One unit of Fine Arts

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

## **II-11 SEMESTER FINALS**

Semester final percentages will be at the teacher's discretion, but they may not affect a student's semester grade more than one letter grade.

## **II-12 ALTERNATIVE CLASSES**

Students may only take a core class through alternative curriculum approved by the district when a scheduling conflict exists. The building administrator and counselor will determine this on a case by case basis.

## **II-13 CREDIT RECOVERY**

Students who fail a course at KCHS during the school year have the option to make-up the credit through the alternative curriculum chosen by the district. For these courses, students must pay the fee, of \$100, prior to enrollment in these courses. Exceptions will be determined on a case-by-case basis.

## **II-14 VALEDICTORIAN/SALUTATORIAN**

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 Kansas Honor Scholars Program must meet the following criteria:

1. To be eligible for Val/Sal students must have completed these courses:
  - a. English: I, II, III, IV
  - b. Social Studies: Geography/World History, American History, Government
  - c. 3 Science from the following: Biology, Physical Science, Chemistry, A&P, Physics
  - d. 3 Math from the following: Algebra, Algebra II, Geometry, or other Advanced Math.
2. 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.
3. Transfer students are eligible for valedictorian and salutatorian awards only if they are in attendance at Kiowa County High School during their entire Senior year.
4. Selection of valedictorian and salutatorian will be made Monday, May 6, 2023 at 4:00pm.

## III-ATTENDANCE

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.

### III-1 ABSENCES

In the event a student is absent from school, the parents/guardians should call the high school office between the hours of 7:30am-8:30am. 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 (3) days, an unexcused absence will not be changed to excused, which will result in one (1) day of in-school suspension (ISS) for each unexcused absence. *(See Section III-5)*

It is the responsibility of the student to obtain make-up work from their teachers. 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.

Students may lose eligibility for course credit if classified absent in a class in excess of eight (8) periods each semester. This does not include school-sponsored activities. A written notification letter will be sent to the parent at three (3) absences. A letter requesting a conference will be sent at five (5) absences. Students who lose eligibility for course credits by exceeding the allotment of eight (8) absences a semester may be asked to appeal to an Attendance Committee (Principal, Counselor, and the student's teachers) to discuss reinstatement of credit eligibility. Situations that may warrant the reinstatement of credit are described below:

1. Prolonged or serious illness or under a doctor's care.
2. Out-of-town doctor appointments or legal obligations.
3. Out-of-town educational trips approved prior to the trip.
4. Unavoidable hardships or family crises.

Students with excessive absences, who do not meet any of the above criteria, may choose to make up excessive absence time on an hour-for-hour basis in Saturday School sessions and/or at other alternate attendance times when approved by administration.

### III-2 ATTENDANCE APPEALS PROCEDURE

Exceptions to attendance policies must have the approval of the principal and/or Attendance Committee. Students missing more than eight (8) days must make an attendance appeal before credits can/will be given. All absences after the eighth (8th) absence must be excused as defined in the "Excused Absence" section and an excuse for the absence must be on file with the office. All attendance appeals must be made at least seven (7) calendar days before the end of the semester.

### III-3 COLLEGE VISITATION

College visitation days are limited to seniors and juniors and can be arranged through the high school counselor's office. A College Visitation Permission Form must be approved before going on a college visitation. Each senior or junior is allowed two (2) college visitation days but may take additional days if he/she is accompanied by his/her parents.

### III-4 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.

The definition of "excused absence" includes the following: personal illness; health-related treatment, examination, or recuperation; serious illness or death of a member of the family; hazardous conditions; voting; legal/court appearance; obligatory religious observances; participation in a district-approved or school sponsored activity; absences pre-arranged by parents and approved in advance by the principal; 2 college visitations with prior approval from the HS counselor; and visitations and other absences relative to leave or deployment of a student's active-duty-military parent, at the discretion of the principal.

If a student has been to the doctor, a note from the doctor written on the **doctor's stationery** is required. Failure to provide a doctor's note will result in an unexcused absence.

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 12:00pm on any school day. Students who are absent from afternoon classes due to illness

will not be allowed to attend school events as a spectator that day or night, unless special arrangements have been made with the administration prior to that day's events.

### **III-5 UNEXCUSED ABSENCES**

Unexcused absences are given when the cause of absence is not acceptable by the office. Examples of unexcused absences are "skip days," 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. A student missing over 4 class periods in the same day will be assigned one (1) day of ISS. A student who accumulates more than three (3) days of unexcused absences will require more serious punishment such as Saturday School (SS) or out-of-school suspension (OSS).

### **III-6 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.

### **III-7 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 office. Whenever possible, all homework should be made up before the day of absence.

### **III-8 POWERSCHOOL**

KCHS students and parents can access their grades via the Internet by using the PowerSchool program. You will be given your login and password sometime at the beginning of the school year. Please do not lose this information. In addition, it is important that you keep this login and password confidential, as it is only as secure as you allow it to be. Please check this regularly for grades and announcements. It is a very powerful program that allows you to see instantaneously where you are academically and gain access to other important information.

### **III-9 TARDY POLICY**

Students are expected to arrive at every class on time with the necessary classroom materials. A student is considered tardy if he/she is not in the classroom at the bell. A student who is more than ten (10) minutes late to class will have an unexcused absence (one hour of detention). Students who are tardy to First (1st) Period must check-in through the office. Tardiness for the remainder of the school day will be handled by the individual classroom teachers. Excused tardies will be issued when a student is in conference with another teacher and contact is made from teacher to teacher or when a bus student is delayed because of weather or bus problems.

The tardy policy progression for each class per semester is as follows:

- 1<sup>st</sup> tardy: Warning
- 2<sup>nd</sup> tardy: 30-minute detention
- 3<sup>rd</sup> tardy: 30-minute detention
- 4<sup>th</sup> tardy: 60-minute detention
- 5<sup>th</sup> tardy: Saturday School (7:30am-12:00pm, served within 2 Saturdays). The 5<sup>th</sup> tardy will result in a meeting with the student & parents in order to create a Tardy Contract.
- Students who have progressed through all five steps in the tardy policy progression may also be subject to losing student privileges.

### **III-10 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. If a student is absent from school without a valid excuse either all or a significant part of a day three (3) consecutive days, five (5) or more days in any one semester, or seven (7) days in a school year, he/she is truant and will be reported to the county attorney. "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.



## IV-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 regulations for student conduct adopted or approved by the board of education;
- Conduct which substantially disrupts, impedes, or interferes with the 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.

### **IV-1 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 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.

### **IV-2 DETENTION**

The office or classroom teacher 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 or classroom teacher. Practice or work does not take precedence of a detention.

Detentions will be set by the teacher or the office based on the severity of the behavior. Failure to serve within a reasonable time period will result in further disciplinary action. Students with more than one detention will serve consecutively or be subject to further disciplinary action.

Students will report to detention with all materials (schoolwork or a library book) needed. Students will be on task during the detention time. Failure to do so will result in further disciplinary action being taken. The chronic accrual of detentions will result in a progressive discipline system.

In a semester, after receiving five (5) detentions, students will be assigned to a Saturday School Session (SSS), 7:30am-12:00pm. Any student receiving their sixth (6<sup>th</sup>) and seventh (7<sup>th</sup>) detentions will receive one (1) day of in-school suspension (ISS) and any student receiving their eighth (8<sup>th</sup>) and ninth (9<sup>th</sup>) detention will receive three (3) days ISS. The tenth (10<sup>th</sup>) detention in a semester will result in three (3) days of out-of-school suspension and may cause recommendation for a long-term suspension.

### **IV-3 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 with district policy.

#### **IV-4 IN-SCHOOL SUSPENSION (ISS)**

In some situations, a student may be placed in 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. This type of suspension may be used when it is apparent that detentions have not corrected a student's behavior, or where the severity of the misbehavior demands its use. ISS may range from one (1) to three (3) days.

The school day for an ISS student runs the duration of the school day. Only basic school materials will be allowed in the ISS room (no iPods, cell phones, etc.). 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 will be expected to complete all work assigned to them before returning to class. Assignments must be turned-in to the teacher or office staff by the assigned due-date in order to get full credit. Absence from ISS due to illness or other emergency reasons will not relieve the student from fulfilling their required time.

Students who are under ISS may not participate in extracurricular activities during the time of their suspension.

#### **IV-5 OUT-OF-SCHOOL SUSPENSION (OSS)**

When the circumstances warrant, a student may be suspended Out-of-School (OSS). A suspension may be short-term (up to 5 days) or long-term (exceeding 5 days). Students will be allowed to make up all work during OSS. However, no credit will be given, with the exception of tests. Students will lose 15% on tests given while the student has OSS. When a student has received OSS, he/she may not be on school property or attend any school activities during the time of their suspension. Any violation of this will be considered a separate infraction of the rules and additional disciplinary action will be taken. The suspended student may be required to meet with the principal and/or counselor before being admitted back into school. Parents/guardians may be required to attend.

#### **IV-6 SATURDAY SCHOOL SESSION (SSS)**

A student may be assigned a Saturday School Session as a disciplinary alternative. This session will be held from 7:30am to 12:00pm and detention rules will be in effect. The student may not participate in extracurricular activities during the time of their Saturday School session. Failure to attend will result in ineligibility for the upcoming week (Saturday-Saturday) as well as further disciplinary action.

## V-GENERAL INFORMATION

### V-1 ACCEPTABLE USE POLICY

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 paid and both the Acceptable Use Policy for USD 422 has been signed by the student, parent/guardian, and is on file at the high school. USD 422 offers a comprehensive system of technological equipment. Users may have access to internal and external resources in order to retrieve and process information designed to facilitate learning and enhance educational information exchange.

The purpose of these technology systems is to facilitate communications in support of education and research that is consistent with educational objectives and the outcomes for USD 422. The school district reserves the right to monitor all use of technology systems. The district may, at its discretion, review any and all technology systems, including computers and files, accessed by users. Such monitoring may be conducted without notice. Acting as agent of USD 422, the administration will determine whether or not specific use of the technology systems is appropriate and/or consistent with acceptable use. This decision is final. The use of district technology systems is a privilege and may be revoked at any time. USD 422 is not responsible for any actions taken by the users that do not support the purposes and outcomes of USD 422.

#### Prohibited User Activity may include but is not limited to:

- Using, possessing, or distributing any media containing applications or data inconsistent with educational objectives.
- Using the technology systems for personal or private business, for product advertisement or political lobbying, or for incurring financial commitments over the internal or external network.
- Using the technology systems to disrupt the activity of others, to harass or discriminate against others, to gain unauthorized access to computer systems or programs, or to initiate any type of virus in any computer system or program.
- Using profanity, obscenity, discriminatory language, vulgarities and other inappropriate language, graphics or sound.
- Using the system to obtain or to disseminate pornographic and/or sexually suggestive content.
- Revealing any personal, confidential, or private information about another individual, such as home address, phone number, etc.
- Representing oneself as someone other than who you are.
- Using someone else's account number or password or allowing someone else to use your account number or password.
- Trespassing in folders not authorized to users.
- Downloading and/or installing unauthorized software.
- Damaging equipment.
- Removing hardware and/or software from the premises without prior authorization.
- Violating any federal or state copyright or unfair trade law. Violations may be reported to law enforcement officials.
- Violating any federal, state, local, common law, or criminal law. Violations may be reported to law enforcement officials.
- Conducting any activity that exposes the district to litigation or expenses.
- Violating any laws that might suggest libels or slander.
- Personally benefiting from the sale of "User-Developed Subject Matter" created while under the supervision or employment of USD 422.

Violations of the policy above will result in:

- 1<sup>st</sup> Offense – loss of access for 1 week
- 2<sup>nd</sup> Offense – loss of access for 1 month
- 3<sup>rd</sup> Offense – loss of computer and access for remainder of the school year

*All offenses may also result in other disciplinary or legal action.*

*Pornographic content will result in an automatic loss of access for the remainder of the school year.*

## **V-2 ALCOHOL, DRUGS, TOBACCO/NICOTINE PRODUCTS**

The student's use of, possession of, or being under the influence of alcohol, drugs, tobacco/nicotine products including electronic cigarettes (e-cigarettes), or any other electronic vaporizing device 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. This is in accordance with USD 422 BOE policy JCDA.

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, tobacco/nicotine products including electronic cigarettes (e-cigarettes), or any other electronic vaporizing device. A student involved in activities must be a bona fide student according to Rule 14 (Sections 1-2) of KSHSAA bylaws.

- 1<sup>st</sup> Offense: A punishment up to and including a short-term suspension, conference with the parents, suspension from participation in and attendance of all student activities for seven (7) days, the student must also successfully complete a rehabilitation program that is focused on the student's offense prior to any suspension of activities being lifted, and the school may notify local law enforcement.
- 2<sup>nd</sup> Offense: (within the school-year) A punishment up to and including long-term suspension, conference with parents, suspension from participation in and attendance of all student activities for fourteen (14) days, the student may also be required to successfully complete a rehabilitation program that is focused on the student's offense prior to any suspension of activities being lifted, and the school will notify local law enforcement.
- 3<sup>rd</sup> Offense: (within the school-year) A punishment up to and including expulsion for the remainder of the school year, suspension from participation in and attendance of all student activities for the remainder of the school year, and the school will notify local law enforcement.

Penalties may be skipped based on the severity of the violation at the administration's discretion.

## **V- 3 RANDOM DRUG DOG SEARCHES**

Drug dogs may be used to search student lockers, athletic lockers, student bags, and student vehicles at any time.

## **V-4 BREAKFAST/LUNCH PROGRAM & EXPECTATIONS**

School breakfast and lunch will be served daily in the school cafeteria. Breakfast will be served until 7:55a.m. Meals prices will be set by the USD 422 Board of Education prior to the start of each year. Applications for free/reduced lunch prices are available in the high school office and will be processed by the district office. When your child is out of paid lunches they will be required to bring a sack lunch or an alternative meal will be provided.

A lunch count will be taken each day during the first period. Indicate to your teacher whether or not you plan to eat the school lunch for that day. Please honor your commitment since the amount of food prepared each day will depend upon this lunch count.

The USD 422 Board of Education has determined that KCHS will have a closed lunch period. As always, students have the option of eating the school lunch or bringing a "sack" lunch. All lunches are expected to be eaten in the cafeteria. No outside drinks are allowed. Fountain drinks and canned/bottled sodas or energy drinks are prohibited at any time lunch or breakfast is being served.

- Lunch should be a time of relaxation and time to visit with your classmates. The acoustics in the lunch room however, can be a distraction to the classes upstairs. Do your part; try to keep your conversations at a normal level.
- Yelling, throwing food and negative comments about the food are considered rude behavior at the lunch table. Please practice good manners.
- KCHS students are expected to keep the lunchroom clean. Please clean-up after yourself. Lunch duty teachers are expected to check tables and surrounding areas before students are dismissed to class.
- Students will have free seating in the lunchroom unless seating arrangements are warranted due to behavior issues.
- Lunch-duty teachers or the principal may place a student in "lunch-detention" for inappropriate behavior during breakfast or lunch.

## **V-5 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 the direct supervision of a staff member.

## V-6 CELL PHONES/MOBILE & TELECOMMUNICATIONS DEVICES

Kiowa County High School would like to encourage the use of cell phones, mobile devices, or telecommunication devices for access to school announcements, school alerts, and classroom resources upon teacher permission. However, the use of cell phones and/or telecommunication devices during class time is discouraged except during approved usage times. These times include: before and after school, nutrition break, lunch, passing periods.

We ask parents needing to contact their student during the school day, to call the high school office.

Teachers are to have a designated space (not on the student's desk) where students are to place their phones when they walk into class until the bell rings. The phone shall be set to silent mode. A student who does not place their phones in the designated areas will not be allowed to leave the classroom. Any violation will occur in the following:

- 1st Offense: Student will turn over phone to the teacher/office and serve a 30-minute detention after school.
- 2nd Offense: Student will turn over phone to the teacher/office and serve a 60-minute detention (at least 30-minutes after school) and student brings phone to office every morning for a week.
- 3rd Offense: Student will turn over phone to the teacher/office and serve a 60-minute detention (at least 30-minutes after school), as well as a Saturday School (8:00am-11:00am). The phone will be returned to a parent only. Student brings their phone to office every morning for the rest of the school year (8:00am-3:30pm).

## V-7 CHURCH NIGHTS

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 6:30pm on Wednesday. It should be understood that emergencies or circumstances beyond the school's control may cause an activity to be scheduled on a Wednesday night.

## V-8 CLASS SCHEDULES

### KCHS Daily Schedule (50-Min)

8:00-8:50	1 <sup>st</sup> Hour
8:53-9:43	2 <sup>nd</sup> Hour
9:43-9:50	Nutrition Break
9:50-10:40	3 <sup>rd</sup> Hour
10:43-11:33	4 <sup>th</sup> Hour
11:36-12:01	Advisory-1
12:01-12:51	Lunch/Advisory-2
12:01-12:26	SR/JR Lunch
12:26-12:51	SO/FR Lunch
12:54-1:44	5 <sup>th</sup> Hour
1:47-2:37	6 <sup>th</sup> Hour
2:40-3:30	7 <sup>th</sup> Hour

### KCHS 2-Hr. Late Start (36-Min)

10:00-10:36	1 <sup>st</sup> Hour
10:39-11:15	2 <sup>nd</sup> Hour
11:18-11:54	3 <sup>rd</sup> Hour
11:57-12:54	Lunch/Advisory
12:00-12:25	S/JR Lunch
12:29-12:54	SO/FR Lunch
12:57-1:33	4 <sup>th</sup> Hour
1:36-2:12	5 <sup>th</sup> Hour
2:15-2:51	6 <sup>th</sup> Hour
2:54-3:30	7 <sup>th</sup> Hour

### KCHS Early Dismissal (47-Min)

8:00-8:47	1 <sup>st</sup> Hour
8:50-9:37	2 <sup>nd</sup> Hour
9:40-10:27	3 <sup>rd</sup> Hour
10:30-11:17	4 <sup>th</sup> Hour
11:20-12:07	5 <sup>th</sup> Hour
12:10-12:50	Lunch/Advisory
12:10-12:35	SR/JR Lunch
12:25-12:50	SO/FR Lunch
12:53-1:40	6 <sup>th</sup> Hour
1:43-2:30	7 <sup>th</sup> Hour

## V-9 COMPUTER/NOTEBOOK STUDENT LOAN AGREEMENT

Providing notebook computers for instructional use by USD 422 students is an exciting venture. Students will not be allowed computer or internet privileges until the usage fee has been paid and the Acceptable Use Policy for USD 422 has been signed by the student, parent/guardian, and is on file at the high school.

Certain guidelines are necessary to protect the notebook computer and the school network and ensure that this technology serves as an effective instructional tool. Students and their parents/guardians must agree to the following:

1. The student agrees to follow all USD 422 regulations and policies governing the use of the computer as well as all applicable State and Federal laws including copyright and intellectual property law pertaining to software and information.
2. This equipment is the property of Kiowa County Public Schools, USD 422, Greensburg, KS and is herewith being loaned to the student for educational purposes only for the Academic School year. The student may not deface or destroy this property in any way. Inappropriate material on the machine may result in the student losing their right to use this computer.
3. The student will have a computer checked out at enrollment in August when necessary fees have been paid. The computer will be checked in on the last day of school in May.
4. The computer is the property of USD 422. If a student withdraws from school prior to the end of the loan period, the notebook computer is to be returned to school officials by the student prior to withdrawal.
5. Notebook computers not returned in an appropriate manner will be filed as missing and turned over to the proper authorities as theft.
6. The student shall not remove or alter any USD 422 identification labels attached to or displayed on the computer, nor shall the student change identification within the computer, such as the computer name.
7. The student agrees to handle the computer carefully and protect it from potential sources of damage.

8. The student will assume the risk of loss by theft, destruction, or damage. If, during the loan period, the computer is damaged or returned with any accessories missing, USD 422 may charge the student the lesser of the repair or the \$50 insurance deductible. If the notebook computer is stolen or vandalized, the insurance will cover all but the deductible, providing that a police report is filed on the incident. By signing the loan agreement, the parent/guardian agrees to be responsible for the insurance deductible for each occurrence involving loss/damage to the notebook computer, or the cost of repair for such damage, while in the student's possession. Any computer reported stolen without filing a police report will result in payment of the full replacement cost of the computer which, at this time, is \$300.
9. The student must report theft (or suspect theft) of the computer, loss of the computer, damage to the computer, or malfunctioning of the computer to school personnel immediately.
10. The student and parent agree to indemnify USD 422 against any claim, suit, or damage occurring during or resulting from student's possession or use of the computer, including, but not limited to any claim for infringement or violation of applicable trademarks and copyrights attributable to the student's use of the District's computer.
11. Upon request, the student agrees to deliver the computer to USD 422 staff for technical inspection or to verify inventory or other information; this may include random screening.
12. USD 422 is not liable for lost data or time spent on data.

#### **V-10 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.

#### **V-11 ELECTRONIC IMAGES/PHOTOGRAPHS**

Students and staff are prohibited from taking, storing, disseminating, transferring, viewing, or sharing obscene, pornographic, depictions of nudity – themselves or others, lewd, threatening or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to texting and emailing. Cameras may be used at school, on school property or at school activities or functions only if they are not disruptive, as determined by the school staff. Cameras shall not be used in the classroom unless the photographs or videos taken are for educational use. Cameras shall not be used in such a fashion as to inappropriately invade the privacy of others. No camera shall be used in any restroom, dressing area, or locker room. Cameras shall not be used to record confidential material, such as classroom material, tests, or grade book entries.

For the purposes of this section, "camera" shall be defined to include film cameras, movie cameras, digital cameras, video cameras, cellular telephone cameras (capable of recording either still images and/or video), videophones, web cameras, and any other device capable of taking, storing, transmitting, or viewing pictures or video.

#### **V-12 FUNDRAISERS PROJECTS**

The building principal must approve any fundraising projects, which are associated with any part of KCHS. Any monies raised become property of the organization and will be secured in the school activity account.

#### **V-13 GANGS**

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

#### **V-14 HARASSMENT/BULLYING**

USD 422 has adopted an anti-bullying policy 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.

#### **V-15 INCLEMENT WEATHER**

Late start times or cancellation of buses or school will be posted on the TextCaster (Maverick Text) and on the three local TV stations. For more information or to learn how to sign up for the TextCaster service, contact the high school office.

#### **V-16 INSTRUCTIONAL MATERIALS**

The cost of the instructional materials is set each school year. The instructional materials 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.

### **V-17 LIBRARY REGULATIONS**

The Library Media Center (LMC) at KCHS 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.

### **V-18 LOCKERS**

Each student will be assigned a locker. 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. Lockers are school property; therefore, a student has no right to privacy concerning the contents of the locker. 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.

Each student is responsible for the contents of his/her locker. Students are encouraged to lock their lockers. The combinations to all locker locks shall be in sole possession of the office and stored in a place designed to guard against unauthorized access or use.

Lockers are not to be slammed, kicked, or banged. No clothing/coats may be hung on locker doors, and no items may be stored or left on the corridor floors. In compliance with Kansas State Fire Marshal safety codes, lockers must remain closed when not in use.

Materials will be provided for students to hang pictures, etc. on the inside or outside of the locker with permission from the principal. Only beverages with lids may be kept in lockers.

### **V-19 OUT-OF-SCHOOL BEHAVIOR**

Conduct occurring outside of the normal school day or off school property that has a direct and immediate negative effect on the discipline or educational process or effectiveness of the school, will also result in disciplinary action, which may include in-school suspension (ISS) or out-of-school suspension (OSS).

### **V-20 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. This will either be a KSHSAA-approved physical or an exam at the Kiowa County Health Department. Participation in full uniform is necessary to receive a grade and credit. Students will be required to shower each day after participation. Students failing to return any equipment issued or causing excess wear will be charged a replacement cost.

### **V-21 PUBLIC DISPLAY OF AFFECTION (PDA)**

Any act of affection which might influence or embarrass members of the student body or faculty is prohibited. Typically this is any act beyond holding hands. This policy is in effect any time school is in session, before and after school, on school transportation, or during any school related activity.

- 1<sup>st</sup> Step: Teacher uses discretion and confronts the students, warns of inappropriate behavior & reports the incident.
- 2<sup>nd</sup> Step: Documentation to administration with specifics.
- 3<sup>rd</sup> Step: Administrative action.

Consequences:

- 1<sup>st</sup> Offense: Student conference with warning to/with students.
- 2<sup>nd</sup> Offense: Conference with parents and students.
- 3<sup>rd</sup> Offense: Saturday School (7:30am-12:00pm).
- 4<sup>th</sup> Offense: 1-day OSS (may be waived if parents escort students around school).

### **V-22 SCHOOL BUS SERVICE**

Bus service is provided to students living in the rural areas. Students are encouraged to use this service. No mileage will be paid for those students driving cars. Bus drivers and sponsors are in charge of buses and passengers. Any problems arising on buses will be referred to the principal for resolution. It is important that parents/guardians maintain open communication with the bus driver and the school office in regards to their student's transportation needs. Guidelines for bus/school vehicle riders are found under "Transportation Rules" in this handbook.

### **V-23 SKI-CAN CLASSES: INTERACTIVE DISTANCE LEARNING**

IDL classes vary from year-to-year depending on the SKI-CAN 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.

## **V-24 SPORTSMANSHIP/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. All actions are to be for, not against; positive, not negative or disrespectful. Guidelines for students and fans are summarized below:

1. Be courteous to all participants, coaches, officials, staff, and fans.
  - Harassment of opposing team, officials, coaches, cheerleaders, and/or guests
  - No swearing, off color cheer or jokes, or obscene gestures
  - Making noise during a free throw
  - Turning of backs or covering of face at introduction of players
  - Booing
  - Artificial noisemakers, or laser lights
  - Finger pointing at opposing players
2. Know the rules, abide by and respect the official's decisions.
3. Win with character and lose with dignity.
4. Display appreciation for good performance regardless of the team.
5. Exercise self-control and reflect positively upon yourself, team, and school.
6. Permit only positive sportsmanlike behavior to reflect on your school and its activities.

Violations will be sufficient cause for school disciplinary actions as well as possible suspension from school activities for the remainder of the school year.

## **V-25 STUDENT DRESS CODES**

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. Shorts, skirts, and dresses must not be shorter than the students' extended fingertips when extended at their sides.
  - a. 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 camisoles. Tank tops straps less than 1" in width, halter-tops, spaghetti straps, strapless tops, racerback, or off-the-shoulder tops will not be allowed. There may be selected styles that meet these criteria that will be considered unacceptable.
3. Males will not be allowed to wear tank-tops or sleeveless shirts outside of PE classes without a shirt underneath.
4. Shirts and blouses will be long enough to cover midsection skin when students' elbows are raised to the level of their shoulders.
5. No garments considered underwear should be seen.
6. Jackets, belt buckles, t-shirts, sweatshirts, 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).
7. 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.
8. Pants and shorts should be secured at the waist: no sagging below the waist to expose undergarments.
9. Pajama pants may not be worn in school.

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 #9 above.

- 1<sup>st</sup> Offense: Student will be sent home to change and will have a 30 minute detention.
- 2<sup>nd</sup> 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 #7:

- 1<sup>st</sup> Offense: Verbal warning will be given by a staff member and reported to the office.
- 2<sup>nd</sup> Offense: Item will be taken for the remainder of the school year.



### **V-25a GRADUATION DRESS CODE**

- Males: Collared dress-shirt, dress pants, dress shoes
- Females: Dress, skirt, or slacks, walkable shoes
- Both: School-approved cap and gown (gown should be pressed), No jeans, No shorts, No flip-flops, No tennis shoes, No accessories/decorations may be added to the cap, gown, or any other district approved item. If unsure, ask.

A senior in violation of the dress code will be removed and not allowed to participate in the graduation ceremony. If a student has a problem meeting any of the dress requirements, he/she should contact the principal, counselor, or class sponsor for assistance as soon as possible.

### **V-25b HOMECOMING & PROM DRESS CODE**

- Dresses may not be cut below the bust line.
- With arms down at the sides, if flesh touches flesh below the bust line, the dress is inappropriate.
- Necklines must not be lower than five (5) inches from the base of the neck.
- Dresses may be backless but cannot be cut below the navel.
- Exposed midriffs are not allowed. This includes both the front and the sides.
- Any fabric added to the midriff must solid, not see through. Fabric must be sewn and not pinned to the dress.
- Dresses may not have a slit that exceeds six (6) inches from the knee measured from the floor.
- Dresses may not be any shorter than six (6) inches above the knee.
- No pinning will be allowed as an alteration for a dress if without the pin the dress does not meet dress code.
- No cover-ups will be allowed over dresses that do not meet dress code.
- Males, at a minimum, must adhere to the graduation dress code for Prom.

### **V-26 STUDENT VEHICLES**

Students shall park their vehicles in the parking lot north of the school or rec. gym in an orderly fashion, inside marked stalls, that will provide space to remove vehicles at all times. Students shall not park their cars in the west parking lot. Students are not to drive their vehicles at any time during the school day without permission from the office. Students are discouraged from loitering in the parking area or in a vehicle before or after school. Students who violate parking regulations may receive disciplinary actions.

### **V-27 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.

### **V-28 TRANSPORTATION RULES**

The school bus (any school vehicle) is an extension of school activity; therefore, students will conduct themselves on the bus in a manner consistent with the established standards for safety and proper classroom behavior. Conduct that, in any way, distracts the driver will not be tolerated. Any problems arising on buses will be referred to the building principal for resolution. The rules listed below will be enforced:

1. The bus driver, and coach/sponsor when present, shall be in charge of all passengers while they are loading, riding and unloading from the bus.
2. The bus driver/coach/sponsor shall have the authority to assign a seat to any or all passengers.
3. Students shall not stand in the traveled portion of a roadway while waiting for a bus and must wait for the bus driver's "go" signal prior to crossing a road to enter the bus.
4. Students shall not extend any part of their bodies or any other objects out bus windows.
5. Students must remain seated for the duration of the bus ride.
6. The aisle must be kept clear.
7. Students may adjust windows only when permitted to do so by the bus driver/coach/sponsor.
8. Students needing to ride any bus other than their regular assigned bus and non-riders traveling home with a bus rider must have prior parental permission. This can be given by a note or a phone call to the school.
9. Tobacco products, alcohol, and illegal drugs are prohibited on a bus.
10. No weapons of any type, or facsimile thereof, shall be transported on a bus. in accordance with Policy JCDBB.
11. Animals shall not be transported on a bus.
12. Upon conclusion of an activity trip students and coaches/sponsors will clean up all trash from the bus.

Probable consequences of bus rule infractions are listed below, but can be more severe as determined by the coach/sponsor:

- 1<sup>st</sup> Offense: Detention
- 2<sup>nd</sup> Offense: Saturday School assignment
- 3<sup>rd</sup> Offense: Short term loss of riding privilege
- 4<sup>th</sup> Offense: Permanent loss of riding privilege

**V-29 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.

**V-30 VISITORS TO THE SCHOOL**

All visitors, youth and adults, 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 (1) day prior to the visit. All visiting students will follow the same policies as KCHS students. Failure to do so will result in removal from the building.

**V-31 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 sell, 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.

**V-32 VENDING MACHINES**

The STUCO vending machines will be available during Nutrition Break.

Students are encouraged to drink water during class throughout the day. Sodas and energy drinks, as well as fountain drinks are prohibited during the school day. Teachers may get permission from the principal to allow the entire class to have an occasional reward for a task well done.

**V-33 WITHDRAWAL/CHECK-OUT OF STUDENTS**

When it becomes necessary to withdraw from school or check-out at the end of the year, students must obtain a form from the high school office. These forms must have appropriate signatures obtained (A withdrawal form will also be signed by the parent or legal guardian). All fees must be paid, all books and equipment must be checked-in, and all work completed before grades are sent, diplomas are handed to seniors, or transcripts are released by the office.

## VI-STUDENT ACTIVITIES/ORGANIZATIONS

KCHS students have the opportunity to participate in interscholastic activities including co-curricular and extracurricular activities. We encourage every student to take full advantage of this opportunity.

### VI-1 STUDENT ACTIVITIES

Students may form clubs and other groups organized to promote or pursue specialized activities outside the regular classroom. Membership in student organizations, whether school sponsored or non-school sponsored, must be open to all interested and eligible students. The building principal and the board shall approve school sponsored student organizations, and a staff member shall attend the meetings or activities to supervise use of the facilities by all student organizations as an advisor or supervisor.

#### Eligibility for Activities

Students who participate in any school activity shall meet the following requirements:

- all applicable KSHSAA regulations.
- academic eligibility requirements noted in handbooks; and
- other requirements requested by the administration and approved by the board.

#### Scheduling Conflicts

- If the student activity is opposite a KSHSAA (festival, district, bi-district, regional, substate, and state) or SPIAA (meets and tournaments) event, the team activity takes precedence. An exemption may be issued for a non-varsity player.

### VI-2 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 set forth by USD 422. Guidelines for bus/school vehicle riders are found under "Transportation Rules" in this handbook.

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 (1) game (activity) suspension.

### VI-3 ATTENDANCE & ACTIVITY PARTICIPATION

School attendance is required for participation in extracurricular activities. If a student is in an activity, s/he must be in attendance at school by 8:00am on the day after a game/activity to be eligible for practice, rehearsal, game, or performance that day. An approved planned absence or doctor's appointment with a signed note would be the only exception to this policy. This policy is intended to be a minimum and is subject to coaches and/or sponsors choosing to intensify the requirements.

### VI-4 BASKETBALL ROYALTY

Each year, a basketball king and queen are elected from the senior class by the student body.

- Boys Basketball Team: Select three (3) Senior queen candidates
- Girls Basketball Team: Select three (3) Senior king candidates.

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:

- Seniors: Decoration of the throne
- Juniors: Half-time script, music and activities
- Sophomores: Dance which includes decorations, refreshments, music, and clean-up after dance

### VI-5 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 cheerleading 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 their own expense and other costs as stated in the cheerleader constitution.

## **VI-6 EXTRACURRICULAR ACTIVITIES POLICY**

Extracurricular activities at Kiowa County High School include Athletics, FFA, 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, extracurricular 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 extracurricular 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 also 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.

## **VI-7 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 (3) girl candidates and three (3) boy candidates
Juniors	Select one (1) girl attendant and one (1) boy escort
Sophomores	Select one (1) girl attendant and one (1) boy escort
Freshmen	Select one (1) girl attendant and one (1) boy escort

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

- Seniors are in charge of the organization of the parade
- Juniors are in charge of decorating the throne
- Sophomores are in charge of the half-time script music and activities
- Freshmen are in charge of the dance which includes decorations, refreshments, music, and clean-up

## **VI-8 LEAGUE AFFILIATION**

KCHS is a member of the Southern Plain Iroquois Activities Association (SPIAA). The following schools comprise the SPIAA: Ashland, Bucklin, Hodgeman County, Ingalls, Kiowa County, Meade, Minneola, Pawnee Heights, Satanta, South Central, South Gray, Spearville.

## **VI-9 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 "KC" letter 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.

## **VI-10 NATIONAL HONOR SOCIETY (NHS)**

National Honor Society (NHS) is a student group selected by a committee of teachers based on the student's scholarship, service, leadership, and character. A student must have a GPA of 3.5 or higher to be eligible to apply. Leadership, character, and service are all considered in addition to the scholarship component in the selection of NHS members. Final decision regarding membership of qualified candidates is determined by a majority vote of the Faculty Council. Membership in the National Honor Society is a privilege and not a right. Detailed information is found in the constitution available from the sponsor.

## **VI-11 PHYSICAL EXAMINATIONS**

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

## **VI-12 POSTERS**

All non-instructional posters are to be inspected and approved by the administration before they are posted in the high school.

## **VI-13 SCHOOL DANCES**

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

August 18, 2023	Back to School Dance (STUCO)	8:30pm - 10:30pm
September 22, 2023	Football Homecoming Dance (Freshmen)	9:30pm - 11:30pm
February 9, 2024	Basketball Royalty Dance (Sophomores)	9:30pm - 11:30pm
March 23, 2024	Junior-Senior Prom (Juniors)	6:30pm - 10:30pm (Promenade, Meal, & 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 (excluding Back to School Dance). 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. "Out-of-Town Date" forms are to be filed in the office by the deadline set forth by the office/dance sponsors 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.

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.

### **VI-14 BREATHALYZER GUIDELINES**

USD 422 reserves the right to use and administer a breathalyzer test at all school dances and school functions as deemed necessary by the administration. A trained and qualified person will administer the breathalyzer test.

1. School dances: All students attending school dances will be given a breathalyzer test.
2. School functions: Any student attending a school function and has given faculty or administration reasonable suspicion to suspect that a student has been drinking he/she may be given a breathalyzer.
3. If an individual tests positive he/she will be asked to take the test again 15 minutes afterwards to confirm a positive test.
4. Refusal of complying with the test will result in no admittance to the activity or removal from the activity. Consequences: The USD 422 drug and alcohol policy as published in the student handbook will be enforced. Parents will be notified at the time of the infraction as well as the local law enforcement. Individuals will be detained until the parent/guardian picks them up.

### **VI-15 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.

### **VI-16 STUDENT COUNCIL (STUCO)**

STUCO positions are elected positions by the student body or by class. More information can be found in the STUCO Handbook.

### **VI-17 STUDENT MEAL EXPENSE ON TRIPS**

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

### **VI-18 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 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 extracurricular activities.

## VII-OTHER ACTS, RIGHTS, STATEMENTS

### VII-1 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.

### VII-2 A.D.A. NOTIFICATION

Notice of Parent and Student Rights under Section 504 of the Rehabilitation Act of 1973 and The Americans with Disabilities Act of 1990. Section 504 of the Rehabilitation Act of 1973, commonly referred to as "Section 504," and the Americans with Disabilities Act of 1990 known as the A.D.A., is a statute, which prohibits discrimination and assures equal educational opportunities and benefits to disabled students equal to those provided to the non-disabled.

The following is a description of student and parent rights provided under Section 504. The intent of this notification is to inform you about the school district's responsibilities under the Americans with Disabilities Act and Section 504.

You have the right to:

- Have your child take part in, and receive benefits from public education programs without discrimination based on a disability.
- Have the school district advise you as to your rights under federal law.
- Receive notice with respect to identification, evaluation, or placement of your child.
- Have your child receive a free appropriate public education. This includes the right to be educated with other students to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations to allow your child an equal opportunity to participate in school and school related activities.

### VII-3 ANTI-BULLYING POLICY

#### **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 educational 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 handheld device) that is reasonably perceived as being motivated either by any actual act or perceived characteristic, such as 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 characteristics.

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
- In-school suspension
- 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
- Classroom detention
- Referral to administration
- 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 a 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.

**VII-4 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 to treat the employee with professionalism, courtesy, dignity, and respect.

## VII-5 FERPA-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, Greensburg, 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 a written notification to this effect with USD 422 at Kiowa County High School on or before August 31, 2020. If a refusal is not filed, USD 422 assumes that there is no objection to the release of the directory information designated.

## VII-6 NON-DISCRIMINATION STATEMENT

### Non-Discrimination Statement

USD 422 does not discriminate on the basis of race, color, national origin, sex, age, religion, military status, primary language, and/or disability. This non-discrimination policy applies to admission, employment, programs, and activities. A lack of English language skills will not be a barrier to admission and participation in the Career and Technical (vocational) and/or other educational programs of the school.

### Grievance Procedure:

USD 422 has an internal grievance procedure providing for prompt and equitable resolution of complaints alleging noncompliance with Section 504 of the Rehabilitation Act of 1973 in any program or activity administered by the District. The following have been designated as coordinators:

- Title VII, Age Discrimination Act, Section 504 or other pertaining to **EMPLOYMENT**: USD 422 Superintendent, 710 S. Main, Greensburg, KS 67054. 620-723-2145
- American Disabilities Act, Section 504 or other pertaining to **FACILITIES**: USD 422 Superintendent, 710 S. Main, Greensburg, KS 67054. 620-723-2145
- Title IX, Section 504 or other pertaining to **STUDENTS**: USD 422 Superintendent, 710 S. Main, Greensburg, KS 67054. 620-723-2145

Any person who believes he or she has been subjected to discrimination on the basis of disability in a program or activity administered by USD 422 may file a grievance under this procedure. Retaliation against a person who files a complaint of discrimination on the basis of disability pursuant to the grievance procedure, or persons who participate in related proceedings, is prohibited.

### Purpose

- The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to the problems which may arise under the provisions of Section 504, American Disabilities Act, Title IX, or Title VII.
- The parties agree that these proceedings shall be kept as informal and confidential as may appropriate at any level of the procedure.
- Nothing herein contained shall be construed as limiting the right of the complainant having a problem to discuss the matter informally with any appropriate member of the administration.
- Any complainant shall have the right at any time to present any grievance to such persons and through such channels as are designated for that purpose in this article.



## **Time Limits**

- Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as a maximum, and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement in writing.
- If a complainant does not file a grievance in writing as provided herein within 30 days after the aggrieved person knew or should have known of the act or condition on which the grievance is based, then the grievance shall be considered waived.

## **Informal Procedure**

- Any student, employee or applicant to a program who feels that he/she has been discriminated against on the basis of race, color, national origin, sex, sexual orientation or handicap shall contact the Superintendent within 30 days of the alleged occurrence to discuss the nature of the complaint.
- The Superintendent shall maintain a written record which shall contain the following:
  1. Full name and address of the complainant.
  2. Full name and position of person(s) who allegedly discriminated against the complainant.
  3. A concise statement of the facts constituting the alleged discrimination.
  4. Dates of the alleged discrimination.
- At the time the alleged discrimination complaint is filed, the Superintendent shall review and explain the grievance procedures with the complainant and answer any questions. An investigation of the complaint shall begin as soon as practical, but in no case, more than ten (10) working days from the time the complaint was received. Within this time limit, the Superintendent shall meet informally with the complainant and the individual(s) against whom the complaint was lodged and shall provide confidential counseling where advisable and shall finally seek an informal agreement between the parties concerned. Every attempt shall be made to seek a solution and resolve the alleged discrimination complaint at this level.
- If the complainant is not satisfied with these initial informal procedures, within twenty (20) school days from the date of the original discussion with the Superintendent formal procedures may be initiated by the complainant to further explore and resolve the problem.

## **Formal Procedure**

### **1. Level One – School Principal**

- If a complainant is not satisfied with the disposition of the problem through informal procedures, he/she may submit his/her claim as a formal grievance in writing to the Principal.
- The Principal shall within five (5) days render a decision and the reasons therefore in writing to the complainant, with a copy to the Superintendent of Schools.

### **2. Level Two – Superintendent of Schools**

- If the complainant is not satisfied with the disposition of his/her grievance at Level One, or if no decision has been rendered within five (5) days after presentation of the grievance in writing, the complainant may file a written appeal for a hearing by the Superintendent of Schools within five (5) days.
- The Superintendent of Schools shall represent the administration at Level Two of the grievance procedure. Within ten (10) days after receipt of the written appeal for a hearing by the Superintendent, the Superintendent shall meet with the complainant for the purpose of resolving the grievance. A full record of such hearings shall be kept by the Superintendent. The Superintendent shall within three (3) days of the hearing render the decision and the reasons therefore in writing to the complainant.

### **3. Level Three – Board of Education**

- If the complainant is not satisfied with the disposition of the grievance at Level Two, or if no decision has been rendered within three (3) days after first meeting with the Superintendent, the person may file the grievance with the Board of Education within five (5) days.
- Within fifteen (15) days after receiving the written appeal, the Board shall meet with the complainant for the purpose of resolving the grievance. The decision of the Board shall be rendered in writing within three (3) days.

## **General Provisions**

- Decisions rendered at all levels of the formal grievance shall be in writing setting forth the decision and the reasons therefore.
- All documents, communications and records dealing with the processing of a grievance shall be filed separately from the existing files of the participants.
- Any person may also file a complaint of illegal discrimination with the Office of Civil Rights, 8930 Ward Parkway, Suite 2037, Kansas City, Missouri, 64114 at the same time he/she files the grievance during or after use of the grievance process, and without using the grievance process at all. If a complaint is filed with the Office of Civil Rights, it must be filed in writing no later than 180 days after the occurrence of the possible discrimination.
- The Superintendent for Unified School District 422 Kiowa County is the Title II, Title VII, Title IX, and Section 504 Coordinator and may be contacted at the Central Office.

**VII-7 HANDBOOK AGREEMENT**

The Staff at Kiowa County High School believe that students achieve at a higher rate when parents are actively involved in their education. Therefore, we ask that you review this handbook with your child and, together, sign this agreement.

*I read the Kiowa County High School Student Handbook and understand the rules and policies stated therein. I agree to support the teachers and staff in order that Kiowa County High School will be a safe, positive and productive environment for learning. I support the school's effort to create that kind of environment by expecting my child to treat others right, make smart decisions, and maximize his/her potential at school and school-sponsored activities and events.*

Student \_\_\_\_\_

Date \_\_\_\_\_

Parent \_\_\_\_\_

Date \_\_\_\_\_

*Please sign and return this form back to the school. Your student will be given instructions regarding when and where.*