

HUGOTON HIGH SCHOOL

STUDENT / PARENT HANDBOOK 2011 - 2012



Principal: Gregg Errebo
215 W. 11th Street
Hugoton, KS 67951
1-620-544-4311
www.usd210.org

"Home of the Eagles"

TABLE OF CONTENTS

Introduction	1
Nondiscrimination	1
Mission Statement	2
Faculty/Administration	2
Staff Names	3
Board of Education Members	2
Description of School History	1
Enrollment/Withdrawal from School	4
Enrollment Information	5
Homeless Students	5
Address/Phone Number Changes	5
Alternative Placement	5
College Classes/Dual Credit	6
Work Release	6
Schedules	6
Fees	7
Directory Information	9
Qualified Admissions	14
Records	8
Directory Information	9
Pictures	9
Academics	10
Grade Level/Course Outcomes	10
Testing Program	10
Grading/Grade Classification	10
Report Cards	11
At-Risk Seminar	11
Parent/Student/Teacher Conferences	11
Honor Roll	12
Awards and Honors	12
Class Ranks	12
Graduation	13
Homework	14
Make-Up Work	14
Academic Dishonesty	15
Opt-Out	15
Special Programs	15
Attendance	16
Compulsory Attendance Requirements	16
Attendance/Truancy	16
Tardies	18
Hall Passes	18
Release of Student During School	19
Student Conduct/Discipline	19
Behavior/Conduct	19
Weapons	22
Vandalism	23
Use of Video Cameras	23
Sexual Harassment	24

Racial Harassment-----	25
Dress Code-----	25
Drug Free Schools and Communities Act-----	26
Bus Regulations-----	27
Gangs-----	27
Hazing/Initiations-----	28
Bullying/Cyber Bullying-----	29
Discipline Measures-----	31
Detention/ISS-----	31
Suspension/Expulsion-----	32
Reporting to Law Enforcement-----	34
Corporal Punishment-----	34
Probationary Status-----	34
Searches of Property-----	35
Searches of Students-----	35
Interrogations and Investigations-----	35
Activities-----	36
Assemblies and Pep Rallies-----	36
Athletics-----	36
Clubs and Organizations-----	37
Contests for Students-----	38
Student Demonstrations-----	38
Fund Raising-----	38
Parties/Social Events-----	38
Dances-----	38
Extra Curricular Activities Participation Requirements-----	40
Eligibility-----	40
Family Night-----	41
Transportation to and from Activities-----	41
College Visits-----	41
Field Trips-----	41
Student Publications-----	42
Health and Safety-----	42
Accidents, Reporting of-----	42
First Aid-----	42
Medications, Administering-----	43
Student Self Administration of Medication-----	44
Inoculations-----	45
Health Services-----	46
Health Assessments-----	46
Physicals-----	46
Communicable Diseases-----	46
Drills-----	46
Weather Emergencies-----	46
Asbestos-----	46
Pest Control-----	47
General Information-----	47
Complaints about Policy-----	47
Distribution of Materials-----	47
Gifts-----	47
ID Badge-----	47

Insurance-----	47
Personal Property-----	48
Posters-----	48
School Song-----	48
Staff/Student Relations-----	48
Telephones-----	48
Cell Phones-----	48
Use of Personal Vehicle-----	49
Student/Faculty Parking-----	49
Visitors-----	50
Building Opening and Closing Time-----	50
Appropriate Use of Equipment and Supplies-----	50
Computer Use-----	51
Lockers-----	52
Textbooks-----	53
Student Services-----	53
Counselor-----	9
Counselor’s Website-----	9
Library-----	53
Food Service-----	54
Appendices-----	55
Acknowledgment of Receipt of Handbook-----	A
Medication Administration Permission Form-----	B
Activity Transportation and Participation Consent Agreement-----	C
Sample Parent Agreement (Computer Use)-----	D
Sample Student Agreement (Computer Use)-----	E
Immunization Requirements-----	F
Alphabetical Listing of Handbook Topics-----	G
Kansas Qualified Admissions Quick Facts (Graduates 2013-2014)-----	65
Kansas Qualified Admissions Quick Facts (Graduates 2014-2015 & after)-----	66
Kansas Scholars Curriculum-----	67



Introduction

Welcome to the 2011-2012 school year at Hugoton High School! I'm excited to be in my first year as principal at Hugoton High School, and look forward to watching our students succeed in the classroom, in their activities, and on the athletic fields. The faculty and I will challenge you all year to be the best student you can be, always striving to make this year the best at Hugoton High School. We will emphasize Academics, Attitude and Attendance this year. We want every student to be a Triple A student at Hugoton High School. Be proud to be an Eagle!

Gregg Errebo
Principal

Parents and students: Please sign and return to the high school office the Acknowledgment of Receipt of Handbook, See Appendix A.

Description of School History

The first Stevens County School was organized at Fairview on October 16, 1886. This first school was taught in a dugout home. Later a sod house was built for school purposes. The first school building in Hugoton was built in 1887, which later became the county courthouse. Other buildings from time to time served to house the high school until a new brick building was erected in 1923. This later became the Hugoton grade school building. The first graduating class of Hugoton Rural High School was in 1915 with three members.

The current high school building was completed in 1931 and remodeled in 1981. Four new classrooms and a library expansion were completed in 1987 and four additional classrooms were completed in 1992. A new industrial arts building was completed in 1978. A HHS/HMS Link was completed in 2011 with the addition of a new cafeteria, offices, athletic wing, and fine arts.

Presently, we teach over 90 units of credit per year to approximately 300 students, grades 9-12. Hugoton High School has a comprehensive accreditation status from the Kansas State Board of Education.

Nondiscrimination (JCE)

Discrimination against any student on the basis of race, color, national origin, sex, disability, or religion in the admission or access to, or treatment in the district's programs and activities is prohibited. Mark Crawford, Superintendent, 205 E. 6th St. Hugoton, KS. 620-544-4397 has been designated to coordinate compliance with nondiscrimination requirements contained in *Title VI of the Civil Rights Act of 1964*, *Title IX of the Education Amendments of 1972*, *Section 504 of the Rehabilitation Act of 1973*, and *The Americans with Disabilities Act of 1990*. Any student who believes he or she has been discriminated against may file a complaint with the building Principal or the compliance coordinator.



Any student complaint of discrimination shall be resolved under the district’s discrimination complaint procedure. Disagreements should be discussed with persons directly affected. Decisions by the Principal may be appealed to the Superintendent or the Board of Education.

Hugoton USD 210 Mission Statement

Hugoton Schools will ensure academic achievement for all students. This will be achieved through: Relevant educational opportunities, rigorous coursework, and an environment built around caring relationships.

BOARD OF EDUCATION MEMBERS

- | | |
|----------------------|--------------------------|
| Mr. Don Beesley | Mr. Todd Gayer |
| Mr. Martin Daharsh | Mr. Barry Hittle |
| Mr. Doug Martin | Mrs. Nancy Honig |
| Mrs. Stephanie Heger | Mrs. Debbie Theye, Clerk |

ADMINISTRATION

- Mr. Mark Crawford ----- Superintendent
- Mr. Gregg Errebo----- Principal
- Mr. Lee Gillen ----- Assistant Principal/Activities Director
- Mrs. Brittani Mahan----- Counselor
- Mr. Stuart Scott----- District Technology Coordinator

FACULTY

- Wally Autem-----
- Science
- Alexa Beltz-----Special Education
- Dettra Crawford -----Science
- Dane Danielsen ----- Instrumental Music
- Kerrine Fann -----Science
- Toya Gustafson ----- Math
- Winnie Hagenah ----- Read 180
- Jason Hajek ----- PE
- Jan Kilbourne -----Driver Education
- Lindsay Krehbiel -----Library Media Specialist
- Chrissy Lacy ----- Math
- Stephanie Leeper-----Language Arts
- Chelle Leiningner -----Foreign Language
- Jeff Livengood -----Driver Education
- Les McNally ----- Agriculture Education
- Brent Mahan ----- Social Studies
- Clint Merritt----- Weightlifting/Fitness
- Sara Merritt ----- Psychologist
- John Moore-----Drafting/Tech. Ed
- Carolyn Moss -----Vocal Music
- Christine O’Loughlin----- Social Studies/Health/PE
- Sherri Randle-----Special Education



Paige Rawlings----- At-Risk/Computer
 Nicholas Rodriguez----- Social Studies
 Cara Rogers-----
 Business/Computer
 Lisa Rome ----- Leadership
 Richard Rome ----- Industrial Art
 Annette Sosa ----- Language Arts
 Lisha Tedford ----- Language Arts
 Barbara Trujillo----- ESL
 Doug Waters ----- Art
 Judy Waters. ----- Language Arts
 Anna Wold ----- Math

SUPPORT PERSONNEL & INSTRUCTIONAL AIDES

Kathy Allen -----Nurse
 Linda Barnes ----- Paraprofessional
 Daira Brower-----Head Cook
 Russell Crites ----- Director of Facilities
 Bill DeCamp ----- Dist. Maintenance
 Sonia Delgado-----At Risk/Migrant
 Holly Grubbs-----Nurse
 Angela Heger ----- Music Aide
 Yolanda Hernandez ----- Translator/At Risk/Migrant
 Greg Leeper -----
 Technology
 Jill Leonard----- Custodian
 Laura Livengood----- ISS Supervisor/Substitute Coordinator
 Donice Medina----- A.D. Secretary/Transportation
 John Moser ----- Custodian
 n/a ----- Media Center Aide
 Kathy Pate----- Counselor Secretary
 Ginny Pearson----- Bookkeeper
 Teresa Snyder-----Office Secretary
 Nikki Ponce-Trejo----- ESL-Aide
 Christina Williams-----Nurse

EXTRA-CURRICULUAR COACHES & SPONSORS

Alexa Beltz-----Sophomore Class Sponsor/Scholars
 Bowl
 Gena Burnett ----- Asst. Softball (rule 10)
 Lance Cornelsen -----Asst. FB/Head Softball/MS Boys BB (rule 10)
 Mindy Cornelsen-----Head Volleyball
 Brian Campbell ----- Asst. FB & Wrestling/MS Wrestling
 Trevor Casebeer -----Asst. FB (rule 10)
 Dettra Crawford-----Sr. Class
 Sponsor
 Russell Crites ----- Asst. Bsb
 Dane Danielsen ----- Pep Band
 Melanie Errebo ----- Asst. Girls BB & Track
 Andy Gillen ----- Asst. Girls BB/MS FB



Lee Gillen ----- Head Girls BB
Winnie Hagenah-----Freshman Class
Sponsor
Jason Hajek ----- Head Boys BB/Boys & Girls Golf
Michelle Henne ----- LMD
Yolanda Hernandez ----- LMD
Russell Jays -----Asst. Boys BB (rule 10)
Zach Johnson----- Asst. Track (rule 10)
Cara Rogers ----- FBLA
Jan Kilbourne ----- Asst. FB & Track
Chelle Leininger -----NHS
Jeff Livengood ----- Asst. Boys Golf
Brent Mahan ----- Head Wrestling/MS FB & Wrestling
Brittani Mahan-----Wrestling Cheerleaders/NHS/StuCo
Steven Mathias----- Asst. FB
Les McNally ----- FFA
Clint Merritt-----Head FB & Bsb
John Moser ----- Jr. Class
Sponsor
Jill Nech ----- Asst. CC/Track/MS Girls BB
Chris O'Loughlin-----Sophomore Class
Sponsor/Track
Kathy Pate----- Sr. Class
Sponsor/Stuco/Yearbook
Ginny Pearson-----Asst. Volleyball (rule 10)
Paige Rawlings-----Freshman Class Sponsor/FB/BB
Cheerleaders
Nick Rodriquez ----- Head CC & Track/MS Girls BB
Lisa Rome ----- Drill Team
Scott Schechter----- Asst. Boys BB/MS FB
Stuart Scott ----- Asst. Bsb
Jill Skinner ----- Asst. Track
Kara Stump----- Asst. Softball/MS Volleyball (rule 10)
Doug Waters-----Jr. Class
Sponsor
Judy Waters -----Jr. Class
Sponsor/Yearbook
Lisha Tedford -----Asst. Vollyball & Track

Enrollment/Withdrawal from School (JBC) & (JQKA)

All resident students shall be admitted to attend school in the district unless they have been expelled. A resident student is any child who has attained the age of eligibility for school attendance and lives with a parent or a person acting as a parent who is a resident of the district. All students enrolling in the district for the first time shall provide required proof of identity. Students enrolling in kindergarten or first grade shall provide a certified copy of their birth certificate or other documentation which the board determines to be satisfactory. Students enrolling in grades 2-12 shall provide a certified transcript or similar pupil records. The enrollment documentation shall include a student's permanent record card with student's legal name as it appears on the birth certificate, or as



changed by a court order and the name, address telephone number of the lawful custodian. The records shall also provide the identity of the student as evidenced by a birth certificate, copy of a court order placing the student in the custody of Kansas Social and Rehabilitation Services, a certified transcript of the student, a baptismal certificate or other documentation the board considers satisfactory. A non-resident student who has been suspended or expelled from another district will not be admitted to the district unless approved by the board.

Enrollment

Each year during enrollment, parents and students must fill out a pupil information form including the following information:

- name(s), e-mail(s), phone number(s) and address of the student's parent(s)/guardian(s);
- name of individual(s) to contact in case of emergency;
- name of the student's physician; and
- description of any medical conditions of which the staff needs to be aware.

This information is kept on file and made part of the student's record.

Withdrawal from School

Students who withdraw from school, for whatever reason, must checkout through the main office and Counselor's office in the high school. Parents/guardians must notify the school to approve a student's request to withdraw. A withdrawal form must be filled out and signed by all teachers to whom the student is assigned.

Homeless Students (JBCA)

The district, in accordance with state and federal law and the Kansas state plan will ensure homeless children in the school district have access to a free and appropriate public education. Homeless students are individuals who lack a fixed, regular and adequate nighttime residence.

Address/Phone Number Change

Please notify the school secretary within seven days if any of the following change:

numbers for home or parents' work;
e-mail address';
mailing or street address; or
emergency contacts.

Alternative Placement

The Board of Education has approved a test-out policy for high school with the following stipulations:

1. The student must score at least a 90% on the total requirements for each course.
2. A student would not be allowed to test-down. (For example, a student who completed Algebra I would not be able to take Introduction to Algebra for another math credit.)



3. A student would receive a letter grade for the course if he/she passed the requirements for the course, and not a pass/fail grade.
4. There are no qualifying criteria for a student to request a test-out option, such as a specific grade point requirement.

College Classes Dual Credit (IDCE)

Students taking dual credit classes during the regular school day are required to pay for the college credits and the cost of the textbooks. College classes taken outside the regular school day will not count as dual credit, unless otherwise specified.

Students interested in taking these classes must enroll with the high school Counselor.

Students are responsible for purchasing the textbook from SCCC Bookstore. Student will need the course number and name when ordering textbooks (textbooks may be sold back to the Bookstore at the end of the semester.)

The cost for 2011-2012 school term is \$67.00 per credit hour (3 hr course = \$201.00) Estimated Cost.

Students will be required to pay 1/3 down to enroll. Past due balances will need to be handled through the business office at SCCC in order to enroll in additional classes.

Balances not paid in full at the beginning of the semester will be charged a \$35.00 payment fee.

Any student wishing to enroll concurrently in a course through SCCC will need to take the COMPASS test or have an ACT score.

These scores determine a student's eligibility. Please visit with Mrs. Mahan.

Work Release (JJ)

Outside Employment: A student who needs to work on a regular basis during the school day shall file a written request; paperwork will be filled out with Mrs. Mahan. If approved, the student shall file a work schedule with Mr. Errebo. Changes in the schedule shall be reported by the student to Mr. Errebo. The student shall not begin the new schedule unless the change is approved by Mr. Errebo.

Vocational or Other Work Experience: A student who works in a board approved vocational or other work-experience program shall have a schedule developed cooperatively by the employer and the supervising teacher and approved by Mr. Errebo prior to beginning the work activity.

In-School Employment: See "IDAA" pg. 16 students may be employed by the district. The district shall not employ students in hazardous jobs.

Only Seniors will be eligible for Student Aide/Work Study Programs. All Student Aide/Work Study guidelines as set out in the Student Aide/Work Study Contracts must be adhered to by students enrolled in these programs. Failure to follow the Student Aide/Work Study Contract can/will result in the student's removal from the program(s). Mr. Errebo and Mrs. Mahan reserve the right to reassign Student Aide/Work Study students at their discretion. Work release is only available 2nd semester.



Schedules

Students must consult Mrs. Mahan and Mr. Errebo if a schedule change is needed. The appropriate form must be filled out in its entirety to facilitate this change. These requests must be made within the first 2 weeks of school. Any changes requested for the 2nd semester must be made 2 weeks before the end of the 1st semester. There will be an announced, limited time each semester for schedule changes. Schedule changes will be dependant upon class size and need.

Fees (JS)

Students may be assessed fees for the following (not an all inclusive list):
materials for class projects;
membership dues in student clubs;
voluntarily purchased pictures, publications, class rings, graduation announcements, etc.;
voluntarily purchased student accident insurance;
musical instrument rental and supplies;
personal apparel, used in extracurricular activities, that become the property of the student; and
activity trip fees.

The Principal will attempt to collect the justifiable value owed by a student or school property lost, damaged or destroyed by a student. If after the attempt to collect, the amount remains unpaid, Mr. Errebo shall report the amount to Mr. Crawford.

Spring enrollment is not completed until textbook rental fees, fines and final student schedules have been approved prior to the opening of school in August. All students must be enrolled in seven classes which may include independent study or work experience for Seniors. Seniors may have two credits of work experience.

There will be a fee for band and shop classes. Students that are unable to meet the financial requirements of these classes may contact the office for alternative methods of payment.

All fees are to be paid upon enrollment in the high school office.

- 1. Books.....\$25.00
- 2. Driver Education..... \$100.00
- 3. Activities.....\$5.00
- 4. Band.....(only for equipment rental)\$30.00
- 5. Breakfast.....Students \$1.60, Reduced \$.30
- 6. Lunch.....Students \$2.35, Reduced \$.40
- 7. Agriculture Education.\$25.00-one time fee
- 8. General Shop.....\$25.00-one time fee
- 9. Beginning Woods/Carpentry\$25.00-one time fee
- 10. Art.....\$15.00-one time fee

One time fees are used to help pay for materials used in the classroom and shop. This allows the district to maintain and purchase equipment.



Students constructing major projects will be billed in monthly installments and/or for the full amount of the project. Depending on which option your student chooses. This helps defray the total cost at the end of the year. Payment is due for major projects upon receipt of invoice. All enrollment fees are due at the time of enrollment. A payment plan must be signed with the school bookkeeper if the total amount due cannot be paid at enrollment. Any missed payment voids the payment plan and the total amount is due immediately. Any payments over 30 days past due are turned over for collection proceedings. See bookkeeper for details.

OUTSTANDING FEES: A notice of outstanding fees will be mailed to your home at the end of the school year. This notice will be in addition to any other notices parents have received during the school year. If these debts to the school are not taken care of by the parent or student, payment will be expected at enrollment.

UNRETURNED OR DAMAGED PROPERTY: Any school property not returned or returned damaged will result in the replacement cost of the item being charged. Any amount not paid after 30 days will be turned over for collection proceedings. Activity equipment or property must be turned into the coach or sponsor.

RETURNED CHECKS: Checks returned for any reason are sent directly for collection. If this situation is not taken care of in a timely manner your check writing privileges will be revoked.

Records (JR)

All student records shall be treated as confidential and primarily for local school use unless otherwise stipulated.

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 the school. In accordance with FERPA, you are required to be notified of those rights which include:

The rights to review and inspect all of your educational records except those which are specifically exempted.

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:

we have your prior written consent for disclosure;

the information is considered directory information and you have not objected to the release of such information See "Directory Information," pg. 9 and disclosure without consent is permitted by law.

The rights to request your educational records be amended if you believe the records are misleading, inaccurate, or otherwise in violation of your rights. This right includes the right to request a hearing at which you may present evidence to show why the record should be changed if your request for an amendment to your records is denied in the first instance.

The right to file a complaint with the Family Policy and Regulations Office at the U.S. Department of Education if you believe USD 210 has



failed to comply with FERPA's requirements. The address of this office is 400 Maryland Ave. SW, MES, Room 4074, Washington, D.C. 20202. The right to obtain a copy of USD 210 policies for complying with FERPA. A copy may be obtained from Central Office. For purposes of FERPA, USD 210 has designated certain information contained in educational records as directory information which may be disclosed for any purpose without your consent.

Directory Information (JRB)

Directory information categories may include the following: the student's name, address, telephone number, picture, parent or guardian, date and place of birth; major field of study; weight, height, participation in and eligibility for officially recognized activities and sports; dates of attendance or grade placement; honors and awards received; and the most recent educational agency or school attended by the student. You have a right to refuse to permit the designation of any or all of the above information as directory information. If you refuse, you must file written notification to this effect with USD 210 at Hugoton Central Office 205 E. 6th St on or before September 7th, 2011. If refusal is not filed, USD 210 assumes there is no objection to the release of the directory information designated.

All school records pertaining to Hugoton High School students who are attending regular classes are on file with the Counselor. Graduate transcripts are on file in the office. Any parent/student wanting to view his/her records should make a request through the Counselor's office and the request will be granted within two (2) weeks of the initial request. (If the student is 18 years of age or older, parents must receive student's permission.) Copies of material may be made upon request. Students have a right to receive an explanation of any item not understood. For any item student wishes to have removed from cumulative file please make a request to Principal or Counselor. If the school refuses, students have a right to a hearing regarding the matter. All cumulative files are given to the student/parent at the conclusion of his/her academic study at our school. The high school keeps student's transcripts on file. The fee for a transcript is \$2.00. Graduates of 2002 and beyond must use USD 210's new service that automates the ordering, processing and delivery of student transcripts. Docufide Sender gives students online convenience, saves school registrars time and effort with a web-based workflow management tool, and provides consistent, Docufide Senders to receiving institutions. For further information see <http://www.docufide.com/help-faq>

Pictures

Senior pictures for the yearbook need to be taken and turned into the school by October 1 of the current school year in order to be included. The following regulations apply only to school yearbook pictures:

Head and shoulders only

No hats, logos, animals, or toys

Medium or dark background/white background is discouraged



Billfold size: 2 1/2 x 3 1/2, vertical only, no rounded corners or studio names.

**Academics
Grade Level/Course Outcomes**

0-5 Freshman 12-17 Junior
6-11 Sophomore 18+ Senior

A student may move to a higher grade only at the beginning of a new school year. Example: A Junior with 17 credits at the end of the 1st semester does not attain Senior standing until the beginning of the next school year.

Testing Program (II)

The district educational testing program shall consist of multiple assessments. These assessments shall include, as a minimum, individual teacher subject matter tests, district group achievement tests, and any state required tests.

ACT TEST DATE SCHEDULE SCHOOL TEST CODE: 171-410

Students are encouraged to register online, however if this is a problem, please see Mrs. Mahan.

- September 10, 2011
- October 22, 2011
- December 10, 2011
- February 11, 2012
- April 14, 2012
- June 9, 2012

Final Exams will be given ONLY on the two dates designated on the school calendar as Final Exams. No examinations will be given earlier than those dates, which are December 19th and 20th and May 22nd and 23rd. There will be one day designated for a makeup day each semester December 21st will be for 1st semester and May 24th will be for 2nd semester. Dual Credit Classes grades are due to SCCC as set by SCCC. Finals will not be given more than 1 or 2 days prior. Parents and students need to understand requests for early tests will NOT be honored. Please make plans accordingly. If a student chooses to leave school before the completion of any course without taking the final exam and misses the makeup date, the grade for the FINAL EXAM will be a zero. Grades are final at 4:00 pm on the semester makeup date. No Incomplete (I) or make up work due to an early departure will be allowed after the last day.

Grading/Grade Classification

Percent	Grade Points
90-100	A
80-89	B
70-79	C
60-69	D
59 and below	F



Report Cards (JF)

Grades are issued at the end of each 9-weeks. The report cards will be distributed the week following the close of the 9-weeks. The following classes are graded as pass-fail and no letter grade is received: Work Study, Driver Education, and Office or Teacher Aide. Driver Education requires an 80% for passing.

At the end of the 4th week of each grading period all teachers submit a report on any student who is making unsatisfactory progress. These reports are mailed to parents/guardians from the high school Counselor.

At-Risk Seminar

Students who are At-Risk will be held only on designated At-Risk Seminars.

Those students who are eligible will report to Seminar for roll and announcements. Students and instructors will listen for an announcement releasing eligible students.

Those students who are ineligible, on the probation list, or who have been requested by a teacher to stay will report to Seminar at the regular time. Any student with an "F" or "D" will be required to attend At-Risk Instructional Time.

No excuses for failure of notification will be accepted. It is the student's responsibility to know if they are to be attending At-Risk Instructional Time.

If a student has missed the two days of school prior to At-Risk Seminar then they should be in attendance regardless of their status. (opportunity to receive help on missed work)

Students will report to their Seminar for attendance check and then be permitted to go to the teacher's room in which they need assistance.

Failure to report to At-Risk Instructional Time will result in ISS for the first miss and Saturday School for the second miss.

At the discretion of the Principal, a student could be ineligible to participate in school-sponsored activities on a daily or weekly basis due to discipline reasons. Students not meeting these criteria will be excluded from extracurricular activities until their academic performance and/or conduct has met the standard as stated.

Students will be allowed to make up missing work for credit. All missing work will be dropped 1 letter grade (example A work would get a B).

Parent/Student/Teacher Conferences (JFAB)

Parents and students are encouraged to request a conference with teachers at any time convenient to all parties. Hugoton High School Parent/Teacher Conferences are scheduled in the fall and spring. All parents/guardians are urged to attend these conferences. Parents/guardians are welcome at Hugoton High School. However, when parents/guardians desire to arrange an individual conference with a teacher, it is necessary an appointment be made. The appointment can be scheduled by leaving a message for the instructor, calling an administrator, or arrangement through the HHS Counselor's office. Upon arrival for a conference,



parents/guardians should go to the HHS office and inform the office secretary of their presence and ask that the respective teacher be notified.

Honor Roll

We will recognize those students with high academic achievement. All students are candidates for the "ALL A'S", "EAGLE" and "BLUE AND RED" honor rolls, which will be determined at the end of each 9-week period.

ALL A's (4.0)

EAGLE HONOR ROLL All A's and one B

BLUE AND RED HONOR ROLL All A's and two B's

To qualify for the Eagle Honor Roll or the Blue and Red Honor Roll, a student can have no grade below a C. The honor roll is determined at each 9-week period. Students who are on the honor roll will have their names recognized in the local newspaper. At the end of the year we will recognize these honors as well as high honors, citizenship, presidential academic fitness, presidential fitness, and others.

Awards and Honors (JN)

Awards for participation in interscholastic activities shall be limited to those approved by KSHSAA. See Activities Director, Mr. Gillen.

The Triple "A" Award

This award recognizes students for Academics, Attitude, and Attendance. Students are eligible for this award if they have an A average (3.6) or better, have no unexcused absences, and have received no discipline points for the first 3 (three) 9-weeks. Along with this award, students are admitted free to all school sponsored activities and receive vouchers for concessions at activities for the following school year. Seniors who achieve this award are eligible for prizes to be awarded the week of graduation, if they maintain these levels all year, and are a current student in good standing. All criteria will be checked at the end of the 3rd 9-weeks. Other awards will be handed out after each 9-week grading period for students in all grades.

Class Ranks

The top 10% of each graduating class will be designated as honor graduates. Those students receiving all A's for four years will be denoted in the graduation program. To receive these honors, graduates must complete the College Regents Curriculum. The student(s) with the highest eight-semester percentage average will become school Valedictorian and the student(s) with the second highest percentage average will be the school Salutatorian.

Graduation Requirements (JFC) & (JFCA)

1. Health/PE.....1 unit



2. Science.....	3 units
3. Mathematics.....	3 units
4. Social Studies.....	3 units
5. English LA 9, LA 10.....	4 units
LA 11, LA 12	
6. Computer Applications.....	1 unit
7. Fine Arts.....	1 unit
 TOTAL REQUIRED.....	 16.00
ELECTIVES.....	9.00
Total Credits	25.00

College credit earned may be used toward fulfilling the total number of elective credits only with Board of Education approval. Students fulfilling all graduation requirements and in good standing may take part in graduation activities and have their picture placed on the senior panel for the year they graduate.

The Valedictorian and Salutatorian award are presented to graduating Seniors who have completed the requirements for the diploma of distinction with the highest and second highest cumulative percentage grade point average respectively. The grade point average will be computed at the conclusion of the eighth (8th) semester and will be based on the average percentage scored in class. Semester percentage grades will be used to compute grade point averages. In the event of a tie for valedictorian, there will not be a student or students named as Salutatorian. In the event of a tie for Salutatorian, the grade point average will be computed to the nearest one one thousands (.0001). Class ranking will be calculated for the purpose of scholarships and student financial aid as designated by post secondary institutions and local organizations. In addition, class ranking will be determined by GPA.

Criteria for Valedictorian/Salutatorian Consideration

- LANGUAGE ARTS - 4 units
- Three (3) of which must be 10th, 11th, and 12th grade AC English
- FOREIGN LANGUAGE - 2 units (Same Language)
- MATHEMATICS - 4 units at or above Algebra I
- Algebra I
- Geometry
- Algebra II
- College Algebra/Trigonometry
- Advanced Math and Trigonometry
- High School Calculus
- College Calculus
- SCIENCE - 3 units
- Biology
- Chemistry
- Physics
- College Biology
- Human Anatomy - Physiology
- Social Studies - 3 units
- Computer Technology - 1 unit
- Fine Arts – 1 unit



*Mathematics units do not include Applied Math and Introduction to Algebra.

*If given prior permission, Valedictorian and Salutatorian candidates substituting correspondence courses in place of required courses, must have received credit for the course(s) by the end of the seventh semester grading period.

Qualified Admissions Scholars Curriculum

Please refer to Appendices H for the Kansas Qualified Admissions Criteria for the classes 2012-2014 and refer to Appendices I for the 2014-2015 and after Qualified Admissions Standards. Kansas Scholars Curriculum reference the Quick Fact Sheet on Appendices J.

Homework (IHB)

Students are expected to complete homework assignments on time. Homework shall not be used as a means to discipline students. Homework shall be assigned as needed to reinforce lessons introduced in the classroom.

Make-Up Work (JBD)

It is the student's responsibility to obtain make-up assignments from teachers following an excused or unexcused absence. Policies regarding late work will be determined by each teacher and noted in each course syllabus.

It will be the STUDENT'S RESPONSIBILITY to see their teachers ON THE DAY THEY RETURN TO SCHOOL to make arrangements to make up missed work and assignments for ALL ABSENCES from school. Students absent from a class will be required to turn in assignments, home work, and take any missed test(s) for full credit on the next class meeting. Teachers can refuse to accept work, or accept work for less than full credit, after the allowed time period provided by this policy. It is the student's responsibility to contact the teacher for assignments upon returning to school. If a class is missed more than once in succession, for example, a Monday A-day and a Wednesday A-day, the student will have additional time to complete work, but that time will not exceed more than two additional class meetings. EXCEPTION: If a teacher has assigned a classroom project, paper, or assignment with a specific due date or if a student has been given notice of the due date with NO LATE ASSIGNMENTS ACCEPTED, failure to turn in the project, paper, or assignment on the date due, will result in a zero.

Students assigned to In-School Suspension will receive a zero for any unfinished assignments provided them by teachers while they are out of regular class. While in ISS, electing not to do the work MAY result in an additional day in ISS. Students with off-campus suspensions will be responsible for picking up their work from the office after 4:00 PM and having that work completed and returned by 8:00 AM the next day. Students who miss a test while suspended will take tests after arrangements are made with the teacher.



Work missed because of a pre-arranged absence, excused or unexcused, which occurs at the end of a semester MUST be submitted before leaving school (does not include finals). No make-up days beyond the close of the semester grading period will be granted (except for the final make up day). No Incompletes (I) will be issued in place of a semester letter grade. Pre-arranged absences must be cleared with the attendance office.

Upon parents/guardians request, homework for students with continued absences of three (3) consecutive days or more will be coordinated by the attendance office to be picked up at the end of the day. Work and tests for both excused and unexcused absences should be made up as soon as possible and no later than a week after the student returns to school. Each make-up assignment for unexcused absences will be marked down one letter grade.

Academic Dishonesty

Academic dishonesty—as in cheating or plagiarism—is not acceptable. Cheating includes copying another student’s work—such as homework, class work, or test answers—as one’s own. Plagiarism is the use of another person’s original ideas or writing without giving credit to the true author. A student who engages in any form of academic dishonesty will be subject to the loss of credit for the work in question, as well other disciplinary measures.

Opt-Out (IKCA)

A parent/guardian or student eighteen years of age or older may use the district opt-out provision to be removed from some portion or all of human sexuality and AIDS classes included in the district’s required curriculum. An annual request must be made each year to opt-out. To receive information on the opt-out provision contact the Principal’s office.

Special Programs (IDAA)

The staff of Hugoton High School work very hard to make sure all students in our care is as successful as they can be. We have specifically designed classes in our curriculum for students who have demonstrated they are having difficulty in a specific area, overall, or those experiencing problems with organization and studying. Students who are failing courses will be considered for the Read 180 Program. The Read 180 Program is for students struggling with reading. These placements will be for one semester at which time we will re-evaluate where the student is in the learning process. We will also evaluate continually and consider pulling students from these courses and on a trial basis, place them back in regular classes. These situations are not opt-out situations, if they have been recommended for these classes after close scrutiny by the staff; that will be their placement.

Attendance Compulsory Attendance Requirements



Kansas law requires students to attend school until the age of eighteen. Sixteen and seventeen-year-olds may be exempt from the compulsory attendance requirement if:

They have attained a diploma or GED; or

They are enrolled in an approved alternative education program, recognized by the local board of education; or

A court orders exemption; or

The parent or person acting as parent consents in writing to their child being exempt from the requirement and the child and parent attend a final counseling session conducted by the school to sign a disclaimer.

The law requires the disclaimer to include the following information:

The academic skills the child has not yet achieved;

The difference in future earning power between a high school graduate and a high school dropout; and

A list of educational alternatives available to the child.

Students age sixteen or seventeen who are not exempt shall be reported as truant. See "Attendance/Truancy" pg. 16.

Attendance/Truancy (JBD) & (JBE)

Students who have a habit of good attendance generally achieve higher grades, enjoy school more, and are much more desirable to employers after graduation. We expect all students to attend school regularly and to be on time for all classes. We appreciate all parental cooperation and support in this endeavor. Compliance is the responsibility of the students and their parents/guardians. Truancy is defined as any absence without prior knowledge or consent of the school or parents/guardians. Parents/guardians are legally responsible for their student's attendance.

Definition of Excused Absences

Personal illness and professional appointments with documentation.

Serious illness or death of a family member.

Emergencies calling for the student's services or presence at home.

Obligatory religious observances.

Participation in a district-approved or school sponsored activity.

Absences prearranged by parents/guardians and approved by Mr. Errebo with 24 hour approval in advance.

Definition of Unexcused Absences

Illnesses not cleared by a parent/guardian.

Professional appointments not verified.

Reasons not acceptable to the building administrator according to school policy.

Definition of Significant Part of the School Day

If a student misses two or more periods of the school day, this shall be considered a significant part of the day.

Consequences for Unexcused Absences



1. Non participation of school activities.
2. Loss of right to make up work for credit.
3. Notification of SRS/County Attorney for those "truant." Continual and habitual truancy by students may result in their being dropped from classes. Students dropped, or those who quit, may not re-enroll until the following semester. Every effort is made to keep students in school.
4. A Principal/parent conference in reference to alternative educational opportunities such as HLA (Hugoton Learning Academy).

Per K.S.A. 72-1113: A student is considered truant if he/she is inexcusably absent the substantial part of either three consecutive days, five cumulative days per semester, or seven cumulative days per school year, whichever comes first. Any event or appointment which can be scheduled outside of the school day will not be considered reasonable or valid reasons for absences from school. Unexcused absences are simply absences not covered by our excused absence policy. Some examples include:

1. Hair appointments, car repairs, etc.
2. Recreational trips such as skiing.
3. Sleeping in (resting, tired, etc.)
4. Staying home to do school work.
5. Doing errands in or out of town.
6. Visiting relatives.
7. Working as a laborer when no emergency exists.
8. Translating (unless prior approval has been made in the office)
9. THE PRINCIPAL RESERVES THE RIGHT TO DETERMINE IF AN ABSENCE IS EXCUSED OR UNEXCUSED AT THE TIME THE STUDENT RETURNS TO SCHOOL. See "Definition of Excused Absences" pg. 16.

Parents/guardians will be notified of all absences NOT cleared with the office by a note or phone call.

Truancy

The building Principal shall report students who are inexcusably absent from school to the appropriate authority (students thirteen (13) and under shall be reported to the local office of Social Rehabilitation Services and students over thirteen shall be reported to the county or district attorney.) Truancy is defined as any three consecutive unexcused absences, any five unexcused absences in a semester or seven unexcused absences in a school year, whichever comes first. Students who are absent for a significant part of any school day shall be considered truant. If a truant child is returned to school by a law enforcement official, the Principal shall notify the parents/guardians.

Tardies

Tardiness is viewed as a disruption to the classroom environment. Coming late to class not only deprives the tardy student of full-time learning, but it also disrupts the education of others. A student must be completely inside the door of his/her assigned area when the tardy bell rings. Any student outside the door or entering the door while the bell is



ringing will be tardy. If a student has an excused tardy pass from a school official, the tardy will be considered as an excused tardy. Getting to a class late because of finishing an assignment, etc, in another class is discouraged. Professional courtesy between teachers should be observed. Only on rare occasions (tests, etc.) should this be done. It is the responsibility of the student to get the proper pass from a teacher, Mrs. Mahan or Mr. Errebo. It is the responsibility of the instructor to notify the office and teachers prior to the unique situation. A student coming late to school may be excused with verification of an emergency or extenuating circumstances by note or phone message from parents/guardians. Mr. Errebo will determine whether this is excused or unexcused. The student must present this note to the office and obtain an Admit/Tardy slip from the office BEFORE ATTENDING ANY CLASS. Students late to class at the beginning of the school day or after lunch will be considered tardy if they are forty-five (45) minutes or less late to school. If the student is late to school at the beginning of the school day or after lunch more than forty-five (45) minutes an absence will be recorded for that block.

* A book tardy will be issued to students who come to class unprepared and need to return to his/her locker or vehicle for books, workbooks, assignments, etc. Students may also receive a book tardy for not dressing out during physical education or weight lifting classes.

* Students depending upon others for rides will not be able to use "failure to be picked up" as an excused tardy or absence.

Not all reasons for tardies are excused, even with parent notification. Mr. Errebo will determine whether a tardy is an excused or unexcused tardy. Students will be issued one car tardy per semester upon the verification from parents/guardians of student having mechanical problems with vehicle. This only applies to the driver of the vehicle.

Hall Passes

PINK PASSES are issued by teachers to students for movement from assigned areas on the school grounds and presented to the teacher upon arriving at their destination.

BLUE PASSES (SIGN IN/SIGN OUT) Blue passes are issued by office personnel only for the purpose of leaving campus. They are presented to the student's teacher and then to the office when the student checks out. All students are required to sign out before leaving school grounds and must have parental permission on record in the Principal's office. Leaving campus with out administrative permission may result in disciplinary action, including ISS.

ADMIT PASSES are issued to students when they return to school after any absence, students must check in at the office and obtain an admit slip to enter class. If you are absent for any part of a day, you must check in at the office when you arrive at school.

Students shall not be allowed to run personal errands for school employees off school premises during the school day.

Release of Student during School (JBH)



1. Students are not permitted to leave campus after their arrival to school without school authorization. Permission to leave can only be obtained from the Principal or secretary. The school must be notified, by the parents/guardians regarding who will be picking up the student and at what time student is to be dismissed. The designated person must come to the office to pick up the student and sign him/her out.
2. Students with pre-arranged absences must checkout through the office.
3. The checkout sheet must be signed when a student leaves the building and again if the student returns to school that day. Those who fail to leave campus without administrative approval will face disciplinary action.

Behavior/Conduct (JCDA)

It is our goal at Hugoton High School to provide a safe environment for all students so the learning process is at its highest level at all times for all students. We ask our students to practice the core values of respect, responsibility, integrity, servant leadership and sportsmanship. We ask all students to follow four basic guidelines, and to make personal choices with these guidelines in mind:

- Respect Yourself
- Respect Others
- Respect Others Property
- Respect the Learning Process

Students are assigned discipline points for violations reported to the office, with proper documentation. Proper documentation must accompany all referrals. Staff will also document all efforts made to correct the behaviors prior to an office referral unless the situation is an emergency. An accumulation of points will be made for either semester or the entire year, depending on the severity of the infraction. Once certain point totals are reached, more severe consequences are incurred. Consequences for point accumulation are at the discretion of Mr. Errebo, but these are the guidelines set in place:

- 3 points= lunch room detention (LRD), in school suspension (ISS), or Saturday school (depending on the severity of the infraction; a single 3 pt. violation is treated differently than several one point violations)
- 4 points= lunch room detention (LRD), in school suspension (ISS), or Saturday school (depending on the severity of the infraction; see above)
- 5 points=1-3 day suspension, in or out of school;
- 6-9 points= 3-5 day suspension, in or out of school, for each violation which advances the accumulated points
- 10-14 points =5-10 day suspension, in or out of school, for each violation which advances the accumulated points
- 15 points= 10 day suspension, out of school, with possible request for long term suspension

1 point/referral: No detention time unless with teacher or teacher's designee:

No ID on person in the lunch line - 1st and 2nd offense, LRD; 3rd and further offense, discipline point given



Dress code violation, 1st offense
Inappropriate language/use of profanity, 1st offense (may be 2 or 3 points)
Abusive language (may be 2 or 3 points)
Chronic academic insubordination (homework not being done)
(Chronic is defined as 3 times or more per semester)
Excessive talking; classroom learning environment disturbed
Lack of class materials
Use of another student's lunch card
Chronic tardiness (chronic defined as 5 times or more per semester) Third
and fourth tardies are detention times with the classroom teacher.

THESE VIOLATIONS OF THE POLICY MAY STAY WITH THE
STUDENT THE ENTIRE YEAR DEPENDING ON SEVERITY

2 point/referral: Teacher and/or administrator assigned detention time:

Class disturbance beyond excessive talking #
Forging note/pass
Dress code violation, 2nd offense (automatic ISS)
Inappropriate language/use of profanity, 2nd offense (automatic ISS)
Cheating
Use of cell phone in class (including picture phones or text messaging), 1st
offense; cell phone given to office, returned after school to student.
Library/ media center disturbance (2 violations will result in loss of
library privileges)
Skipping a teachers assigned detention
Public display of affection (points plus automatic 30 minute detention)
Disorderly conduct (may be 3 or 5 point referral also, depending on
incident)
Hazing (forcing others), may be 3 or 5 point referral also, depending on
incident.
Harassment (may be sexual or racial; depending on incident, may be 3 or
5 points for first time violation; second time violation will result in short
term in-school or out of school suspension)
Bullying, 1st offense – will watch anti-bullying video and discuss
w/Principal. See “Bullying Policy” pg. 29.

THESE VIOLATIONS OF THE POLICY MAY STAY WITH THE
STUDENT THE ENTIRE YEAR DEPENDING ON SEVERITY.

3 point/referral: Teacher and/or administrator assigned detention time:

Defiance of authority # (could be 5 points as well)
Lunch Room disturbance: any violation in the lunch room, including
excess noise, thrown food, etc. (may result in loss of lunch room
privileges) #
Computer network violation (1st violation = computer privileges lost for 5
school days, 2nd violation computer privileges lost for 10 school days, 3rd
violation computer privileges lost for remainder of the semester)
Disrespect to teacher (could be 5 points as well) #
Destruction of school property (could be 5 points)
Use of cell phone in class, 2nd offense; automatic ISS; cell phone given to
office, returned to parent.
Bullying, 2nd offense – Automatic OSS – Guidance office referral



Driving violation; reckless; parking violation (2 violations will result in revoking driving privileges on campus for up to a semester)
Extortion
Leaving class without permission # (automatic ISS)
Academic dishonesty violation, including plagiarism, improper use of internet sources, improper citations, copying homework, etc.
Disruption of school assembly, pep rally, dance; one violation will result in privilege suspended for remainder of the year
Use of electronic device during test, unless directed to by teacher
Refusing a reasonable request
Skipping class or lunch without leaving campus

THESE VIOLATIONS OF THE POLICY MAY STAY WITH THE STUDENT THE ENTIRE YEAR DEPENDING ON SEVERITY.

5 point/referral: short term I.S.S. or O.S.S., depending on severity of incident:

Tobacco, use or possession, including vehicle (will be reported to law enforcement)
Alcohol, use or possession, including vehicle (will be reported to law enforcement)
Disrespect to staff member #
Fighting (will be reported to law enforcement)
Assault (will be reported to law enforcement)
Fire alarm pull (could be 15 points)
Drug use or Drug paraphernalia possession (will be reported to law enforcement)
Leaving campus/school grounds/ building without administrative permission
Theft (could be 5 points)

THESE VIOLATIONS OF THE POLICY WILL STAY WITH THE STUDENT THE ENTIRE YEAR.

15 point/referral: Automatic suspension of up to 10 days with possible recommendation for long term suspension or expulsion

Weapon(s) on school grounds (will be reported to law enforcement)
Definition of weapon is defined in board policy.
Alcohol, use or possession, 2nd offense (will be reported to law enforcement)
Tobacco, use or possession, 2nd offense (will be reported to law enforcement)
Drug use or Drug paraphernalia possession, 2nd offense (will be reported to law enforcement)
Fighting, 2nd offense (will be reported to law enforcement)
Assault, 2nd offense (will be reported to law enforcement)
Any and all threats that disrupt the safety and security of school (will be reported to law enforcement)

= represents classroom disruption referrals. A student who accumulates three of these from a class during a semester may be recommended for removal from the class with no credit being granted.



Saturday School may be held from 8:00 am until Noon on specified Saturdays.

Students may be disciplined for any of the following reasons according to state law:

- willful violation of any published, adopted student conduct regulation;
- conduct which substantially disrupts, impedes, or interferes with school operation;
- conduct which endangers the safety or substantially impinges on or invades the rights of others;
- conduct which constitutes the commission of a felony;
- conduct which constitutes the commission of a misdemeanor;
- disobedience of an order of a school authority if the disobedience results in disorder, disruption or interference with school operation; and
- possession of a weapon at school, on school property or at a school-sponsored event.

Weapons (JCDBB) Destructive Devices

As used in this policy, the term “weapon” and/or destructive device shall include, but shall not be limited to:

- any item being used as a weapon or destructive device;
- any facsimile of a weapon;
- any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
- the frame or receiver of any weapon described in the preceding example;
- any firearm muffler or firearm silencer;
- any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than 1/4 ounce, mine or similar device;
- any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than 1/2 inch in diameter;
- any combination of parts either designed or intended for use in converting any device into a destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled;
- any bludgeon, sand club, metal knuckles or throwing star;
- any knife, commonly referred to as a switchblade, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward or centrifugal thrust or movement;
- any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun.

Possession of a Firearm

Possession of a firearm shall result in expulsion from school for a period of one year (186 school days), except the Superintendent may recommend this expulsion requirement be modified on a case-by-case basis. See “Expulsion” pg. 30 and “Probationary Status” pg. 32. Expulsion hearings



shall be conducted by the Superintendent or other certificated employee or committee of certificated employees of the school in which the pupil is enrolled or a hearing officer appointed by the board. Students violating this policy shall be referred to the appropriate law enforcement agency(ies) and, if a juvenile, to SRS. A report on the incident will be filled out.

Definition of Firearms and Destructive Devices

As defined in district policy, the term “firearm” means any weapon which will, or is designed to, or may readily be converted, to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, or any firearm muffler or silencer, or any destructive device. The term “destructive device” means any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or other device similar to any of these devices.

Vandalism (BCA)

The board shall seek restitution according to law for loss and damage sustained by the district. When a juvenile is involved in vandalism to district property, the Superintendent shall contact the parents and explain their legal responsibility. The parents shall be notified in writing of the dollar amount of loss or damage. Vandalism should be reported to local law enforcement. Restitution payments shall be made by juveniles or their parents to the business office, and accounts shall be kept. Persons of legal age shall be held responsible for their own payments. If necessary, provisions may be made for installment payments. Accounts not paid in full within the specified time may be processed for legal action.

Use of Video Cameras (JGGA)

Cameras are used to monitor student activity while riding in district vehicles and in district facilities. Video tapes are records of student behavior; therefore, they are subject to current law for the release of student record information.

Sexual Harassment (JGEC)

Sexual harassment shall not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited. It shall be a violation of district policy for any employee to sexually harass a student, for a student to sexually harass another student, or for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of district policy. Sexual harassment is unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student when:



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

Sexual harassment may include, but is not limited to:

- verbal harassment or abuse;
- pressure for sexual activity;
- repeated remarks to a person, with sexual or demeaning implication;
- unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participation in extra-curricular activities, etc.

Specific examples of sexual harassment include:

- making sexual comments or jokes;
- looking or gesturing in a sexual manner;
- touching, grabbing, pinching in a sexual way;
- brushing up against;
- flashing or mooning;
- spreading sexual rumors about an individual;
- pulling clothing in a sexual manner;
- showing or giving sexual pictures, messages or notes;
- blocking passage in a sexual way;
- writing sexual messages or graffiti on walls, locker rooms, etc.;
- forcing a kiss on someone;
- making negative remarks regarding someone's sexual orientation;
- forcing someone to do something sexual;
- spying while someone is showering or dressing.

When acts of sexual harassment or other violations of district policy are substantiated, appropriate action shall be taken against the individual. Any student who believes he or she has been subjected to sexual harassment should discuss the alleged harassment with the Principal, guidance Counselor, or another certified staff member. The district encourages any student who has been harassed or a student who has knowledge of harassment to report it. The district is to promptly investigate any claims of sexual harassment. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a complaint under the district's discrimination complaint procedure. The filing of a complaint or otherwise reporting sexual harassment shall not reflect upon the individual's status or grades. Confidentiality shall be maintained throughout the complaint procedure.

Racial Harassment (JGECA)

Racial harassment is unlawful discrimination on the basis of race, color or national origin. All forms of racial harassment are prohibited at school, on school property, and at all school-sponsored activities, program or events. Racial harassment against individuals associated with the school is prohibited whether or not the harassment occurs on school grounds. No student, employee or third party is to racially harass any student, employee or other individual associated with the school. No school employee should discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the



provision of this policy. Racial harassment can be physical or verbal or written or graphic. Any student that has been harassed or has witnessed it should report it to the Principal. No employee should discourage a student from reporting such claims. Retaliation against a student reporting such claims will not be tolerated.

Dress Code (JCDB)

Neatness and decency are emphasized as guidelines for the dress code. Mr. Errebo or his designee shall make the final determination regarding the appropriateness of a student's appearance. Students who are inappropriately dressed will be required to change their clothing. The board-approved dress code for school days and school activities is as follows:

Appearance must be neat and clean.

Hair must be clean and well-groomed.

Facial hair must be trimmed and maintained.

Clothing must not be unreasonably soiled or badly worn.

Decency and good taste are required.

Apparel that is excessively short, excessively tight, or excessively low-cut may not be worn.

Writing or pictures on clothing shall not display or promote alcoholic beverages, illegal drugs, suggestive or obscene language or violent acts.

Hats shall not be worn in the building.

Any student involved in extra or co-curricular activity in which the student represents the district, shall dress in accordance with the sponsor's requirements, subject to approval by the administration.

The general atmosphere of a school must be conducive to learning. If a student's appearance attracts undue attention to the extent it may become a disruptive factor in the educational process, a building administrator will ask the student to make the necessary changes. In the event the change does not take place in the time allowed, the administrator will prescribe the disciplinary action.

The following list is not all inclusive:

1. No clothing or body adornments with offensive, sexually suggestive, vulgar, profane, ethnically derogatory messages, pictures, or symbols, depictions or styles of Satanism, illegal substances, drug paraphernalia, tobacco, or alcohol.
2. No articles of jewelry or articles on clothing, which are potentially hazardous, such as chains, studded bands, or sharp points, etc.
3. No clothing or styles identified to be associated with gangs or gang activities.
4. No outdoor clothing, such as headgear (hats or bandannas), sunglasses, or gloves.
5. During the school day coats/jackets are to be placed in the student's locker upon entering the building. The administration recommends students keep a sweater or sweatshirt in their locker for cooler days.
6. No short shorts (3" inseam is minimum) or short skirts (fingertip length is minimum).
7. All pants and shorts are to be worn at the student's waistline (i.e. no sagging).
8. All tops and shirts must have a full front and back, full sides and over the shoulder straps. Thin straps may be worn in warm months such as



August, September, and May. (i.e. no halter tops, tube tops, bare midriffs or tank tops without sides or any other revealing clothing).

9. Clothing is inappropriate if any undergarments can be seen.

10. No sleepwear, lounge wear or slippers.

The final determination as to whether clothing is acceptable or not will be made by the administration. The basis for this judgment is if the clothing is deemed to be a distraction from the educational environment.

Drug Free Schools and Communities Act (JDDA)

ALCOHOL SCREENING

NOTE: Also see Drug Free Schools Policy

Students can be tested for consumption of alcohol upon entering school, school dances and other school sponsored activities. Because of the potential harm that can result from the use of such substances and to better enforce district policy and state and federal laws, hand held screening devices and procedures are now authorized to assist school personnel in identifying usage. All students or a percentage of students may be screened prior to entering the activity. Students can also be tested at any time during the activity if there is reasonable suspicion a student has consumed alcohol. Students who refuse to be screened for consumption upon entering the activity will not be forced to take part in the screening procedure but shall be denied entrance to the activity. The unlawful possession, use, sale or distribution of illicit drugs and alcohol by students on school premises or as a part of any school activity is prohibited. Possession and/or use of any tobacco product by students is prohibited in any attendance center, in any school-owned vehicle, at school-sponsored events or on the school grounds. Violators will be reported to law enforcement. As a condition of continued enrollment in the district, students shall abide by the terms of this policy. Students shall not unlawfully manufacture, sell, distribute, dispense, possess or use illicit drugs, controlled substances or alcoholic beverages on school district property, or at any school activity. Any student violating the terms of this policy will be reported to the appropriate law enforcement officials, and will be subject to the following sanctions:

First Offense

A first time violator shall be subject to one or more of the following sanctions:

A punishment up to and including short-term suspension.

Suspension from all student activities for a period of not less than one week. See "Activity/Event" pg. 36.

An evaluation from an acceptable drug and alcohol program.

Second Offense

A second time violator shall be subject to the following sanctions:

A punishment up to and including long-term suspension.

Suspension from all student activities for a period of not less than one month.

A student placed on long-term suspension under this policy may be readmitted on a probationary status if the student agrees to complete a drug and alcohol rehabilitation program.

Third and Subsequent Offenses

A student who violates the terms of this policy for the third time, and any subsequent violations, shall be subject to the following sanctions:

A punishment up to and including expulsion from school.



Suspension from participation and attendance at all school activities for the year.

A student who is expelled from school under the terms of this policy may be readmitted during the term of the expulsion only if the student maintains regular attendance at an approved drug and alcohol education and rehabilitation program.

Students who are suspended or expelled under the terms of this policy shall be afforded the due process rights contained in board policies. Nothing in this policy is intended to diminish the ability of the district to take other disciplinary action against the student in accordance with other policies governing student discipline. In the event a student agrees to enter into and complete a drug education or rehabilitation program, the cost of such program will be borne by the student and his or her parents. A list of available programs along with names and addresses of contact persons for the program is on file with the board clerk. Parents or students should contact the directors of the programs to determine the cost and length of the program. **Compliance with this policy is mandatory.**

Bus Regulations (JGG)

Bus transportation shall be provided to and from school for those students who qualify. Transportation may be provided by the district for all school activities. Transportation may be denied to students who are detained after school for disciplinary reasons. Students who use school-provided transportation shall be under the jurisdiction of the vehicle driver while in the vehicle. Students shall be subject to the district's student behavior code and other regulations. The Principal may suspend or revoke the transportation privilege of a student who violates any rule or regulation.

Gangs (JHCAA)

Gang activities which threaten the safety or well-being of persons or property on school grounds or at school activities, or which disrupt the school environment, are prohibited. The type of dress, apparel, activities, acts, behavior or manner of grooming displayed, reflected or participated in by any student:

shall not lead school officials to reasonably believe the behavior, apparel, activities, acts, or manner of grooming displayed is gang-related;

shall not present a physical safety hazard to self, students, staff, and other employees;

shall not create an atmosphere in which a student, staff, or other person's well-being is hindered by undue pressure, behavior, intimidation, overt gesture, or threat of violence; or

shall not imply gang membership or affiliation by written communication, marks, drawing, painting, design or emblem upon any school building, any personal property or on one's person.

If the student's behavior or other attribute is in violation of these provisions, the Principal will request the student to make the appropriate correction. If the student refuses, the parent/guardian may be notified and asked to make the necessary correction. The Principal shall take appropriate corrective and disciplinary action as necessary. **Further consequences for gang related activity may be possible long term suspension.**



Hazing/Initiations (JHCAA) KSA 21-3434

Incidents involving initiations, hazing, intimidations, and/or related activities which are likely to cause bodily danger, physical harm, personal degradation or disgrace resulting in physical or mental harm, or which affect the attendance of another student, are prohibited.

Hazing (Forcing Others): includes sexual harassment, interfering with another's rights, privileges, and liberties, intimidation, threats, humiliation, challenging students, banter, ridicule, or criticism of others and name-calling. For the purpose of this section, "hazing" is defined as an activity by one or more persons, which recklessly or intentionally endangers the mental or physical health or safety of a player/student/member for the purpose of initiation rite of a team/club/activity/school. All acts of "hazing" are prohibited at any school sponsored event on or off school grounds. The district will promptly investigate all complaints of hazing, whether formal or informal, written or verbal and discipline all students involved in "hazing" on school grounds or **at any school sponsored activity** off school grounds.

Harassment/Intimidation/Bullying/Menacing: The board is committed to providing a positive and productive learning and working environment. Hazing, harassment, intimidation, menacing or bullying by students, staff or third parties is strictly prohibited and shall not be tolerated in the district. Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. Staff whose behavior is found to be in violation of this policy will be subject to discipline, up to and including dismissal. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the Superintendent or board. Individuals may also be referred to law enforcement officials. The following are prohibited, but not all-inclusive, which take place at any school sponsored event on or off school grounds that is related to school sponsored activities.

Bullying

Initiation

Hazing

Intimidation

Related activities that are likely to cause bodily damage/harm.

Physical harm

Whipping/Swats/Paddling

Beating or branding

Shaving heads

Forced calisthenics

Exposure to the elements

Forced consumption of any food, alcoholic beverage, or other substance.

Any other action that would subject an individual to extreme mental stress (i.e. prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct resulting in extreme embarrassment, personal degrading, disgrace, etc.

Any other action that would negatively affect the health or safety of the individual.

A person commits an offensive act of "hazing" if the person:

Engages in hazing



Solicits, encourages, directs, aids or attempts to aid another in engaging in hazing.

Recklessly permits hazing to occur.

Consent is not a defense:

It is not a defense the student or students against whom the hazing was directed consented to or acquiesced in the hazing activity.

Any or all of the above discipline actions may be superseded by the administration.

The district will investigate all complaints of hazing off school grounds or outside the school year, whether formal or informal, written or verbal and report all hazing activities to the proper authority.

This policy adopted by the Board of Education on July 18, 2005.

Bullying (JDDC)

(See Policies EBC, GAAC, GAACA, JGEC, JGECA & KN)

Bullying is defined as any intentional gesture or any intentional written, verbal, electronic or physical act or threat that is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for a student or staff member that a reasonable person, under the circumstances, knows or should know will have the effect of:

Harming a student or staff member, whether physically or mentally;

Damaging a student's or staff member's property;

Placing a student or staff member in reasonable fear of harm; or

Placing a student or staff member in reasonable fear of damage to the student's or staff member's property.

Bullying means any form of intimidation or harassment prohibited by the board of education of the school district in policies concerning bullying adopted pursuant to K.S.A. 72-8256 or subsection (e) of K.S.A. 72-8205, and amendments thereto. USD 210 will not tolerate these actions by students or staff. Any act of bullying by either an individual student or group of students is prohibited on or while using school property, in a school vehicle or at school-sponsored functions. This policy applies to students who directly engage in an act of bullying, to students who, by their behavior, support another student's act of bullying, and to all staff members who engage in similar behaviors. No teacher, administrator, or school district employee shall engage in, permit, or tolerate bullying. Retaliation against a victim, good faith reporter, or a witness to bullying is prohibited. A person who engages in an act of bullying, reprisal, retaliation or false reporting of bullying, shall be subject to discipline in accordance with school district policy and procedures. The school district may take into account the following factors: the ages of the parties involved; the developmental and maturity levels, special education needs of the parties involved, and the severity of the behavior. Discipline guidelines for student and staff bullying are found in the appropriate handbooks. Offenses over time may result in discipline up to and including suspension and/or expulsion or termination from employment. As appropriate, reports to local law enforcement will be filed to report criminal bullying behaviors. The Hugoton School District is committed to a safe and civil educational environment for all students, employees, volunteer and patrons, free from harassment, intimidation or bullying. Specific acts of bullying may include but are not limited to name calling,



teasing, physical abuse (e.g., hitting, pushing, pinching, or kicking), threats, taking of personal possessions, cyber bullying (see reference below), phone messages, forcing others to hand over money, forcing others to do things against one's will, ignoring or leaving others out, attacking others in any way.

Cyber Bullying

Cyber bullying occurs when any electronic communication device through means including, but not limited to, e-mail, instant messaging, text messages, blogs, mobile phones, pagers, online games and websites. School districts also have the legal right to intervene in cyber bullying incidents initiated off-campus, when demonstrated the incident resulted in a substantial disruption of the educational environment. This policy applies to both staff and students. Along with locker searches, students have a limited expectation of privacy of the district's internet system, files and records. This policy will apply, including but not limited to, the following circumstances:

- while in any school building or on any school premises before, during or after school hours;
- while on any bus or other vehicle as part of any school activity;
- while waiting at any bus stop; during any school function, extracurricular activity or other activity or event;
- when subject to the authority of school personnel; and
- any time or place when the behavior has a direct and immediate effect on maintaining order and discipline in the schools.

Active or passive support for bullying is prohibited. All school employees are required to report and act upon alleged acts of bullying promptly. Students are encouraged to walk away from observed acts of bullying, constructively attempt to stop them, or report them to the designated authority.

Procedures for Reporting an Act of Bullying:

At the school, the Principal, or designee thereof, is responsible for receiving complaints alleging violations of this policy. All school employees are required to report alleged violations of this policy to the Principal or the principal's designee. Since some acts of bullying may be bias-related acts and potentially hate or bias crimes, school officials must report to law enforcement officials either serious acts or a pattern of acts. The initial report can be oral, but the formal report shall be written and include the written statement of the target individual(s) and the alleged perpetrator(s), and the time, location, and context of the incident including the names and statements of witnesses and/or those involved. Patterns of bullying, if they exist, should be included in the report.

All members of the school community, including students, parents, volunteers, and visitors, are encouraged to officially report, orally, in writing, or anonymously, any act which may be a violation of this policy to the principal or principal's designee. All reasonable efforts shall be made to authenticate anonymous reports, but formal disciplinary action requires more than an anonymous report.

School Response to Acts of Bullying:



Some acts of bullying may be isolated incidents requiring only the school respond appropriately to the individuals committing the acts. Other acts may be so serious or parts of a larger pattern of bullying and require a response either at the classroom, school building, or school district levels or by law enforcement officials. Consequences and appropriate remedial actions for students who commit an act of bullying range from positive behavioral interventions up to and including suspension or expulsion and will increase accordingly with each repeat occurrence.

Discipline Measures

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

Detention/ISS (JDB)

Detention will be served during lunch and Saturday is possible. A sign-in sheet is provided. Students are to sign in and sit quietly and work on homework or read. Failure to serve detention will result in an additional day of detention and additional discipline points. Repeated failures to serve detention will result in ISS or OSS, depending on point accumulation.

Students are responsible for having in their possession before entering ISS all textbooks, notebooks, pencils, pens, and paper for every class. Students in ISS observe both A and B day schedules. Students should bring a book to read. Failure to bring materials will result in a BOOK TARDY. Students are NOT allowed to bring fast food, pizza, pop, candy, gum, or magazines into ISS. Student must have their ID to go through the lunch line. Students are to turn their cell phones in at the beginning of the day and the phones will be returned at the end of the day. A full day of ISS is 8:00 a.m. to 4:00 p.m.. If student leaves for any reason during this time, a day of ISS may be reassigned.

STUDENTS ASSIGNED TO ISS FOR THREE VIOLATIONS OF THE RULES IN A SEMESTER MAY NOT ATTEND SCHOOL SPONSORED DANCES. THIS POLICY IS "THREE STRIKES AND YOU'RE OUT." ANY STUDENT WHO HAS SERVED OSS WILL NOT BE ALLOWED TO ATTEND SCHOOL SPONSORED DANCES FOR THE CURRENT SEMESTER.

Suspension/Expulsion (JDD)

Suspension and Expulsion Procedures

A student may be suspended or expelled, for reasons set forth in Kansas law, by the following certified personnel: Superintendent, Principal, or Assistant Principal. A suspension may be for a short term not exceeding ten school days, or for an extended term not exceeding 90 school days. An expulsion may be for a term not exceeding 186 school days. Any student who is suspended or expelled shall receive a copy of the current suspension and expulsion law and this policy. Expulsion hearings for weapons possession shall be conducted by the Superintendent/designee. Expulsion hearings shall be conducted by the Superintendent or other certificated employee or committee of certificated employees of the school



in which the pupil is enrolled or a hearing officer appointed by the board, or another person appointed by the board.

Rules Which Apply in all Cases When a Student May be Suspended or Expelled

Refusal or failure of the student and/or the student's parents to attend the hearing shall result in a waiver of the student's opportunity for the hearing.

Students who are suspended for more than 10 days or expelled from school may appeal to the board within 10 calendar days of receiving written notice of the hearing results.

A student suspended for more than 10 school days or expelled from school shall be provided with information concerning services or programs offered by public and private agencies which provide services to improve the student's attitude and behavior.

A student who has been suspended or expelled shall be notified of the day the student can return to school.

If the suspension or expulsion is not related to a weapons violation, the Principal may establish appropriate requirements relating to the student's future behavior at school and may place the student on probation.

If the expulsion is related to a weapons violation the Superintendent may establish appropriate requirements relating to the student's future behavior at school and may place the student on probation.

The days a student is suspended or expelled are not subject to the compulsory attendance law.

During the time a student is suspended or expelled from school, the student may not:

Be on school property or in any school building without the permission of the Principal.

Attend any school activity as a spectator, participant or observer.

Reasons for Suspension or Expulsion

Students may be suspended or expelled for one or more of the following reasons:

willful violation of any published, adopted student conduct regulation;

conduct which substantially disrupts, impedes, or interferes with school operation;

conduct which endangers the safety or substantially impinges on or invades the rights of others;

conduct which constitutes the commission of a felony;

conduct which constitutes commission of a misdemeanor;

disobedience of an order of a school authority if the disobedience results in disorder, disruption or interference with school operation; and

possession of a weapon at school, on school property or at a school-sponsored event.

Short-Term Suspension Procedures

Except in an emergency, a short-term suspension (not exceeding ten school days) must be preceded by oral or written notice of the charges to the student and an informal hearing. If a hearing is not held prior to the suspension, an informal hearing shall be provided no later than 72 hours after imposition of a short-term suspension. Written notice of any short-term suspension shall be delivered to the student's parent or guardian within 24 hours after the suspension has been imposed. Short-term



suspension hearings may be conducted by any person designated in policy as having the authority to suspend. At the informal suspension hearing, the student shall be:

- notified of the right to be present;
- informed of the charges;
- informed of the basis for the accusation; and
- allowed to make statements in his/her defense.

When a suspension is imposed during the school day, the student shall not be removed from school until a parent has been notified. If a parent cannot be notified during regular school hours, the student shall remain at school until the regular dismissal time.

Long-Term Suspension or Expulsion Procedures

Before a student is subject to long-term suspension (not to exceed 90 school days) or expulsion (not to exceed 186 school days), a hearing shall be conducted by a hearing officer who has authority to suspend or expel. The Superintendent/Principal shall designate a hearing officer. Formal hearings shall be conducted according to procedures outlined in current Kansas law and:

The student and parents or guardians shall be given written notice of the time, date and place of the hearing.

The notice shall include copies of the suspension/expulsion law, and appropriate board policies, regulations and handbooks.

The hearing may be conducted by either a certified employee or committee of certified employees.

Expulsion hearings for weapons violations shall be conducted in compliance with Kansas law by persons appointed by the board.

Findings required by law shall be prepared by the person or committee conducting the hearing.

Records of the hearing shall be available to students and parents or guardians according to Kansas law.

Written notice of the result of the hearing shall be given to the pupil and to parents and guardians within 24 hours after determination of such result.

Student Rights during a Long-Term Suspension/Expulsion Hearing

The student shall have the right:

- to counsel of his/her own choice;
- to have a parent or guardian present;
- to hear or read a full report of testimony of witnesses;
- to confront and cross-examine witnesses who appear in person at the hearing;
- to present his or her own witnesses;
- to testify in his or her own behalf and to give reasons for his or her conduct;
- to an orderly hearing; and
- to a fair and impartial decision based on substantial evidence.

Appeal to the Board

The following conditions shall apply if a student or the student's parent or guardian files a written appeal of a suspension or expulsion:

Written notice of the appeal shall be filed with the clerk within 10 calendar days of the hearing.



The board shall schedule an appeal with the board or a hearing officer appointed by the board within 20 calendar days.
The student and the student's parent shall be notified in writing of the time and place of the appeal at least 5 calendar days before the hearing.
The hearing shall be conducted as a formal hearing using the same rules noted earlier for expulsion hearings.
The board shall provide a certified court reporter to transcribe the hearing.
The board shall render a final decision within the next regular scheduled board meeting after the conclusion of the appeal hearing.

Reporting to Law Enforcement (JDDB)

When a student participates in a conduct which constitutes the commission of any misdemeanor or felony, at school, on school property, or at a school supervised activity and/or has been found:

- in possession of a weapon
- in possession of a controlled substance or illegal drug
- to have engaged in behavior at school which has resulted in, or was likely to result in serious bodily injury to others

Then the Superintendent or Principal shall report such an act to the appropriate law enforcement agency. Law enforcement will also receive a report for any student suspended for the above infractions.

Corporal Punishment (JDA)

Corporal punishment shall not be used in the district.

Probationary Status (JDC)

Any punishment, suspension or expulsion, may be deferred by the Principal or Assistant Principal. The student involved may be placed on probation for a set period of time. The punishment, suspension or expulsion shall remain deferred so long as the student meets the conditions of the probation. If a student is placed on probation, written notification shall be sent to the student's parent or guardian. A student placed on probation shall be given a written list of the terms and conditions of the probation. The student shall sign a statement that: the terms and conditions have been explained, the student understands the conditions, the student agrees to abide by the conditions and failure to abide by the conditions may be reason to reinstate the original punishment. Any probation arrangements resulting from violations of the weapons policy shall be handled by the Superintendent.

Searches of Property (JCAB)

Principals are authorized to search property if there is a reasonable suspicion district policy, rules or directives are being violated. In addition, all lockers shall be subject to random searches without prior notice or reasonable suspicion. All searches by the Principal shall be carried out in



the presence of another adult witness. Any person other than the Principal who wishes to search a student's locker or property shall report to the Principal before proceeding. In no event shall any person be permitted to search a student's locker or property without the Principal's consent unless the person has a valid search warrant authorizing a search. If a law enforcement officer desiring to search a student's locker or property has a search warrant, the Principal shall permit the search which shall be made in the presence of the Principal.

Searches of Students (JCABB)

Principals are authorized to search students' clothing and belongings if there is a reasonable suspicion district policies, rules or directives are being violated.

Students will be told why the search is being conducted;
An attempt to contact parents will be made;
Items which may be connected with illegal activity will be confiscated;
Law enforcement may assist with the search; and
A report will be written and kept on file with the Superintendent.

The U.S. Supreme Court has upheld public school officials acting alone and on their own authority are not required to obtain a warrant prior to conducting a search of a student (Case No. 83-712). Students of Hugoton High School may be searched if there are reasonable grounds for suspecting a search will turn up evidence that the student has violated or is violating the law or the rules of the school. This applies to vehicles and personal items owned by students.

Interrogations and Investigations (JCAC)

Building administrators and others designated by the Superintendent may conduct investigations and question students about infractions of school rules or the student conduct code. If there is reason to believe a violation of a criminal law has been committed, the Principal shall notify the appropriate law enforcement agency and may request further investigation of the alleged violation. When law enforcement officers conduct an investigation and/or question a student(s) during school hours, the building Principal shall make reasonable attempts to contact parents, guardian or representative of the student(s) prior to questioning. To the extent possible reasonable requests of the parents, guardian or representative shall be observed. Notification or attempted notification of parents, guardian or representative shall be documented by the administrator involved. If a student's parents, guardian or representative is not present during questioning of a student, the Principal or a certified school staff member shall be present.

Activities/Athletics/Assemblies/Pep Rallies

Students are expected to be courteous, treat others with dignity and respect and follow all codes of conduct during pep rallies and assemblies. As representatives of Hugoton High School, students are expected to show respect for visiting team members, coaches, officials, and other visitors to



the school. We don't always agree with the ruling made by officials, but we must abide by them. Hugoton athletes and coaches want and need the loyal support of all students. They do not want representatives of the school to lower respect for our school by booing or otherwise giving officials and visitors a bad time. Students who do not represent their school properly may be suspended from further participation in activities. In extreme cases, there may be serious consequences for the student and the entire school. Remember, it is your school, be proud of Hugoton High School and help develop pride in it. The following are regulations established by the KSHSAA and the local district of USD 210. KSHSAA requires all athletes to have passed 5 subjects of unit weight from their previous semester of attendance and be currently enrolled and passing in 5 subjects of unit weight in order to participate. See "Eligibility" pg. 38. However, the school reserves the right to prohibit participation at any time deemed necessary. In addition, the following regulations apply to KSHSAA competitive sponsored extra curricular activities, as well as any other school-sponsored activity:

NOTE: An activity is defined as any school event or practice that takes place beyond the normal school day.

1. Students who have an unexcused absence from any part of the day of an activity will not be permitted to participate: (haircut, skipping, tired and sleeping in, etc.). Always check with the building Principal to insure your absence is of an approved nature.
2. Students who are absent due to illness any part of the day of the competitive activity (see description above) may not participate. This is to prevent students from participating while ill or weakened.
3. All students participating/involved in any type of school activity are to ride to/from the activity in school transportation unless cleared through the Principal/sponsor to ride with their own parents. Students are not to drive their own cars or ride with other students.
4. Student must abide by all established rules of the coaches and or sponsors of the activity.

Rule 52

Rule 52 requires KSHSAA member schools encourage sportsmanship from players and fans – both students and parents. It prohibits such activities as booing players and officials, rude chanting, holding newspapers up during opponent's introductions, etc. Schools violating Rule 52 can be subject to KSHSAA sanctions.

Clubs and Organizations (JHC)

School Sponsored Clubs shall be under the direct control of school personnel. Every school sponsored club shall have a constitution which has been approved by the building Principal and filed in the school office. To the extent non-curriculum related school sponsored clubs are allowed to meet in school facilities during non-instructional time, non-school sponsored student clubs may also meet in school facilities.

Non-School Sponsored Student Clubs shall submit a request for use of school facilities to the administrator prior to using the facilities. A faculty member (or other adult approved in advance) shall attend the meetings as a supervisor but shall not participate in the group's activities.

Student Government is under the control of the Principal.



Class Officers and Stuco Representatives

Student Council officer elections will precede the class officer and Student Council representative elections. A student may occupy both a Student Council office and a class officer position. Students must file with the student council advisor by signature only as an indication of willingness to serve. The President of STUCO must have senior standing; therefore, the senior student filing for office accumulating the most votes will be designated as STUCO President. The remaining offices will be designated by the total number of votes respectively, without regard to class standing. To run for office, one must have served on the council for a minimum of one year. Students in grades 9-11 will vote for officers during Seminar. These elections coincide. A student may occupy both positions. Class officer candidates must file with class sponsors by signature only. The following officers will be elected.

1. President
2. Vice President
3. Secretary
4. Treasurer

The eight students with the most primary votes will advance to the general election. If eight or fewer file, no primary will be held. Student receiving the most votes will be determined President, second most votes, Vice President, etc. Students will vote for four candidates in primary and general elections. Student Council Representatives must file with the Stuco advisor by signature only. Two representatives will be elected from each class. The four students with the most primary votes will advance to the general election. If four or fewer students file, no primary will be necessary. In the event of a tie for fourth position, additional names will be placed on the ballot. Two students with the most votes will be Council representatives. Students will vote for two candidates in the primary and general elections during Seminar.

National Honor Society

The local chapter of the National Honor Society (NHS) follows the guidelines stated in the National Charter for selection of members:

1. Sophomores, Juniors, and Seniors who have a GPA of 3.50 or higher are all candidates for NHS.
2. The selection process is two-fold:
 - A) All candidates who receive a minimum "4" rating (out of a possible "5") from faculty members are reviewed and considered. Students are rated on scholarship, leadership, service, and character.
 - B) All candidates from this "4" rating group are asked to fill out and return a Student Information Form. There is an announced deadline date for the return of this form.
3. Members shall be selected by a five member Faculty Council appointed by the Principal. The Faculty Council reviews the Information Forms and selects students for induction into NHS. The student must receive at least 3 votes from the 5 members. The emphasis throughout the process is placed on students whom excel in scholarship, leadership, service and character.

Contests for Students (JM)



When representing the school, a student will only enter contests approved by KSHSAA or by the administration.

Student Demonstrations (JCEC)

Student demonstrations on school property shall be conducted in an orderly and non-disruptive manner. Demonstrations may be terminated at any time by the Principal or the Superintendent. School operations are not to be disrupted when a petition or registration list is circulated. Petitions submitted to school officials become public property and are available for examination under reasonable circumstances.

Fund-Raising (JK)

Solicitations by students of students or school personnel during school hours and on school property shall be done only when they are related to school sponsored activities. All student sales projects shall require the Principal's prior approval. Solicitation by students from private homes or from business firms and civic organizations without Principal authorization is forbidden.

Parties/Social Events/Dances

All classroom parties and other school social events must be approved in advance by the Principal.

Junior/Senior Prom

Prom will be closed to adults/children in the community who do not have an invitation to attend. Invitations are given to only full time students. In an effort to accommodate parents/guardians interest in the decorations, prom site will be open from 2:00 p.m. until 5:00 p.m. for viewing. Parents/guardians will also be invited to take pictures and videos of their children in the lobby as students enter. Only those people with an invitation, however, will be actually admitted into the dinner/dance. We will have strict enforcement of our District Policy and State Law expressly forbidding anyone from being on school property while under the influence of alcohol or drugs. In addition to being removed from the grounds, a five-day suspension from school and a twenty-day suspension from all school activities will be enforced. Any student who brings a date from outside our school will assume full responsibility for his/her guest's behavior. Guests will not be over the age of 20. Middle school students are not allowed to attend prom. Any student serving Out-of-School Suspension will be denied the opportunity to attend prom as are students suspended from attending extra-curricular activities. Prom is a formal occasion. We require persons attending to dress accordingly. Required formal dress prohibits persons attending from wearing shorts, tennis shoes, or any other attire that diminishes the formal atmosphere of prom. Prom is strictly intended for junior and senior students. Guests are permitted, but any attempt to fraudulently admit underclass students will be denied. ATTENDANCE TO THE PROM REQUIRES ALL MONEY AND EQUIPMENT OWED TO THE SCHOOL PAID OR RETURNED BEFORE AN INVITATION IS SENT TO THE STUDENT.



Social Activities Rules

All parties, dances, etc. must be scheduled by the group sponsor and approved by the Principal.

All parties and dances must be adequately chaperoned. Three (3) faculty members must be in attendance at dances.

A student and guest may be refused admittance or requested to leave for violation of student handbook rules and policies.

Each group is responsible for its own cleanup.

Parties or dances are not permitted on school nights which are followed by a regular school day.

Once a student leaves a dance he/she may not return.

Those arriving 30 minutes or more after the dance has started will not be allowed admittance unless cleared in advance by sponsor. Doors will be locked.

Dances are for Hugoton High School students only. Guests must be signed up and approved by administration. Middle School students are not allowed. Outside guests must be enrolled in a high school and have the proper paperwork on file in the HHS office. HHS alumni who have graduated from high school in the past two years are permitted to be guests at dances with proper paperwork.

The sponsors have the final authority over students involved in the dances/activities.

Hayrack rides, riding in the back of pick-ups, and other dangerous ventures are not permitted.

Those needing to use buses are responsible for following bus rules; including clean-up and using only approved bus drivers.

The student handbook discipline policies are applicable to all extra curricular school sponsored activities.

Students who are ill any part of the school day that a dance is scheduled will not be allowed to attend the dance.

STUDENTS ASSIGNED TO ISS FOR THREE VIOLATIONS OF THE RULES IN A SEMESTER MAY NOT ATTEND SCHOOL SPONSORED DANCES. THIS POLICY IS "THREE STRIKES AND YOU'RE OUT." ANY STUDENT WHO HAS SERVED OSS WILL NOT BE ALLOWED TO ATTEND SCHOOL SPONSORED DANCES FOR THE CURRENT SEMESTER.

Extra Curricular Activities Participation Requirements (JH)

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

all applicable KSHSAA regulations;
academic eligibility requirements; and
other requirements established by the administration. See "Behavior/Conduct" pg. 19.

The following are regulations established by the KSHSAA and the local district of USD 210. KSHSAA requires all athletes to have passed 5 subjects of unit weight from their previous semester of attendance and be currently enrolled and passing in 5 subjects of unit weight in order to participate. See "Eligibility" pg. 37. However, the school reserves the right to prohibit participation at any time deemed necessary. In addition,



the following regulations apply to KSHSAA competitive sponsored extra curricular activities, as well as any other school-sponsored activity:

1. Students who have an unexcused absence from any part of the day of an activity will not be permitted to participate: (haircut, skipping, tired and sleeping in, etc.). Always check with the building Principal to insure your absence is of an approved nature.
2. Students who are absent due to illness any part of the day of the competitive activity (see description above) may not participate. This is to prevent students from participating while ill or weakened.
3. All students participating/involved in any type of school activity are to ride to/from the activity in school transportation unless cleared through the Principal/sponsor to ride with their own parents. Students are not to drive their own cars or ride with other students.
4. Student must abide by all established rules of the coaches/sponsors of the activity.

Eligibility

All district and Kansas State High School Activities Association requirements for eligibility must be met before a student will be allowed to participate in extra-curricular activities. At USD 210, high priority will be given to participation in all areas of school life which develops character, mind, and bodies of students. Students are encouraged to:

Pursue studies with a commitment to do their best

Participate in at least one school organization

Participate in an extra-curricular activity

Students' eligibility will be determined by the KSHSAA and Hugoton USD 210. These rules are designed to protect students' interests. Specific policies are established by coaching staff or sponsors for each activity. When a student elects to participate in an extra-curricular activity he/she also agrees to abide by these rules or face dismissal from the squad.

Students participating in an extra-curricular activity will be declared ineligible to participate in that activity if he/she is failing one or more classes during the semester.

The first eligibility check for each semester will be done at the first mid term. Grades will be checked on a weekly basis to determine eligibility after the first mid term of each semester. If a student is failing a class(es), he/she will be notified by the coach/sponsor of the activity. Written notification will be sent home with the student for the parent/guardian to sign and must be returned to the coach/sponsor.

A student who fails a class(es) for the first time will be given a one (1) week probation (Monday through Sunday of that week). If a student fails a class(es) for two consecutive weeks, he/she will be placed on the ineligibility list until such time as the grade is raised to a passing level.

KSHSAA Eligibility Requirements

To be eligible to compete in high school activities, students must be currently enrolled in five new classes and must have passed at least five new classes during the previous semester. **SCHOOLS MAY NOT WAIVE THIS REQUIREMENT.** In addition, there are rules regarding



school transfers. Please contact the activities director, Mr. Gillen, if you have questions.

Family Night (LED)

No school activity is to take place on Wednesday night or on Sunday without written permission of the Superintendent. These times are set aside for family activities. If the Superintendent permits any exceptions to this policy, notice shall be given to the board at their next regular or special meeting.

Transportation to and from Activities (JGG)

When the district provides transportation to an activity, participating students are prohibited from driving personal automobiles to and from district-sponsored activities held during or after the school day.

College Visitation

College visits are allowed as long as the proper procedures are followed. Students can download a college visit form from the counselor's website or pick one up from the counselor's office. The form must be completed and turned in to the counselor's office at least 3 (three) days before the scheduled college visit. Upon returning to school the form must be returned to the counselor's office with the signature from the college admissions representative. Seniors are allowed 3 (three) college visits, Juniors 2 (two), and Sophomores 1 (one). More college visits are allowed however anything over the allotted amount will be considered an unexcused absence.

Field Trips (IFCB)

Students may participate in a field trip if the parental consent form for the trip has been turned in. See Appendix C for a sample consent form. Music trips will occur once every four years and are intended, in part, to reward long-term commitment to the music program. In order to avoid a sudden increase in music enrollment during trip years, upper class students (Sophomores, Juniors, and Seniors) must be in music for at least three consecutive semesters in order to be eligible for music trips, including the most recent semester. Freshmen, who have enrolled in high school music for the first time, must have been in band for two semesters. Students denied participation in band trips because of a conflict with this policy, will have the right to an individual appeal hearing, if requested. Students must meet the eligibility requirement to go on music trips.

Student Publications (JHCA)

School-sponsored student publications shall be under the supervision of the building Principal or designated faculty representative. Students who have facts and opinions should be allowed to express them in print as well as through oral communications. However, student editors and writers must observe the same legal responsibilities as those imposed upon



conventional newspapers and communication media. No student shall distribute any school publication which:

Is obscene according to current legal definitions;

Is libelous according to current legal definitions; or

Creates a material or substantial interference with normal school activity or appropriate discipline in the operation of the school.

Student publications which are not libelous, disruptive or obscene may be distributed on school property during school hours at times and in areas designated by the building Principal. If a decision to disapprove distribution of a publication is made, the Principal shall state reasons for the decision to the student(s). If the student is dissatisfied with the Principal's decision, the student may appeal the decision to the Superintendent. Non-School Sponsored Student Publications may be distributed on school property at times and in areas designated by the building Principal. Distribution of any non-school-sponsored publication may be halted if the material is obscene or libelous, or creates a material or substantial disruption of normal school activity or interferes with the operation of the school. Distribution in violation of this policy may result in suspension, expulsion or other discipline of the students involved.

The "Eagles Cry" is the school newspaper and is published by the Journalism class. The "Eagle" is the school yearbook and is published by the yearbook staff. Yearbooks are delivered in the early fall. The cost of the yearbook is \$55.00 plus tax. This amount could increase from year to year.

Health and Safety Reporting of Accidents (JGFG)

Students should report any injury incurred at school or a school-sponsored activity to the Principal or appropriate sponsor. When appropriate, a parent shall be notified of a student injury as soon as possible to determine appropriate action. If the student needs medical attention and the parents cannot be reached, the Principal shall seek emergency medical treatment.

First Aid (JGFG)

If a student has an accident which requires medical treatment, no action shall be taken by an employee except the following:

send for medical help;

make the student as comfortable as possible while waiting for competent medical assistance to arrive; and

notify the Principal.

If an employee present is qualified to administer first aid, aid may be given. Qualified employees, for this purpose, are the school nurse or those employees who have successfully completed an approved Red Cross first aid program.

Administering Medications (JGFGB)

The supervision of oral and injectable medications shall be in strict compliance with the rules and regulations of the board. School employees may not dispense or administer any medications, including prescription and non-prescription drugs, to students except as outlined in board policy.



In certain explained circumstances when medication is necessary in order for the student to remain in school, the school may cooperate with parents in the supervision of medication the student will use; but the medical person authorized to prescribe medication must send a written order to the building administrator who may supervise the administration of the medication or treatment, and the parents must submit a written request to the building administrator requesting the school's cooperation in such supervision and releasing the school district and personnel from liability. School personnel shall not be required to be custodians of any medication except as required by a written order of a licensed medical person. The medication shall be examined by the school employee administering the medication to determine if it appears to be in the original container, to be properly labeled and to be properly authorized by the written order of licensed medical person. Two containers, one for home and one for school, should be requested from the pharmacist. Only oral medications should be administered except in emergency situations. Any changes in type of drugs, dosage and/or time of administration should be accompanied by new physician and parent permission signatures and a newly labeled pharmacy container. The building administrator may choose to discontinue the administration of medication provided he has first notified the parents or medical person in advance of the date of such discontinuance with the reasons therefore. In the administration of medication, the school employee shall not be deemed to have assumed to himself any other legal responsibility other than acting as a duly authorized employee of the school district.

See Appendix B for a sample medication permission form.

Employee Immunity

A school district, and its employees and agents, which authorize the self-administration of medication in compliance with the provisions of this policy, shall not be liable in any action for any injury resulting from the self-administration of medication. The school district shall provide written notification to the parent/guardian of a student the school and its employees and agents are not liable for any injury resulting from the self-administration of medication.

Student Self-Administration of Medications (JGFGBA)

The self-administration of medication is allowed for eligible students in grades K-12. As used in this policy medication means a medicine for the treatment of asthma, anaphylaxis including but not limited to, any medicine defined in current federal regulations as an inhaled bronchodilator, auto-injectable epinephrine which is prescribed by a health care provider.

A written statement from the student's health care provider stating the name, purpose of the medication(s), prescribed dosage, time to be administered, any additional special circumstances and length of time for which medication is prescribed must be obtained.

The student shall also demonstrate to the health care provider and the school nurse the skills necessary to administer the medication and any device necessary to administer the medication as prescribed. The student's health care provider shall provide written authorization stating the student



has been instructed on self-administration of the medication and is authorized to do so in school.

The student's parents/guardians will provide written authorization for the self-administration of medication.

An annual renewal of physician and parental authorization for the self-administration of medication shall be required.

A student in grades K-12 may be eligible to self-administer medication.

As used in this policy medication means a medicine for the treatment of anaphylaxis or asthma including, but not limited to, any medicine defined in current federal regulation as an inhaled bronchodilator or auto-injectable epinephrine. The health care provider will provide a written treatment plan. A parent/guardian will complete and submit a school form annually including the treatment plan.

Student Eligibility Requirements

Written statement from a student's health care provider stating the name and purpose of the medication(s)

The prescribed dosage

Time the medication is to be taken

Any special circumstances to take the medication

The length of time the medication is prescribed

Student must demonstrate the ability to administer the drug to the health care provider or nurse.

Authorization Required

The health care provider shall prepare a written treatment plan for managing the student's asthma or anaphylaxis episodes and for medication use by the student during school hours. The student's parent or guardian shall annually complete and submit to the school any written documentation required by the school, including the treatment plan prepared by the student's health care provider. Permission forms shall be updated during enrollment/or parent teacher conferences.

Employee Immunity

All teachers responsible for the student's supervision shall be notified permission to carry medications and self-administer has been granted. The school district shall provide written notification to the parent/guardian of a student the school district and its officers, employees and agents are not liable for damage, injury or death resulting directly or indirectly from the self-administration of medication.

Waiver of Liability

The student's parent/guardian shall sign a statement acknowledging the school districts and its officers, employees or agents incur no liability for damage, injury or death resulting directly or indirectly from the self-administration of medication and agreeing to release, indemnify and hold the schools and its officers, employees and agents, harmless from and against any claims relating to the self administration of medication allowed by this policy. The parent or guardian of the student shall sign a statement acknowledging the school incurs no liability for any injury resulting from the self-administration of medication and agreeing to indemnify and hold the school, and its employees and agents, harmless against any claims relating to the self-administration of such medication.

Additional Requirements

The school district shall require any back-up medication provided by the student's parent or guardian be kept at the student's school in a location to which the student has immediate access if there is an asthma or anaphylaxis emergency;



The school district shall require all necessary and pertinent information be kept on file at the student's school in a location easily accessible if there is an asthma or anaphylaxis emergency;

Eligible students shall be allowed to possess and use approved medications at any place where the student is subject to the jurisdiction or supervision or the school district, its officers, employees or agents;

The board may adopt policy or handbook language which imposes additional requirements relating to the self-administration of medication allowed for in this policy and may establish a procedure for, and the conditions under which, the authorization for student self-administration of medication may be revoked.

Inoculations (JGCB)

All students enrolling in any district school shall provide the building Principal with proof of immunization of certain diseases or furnish documents to satisfy statutory requirements. Booster shots required by the Secretary of the Department of Health and Environment are also required. Students who fail to provide the documentation required by law may be excluded from school by the Superintendent until statutory requirements are satisfied. Notice of exclusion shall be given to the parents/guardians as prescribed by law. Students who are not immunized against a particular disease(s) may be excluded from school during any outbreak.

If a student transfers from one school to another, immunization records must transfer with the transcripts to the school to which the child transfers (Senate Bill 575). In each school year, every pupil enrolling, or enrolled, in any school for the first time in this state, prior to admission, shall present appropriate certification to this effect from a physician or local health department. Pupils who have not completed the required inoculations may enroll or remain enrolled while completing the required inoculations if they have received the most recent in all required series. (Section 1 K.S.A. 1993 Supp. 72-5209)

Health Services

Student's who become ill during the school day will need to report to the school office. The nurse will be called and if student is advised to go home by the school nurse, parents/guardians will be notified, and the student will need to go through the proper check out procedures.

Health Assessments (JGC)

All students up to the age of nine shall submit evidence they have undergone a health assessment prior to entering kindergarten or before enrolling in the district for the first time.

Physicals

Students participating in athletics, cheerleading, or drill team must have a physical on file before participating.



Communicable Diseases (JGCC)

Any student noted by a physician or the school nurse as having a communicable disease may be required to withdraw from school for the duration of the illness. The student will be readmitted to regular classes upon termination of the illness, as authorized by the student's physician or as authorized by a health assessment team. The board reserves the right to require a written statement from the student's physician indicating the student is free from all symptoms of the disease.

Drills (EBBE)

Students shall be informed of emergency drill procedures at the beginning of each school year.

Weather Emergencies (EBBD)

When the Superintendent believes the safety of students is threatened by severe weather or other circumstances, parents and students shall be notified of school closings or cancellations by School Reach. If an emergency occurs with less than one hour of warning time, the district will keep all students under school jurisdiction and supervision. Staff will remain on duty with the students during the emergency period. Parents may come to school and pick up their children. Students shall be released according to board policy for release of students during the school day.

Asbestos

An asbestos management plan has been developed for the school district. A copy of the management plan is available from the district central office.

Pest Control

The district periodically applies pesticides inside buildings. Information regarding the application of pesticides is available from district central office.

General Information

A copy of the school calendar may be found on the school web site.

Complaints about Policy (JCE) & (KN)

Any student may file a complaint with the Principal concerning a school rule or regulation if it applies to the student. The complaint shall be in writing, filed within 20 days following the application of the rule or regulation, and must specify the basis for the complaint. The Principal shall investigate the complaint and inform the student of the resolution within 10 days after the complaint is filed.

Distribution of Materials (KI)



Materials unrelated to the school's curriculum may not be distributed without prior consent of the Principal.

Gifts (JL)

Student Gifts to Staff Members: The giving of gifts between students and staff members is discouraged. Students shall be allowed to collect money or purchase gifts for faculty members with the Principal's approval.

Student Organization Gifts to the School: Student organizations, with prior approval of the organization sponsor and building Principal, may donate a portion of the organization's funds to the district. These donations shall require prior board approval. A gift is defined as any donation, present or endowment in the form of cash, merchandise or personal favor. Any student organization gift to the district shall become district property when accepted by the board.

ID Badges

Every student will be issued an ID with their picture and ID number at the beginning of the year at the schools expense. If lost or defaced this card will be replaced at the expense of the student for \$5. This is a very important part of the safety of our school as we want to be able to identify all persons in the facility. This card will also supply information for the lunch room, library, and use of computers. Student IDs must be on the student's person at all times while on campus. Failure to have an ID on your person will result in discipline.

Insurance (JGA)

The school carries an accidental medical insurance coverage on all students who are enrolled in school or participate in KSHSAA activities. This insurance is meant to take over MOST other expenses the original family policy does not cover, provided there is other insurance. IT IS THE RESPONSIBILITY OF THE PARENTS TO FILL OUT THE FORMS AND FILE THEM WITH THE INSURANCE COMPANY WITHIN 90 DAYS OF THE ACCIDENT.

Personal Property

The district is not responsible for students' personal property and does not provide insurance on students' personal property. If a student's personal property is broken, damaged or stolen repair or replacement is the student's responsibility.

Posters

Posters, drawings or other materials must be approved by Mr. Errebo for posting in the school. All unauthorized posting will be removed immediately and become the property of the school.

School Song

The red and blue over all
May it rise to the sky never fall



May the world look to them in their flight
For the colors for which we fight!!!
RAH!!! RAH!!!
For the students of ol' HHS
The school which is always the best
We've stood every trial, every test
And with our might the red and blue
Shall reign forever!!!

Staff/Student Relations (GAF)

Staff members shall maintain professional relationships with students, which are conducive to an effective educational environment. Staff members shall not submit students to sexual harassment or racial harassment. Staff members shall not have any interaction of a sexual nature with any student at any time regardless of the student's age or status or consent

Telephones

District telephones are for school business. Use of phones for personal business should be avoided except in case of an emergency. Use of phones for social calls is not permitted. Students shall not make long distance calls on district telephones without the prior permission of Mr. Errebo or a staff member.

Cell Phones

Cell phones are allowed during passing periods and lunch, they are not to be used during class times including Seminar. See "Behavior/Conduct" pg. 20

Use of Personal Vehicle (JGFF)

Students who drive to school shall park in the designated parking areas. Students may not go to their vehicles during the school day without permission from Mr. Errebo or Mr. Gillen. A student who is observed driving recklessly on or near school property shall be reported to the building Principal. The Principal shall review the violation with the student at the first opportunity and sanctions including but not limited to the following may be applied:
the student may be prohibited from parking or driving on school property;
a letter may be sent to the student's parents;
student may be disciplined according to the disciplinary code.

Student/Faculty Parking

In order to have parking privileges a student must properly display a Parking Permit and be able to show proof they are legal to drive to and from school.

1. Students will park in designated parking areas.
2. Parking information and permits should be picked up during registration or in the Attendance Office during the school year. The parking permits should be displayed on the upper right hand corner of the



front window or hanging from the rearview mirror. Vehicles not displaying the proper parking permit are subject to a citation.

3. Transferring or selling permits to unauthorized persons will result in the loss of the parking permit and disciplinary action.

4. The school assumes no responsibility for lost or stolen permits. However, students should report lost or stolen permits to the office as soon as possible.

5. Students are reminded all city ordinances apply to traffic on school streets and parking areas.

6. Failure to comply with traffic ordinances while driving on school streets and parking areas may cause a student to lose driving and/or parking privileges on school property.

7. Upon arrival at school students are to park their cars, lock them and proceed immediately into the building.

8. Students are not to loiter in the parking lots.

9. Students are not to go to a parked car without prior permission from an administrator during school hours.

Parking Violation Procedures:

1. All Hugoton High School parking violations carry a fine of \$5. Violations such as parking in a handicapped space or in a fire lane will result in a parking citation written by the Hugoton Police Department and may carry a different fine.

2. Citations must be paid within (10) ten school days from the date of issuance. Failure to pay the citation will result in assigning 1 day of In-School Suspension.

3. All appeals must be made within (5) five school days of issuance. All appeals must be made through the Principal or assistant Principal.

4. If a citation is unpaid at the end of (10) ten school days, a letter will be sent to parents of the violator explaining the following consequences:

a. Vehicles may be towed at the owner's expense if parked in HHS lots.

b. If violator is a student with an HHS parking permit, the permit may be revoked for the remainder of the school year and he/she may not be able to purchase a parking permit for the next school year.

c. If a violator is a student without an HHS parking permit, he/she may not be able to purchase a parking permit for the next school year.

5. Any student who receives three or more parking citations during any school year may forfeit his/her right to parking on school grounds and may not be able to purchase a parking permit for the next school year.

6. Students will not have their grades posted on a transcript until all parking fines have been paid. If a student is a senior, his/her diploma will be held until parking fines have been paid.

Students and staff are to park in their designated areas.

Visitors (KM)

Patrons and parents are encouraged to visit the district facilities. All visits shall be scheduled with the building Principal. To ensure safety and security, all visitors must check in at the office wherein they will be given a 'visitor' ID to wear before proceeding to contact any other person in the building or on the grounds. Students are not allowed to bring visitors to school without prior permission of the Principal. Visitors are not allowed to attend regular classes and are not to be on school property before, after,



or during school hours (7:30 A.M. - 4:00 P.M.) without permission of the building administrator. Violators can be charged with criminal trespassing.

Building Opening and Closing Time

The buildings will be open to students from 7:30 A.M. until 4:00 P.M. Upon entering, students are to take care of their business and then report to their first hour class. Students are not to be in the buildings after 3:30 P.M. unless involved in a supervised activity. School is dismissed at 3:30 P.M. each day. Students who are not involved in school activities are to leave the school grounds by 3:45 P.M., unless they are involved in an after school study program. Students walking home from school must use the crosswalk when crossing US Highway 56. High school students are not allowed into the middle school until 3:45 P.M. If you are involved with extra curricular activities and are in the gymnasium, you are to go directly to that area. Students are not to go into the academic wing of the middle school at any time during the school day.

Appropriate Use of Equipment and Supplies

Use of equipment and supplies is for the performance of official and approved assignments only. Use of district equipment or supplies for personal projects is prohibited without prior permission of the teacher. Students shall handle all school equipment and supplies carefully. Students shall be responsible for any damage they cause to school equipment or supplies.

Computer Use (JGD) Technology Mission Statement

Our students will not only have to understand and use technology, but will also be expected to gather, synthesize, and analyze information on an unprecedented new scale. The challenge of education is to define new strategies to enable educators and students to respond to these changes and to ensure technological resources are available, used effectively, and equitably distributed. Use of or access to district computers and computer software is limited to district employees and students. Use of computers is for the performance of official and approved assignments only. Use of district computer equipment or software for personal student projects is prohibited without prior permission of the teacher. Only software purchased by the district may be loaded onto district computers. Software licensed to the district shall not be used on computers not owned by the district. District software shall not be copied for personal use. Students shall not use electronic communications, including e-mail and the internet, to harass staff, students, or other individuals.

No Right to Privacy

Students shall have no expectation of privacy or restricted access to any information generated during the course of their work or entered in any district computers. Students waive any right to privacy in e-mail messages and consent to the access and disclosure of e-mail messages by authorized persons. Students shall only use passwords or other encoding or security mechanisms as assigned by the district computer system(s) administrator or other officials designated by the board. The use of a



password does not affect the administration's right to monitor. All forms of electronic communications are monitored by the administration to ensure the systems are only being used for official purposes.

Ownership

Computer materials or devices created as part of any assignment undertaken on school time shall be the property of the district.

Internet

Inappropriate use and/or transmission of any material in violation of any United States or state regulation, is prohibited. This includes, but is not limited to copyrighted material, threatening or obscene material, or material protected by a trade secret.

Computer Network Use Guidelines

All users of the schools' computers and networks are expected to abide by the generally accepted rules of network etiquette (netiquette). Informal rules of behavior have evolved for the use of and communication on the Internet and other on-line services. These rules of behavior include, but are not limited to, the following:

Be polite. Do not write or send abusive messages to others.

Use appropriate language. Do not swear, use vulgarities or any inappropriate language.

Do not reveal your personal address or phone numbers or that of other students or colleagues.

Note electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to mail. Messages relating to or in support of illegal activities may be reported to the authorities.

All communications and information accessible via the network should be assumed to be private property which is subject to copyright laws.

Do not place unlawful information on any network system.

Keep paragraphs and messages short and to the point. Focus on one subject per message.

Do not use the network in such a way that would disrupt the use of the network by other users (e.g., downloading very large files during prime time; sending mass e-mail messages).

Consequences of Violation of Technology Policies

All of the policies and handbook procedures for acceptable use of computers and network are intended to make the computers and networks more useful to students and teachers. They are also intended to minimize the burden of administering the networks, so more time can be spent enhancing services. Use of the computers for programs, software, e-mail and to access telecommunications resources is a privilege, not a right. Violations of the policies and procedures of Hugoton High School concerning use of computers and networks will result in disciplinary action. See "Behavior/Conduct" pg. 20.

Level 1: Warning:

Students will lose computer privilege/Internet access until a parent conference is held. Any additional loss of privileges as determined by the administration will be discussed in this conference.

Level 2: Pattern of Abuse, Repeated Abuse or Flagrant Violations:

Students who, after a Level 1 warning, continues to engage in serious or persistent misbehavior by violating the district's previously communicated written standards of conduct may be removed from any computer/internet



privileges for the remainder of the school year or remaining school years and recommended for suspension.

Level 3: Expellable Offense:

Student could be suspended from school if he/she engages in conduct on the Internet that contains the elements of the offense of criminal mischief, as defined by state and federal law. Any student expelled for misuse of technology will also lose computer privileges for the remainder of the school year or school years. See Appendices E and F for sample agreements to be signed by parents and students.

Lockers (JCAB)

Lockers in the district schools shall be under the supervision of the building Principal and assigned to the student to store necessary school materials and clothing. The combinations to all lockers shall be in the sole possession of the Principal and stored in a place designed to guard against unauthorized access or use. The Principal may search any locker at any time without notice to the student to whom the locker is assigned if there is reason to believe the locker contains matter prohibited by law or school regulations. Students shall not place locks, other than those issued by the school, on any locker. Student lockers will be assigned by the school. There is no reason for lockers to be shared. In the best interest of security, students are cautioned not to tell anyone else their locker combination. As soon as one other person knows your combination, your locker is no longer secure. The security of each student's property is his/her responsibility. You are cautioned NOT TO STORE VALUABLE ITEMS OR LARGE SUMS OF MONEY IN YOUR LOCKER! Students who do not lock their lockers are foolish and are showing a lack of good judgment. Students are not to RIG combination locks on lockers. If this is done, student will have NO security for personal possessions. Rigging lockers will be considered destruction of school property and dealt with accordingly. Students are also responsible for the care and cleanliness of their lockers. To insure proper care, periodic locker inspections will be conducted. Do not store gym clothes or food and drink items in your locker. Repair of damage done to your locker and the cost of cleaning an inordinately dirty locker must be paid by the student in a timely manner. Lockers are the property of the school district, and the school reserves the right to inspect student issued lockers at any time.

Due to FIRE Safety Code; backpacks, book bags or duffle bags will not be allowed in classrooms or to be placed in the hallway. To further help protect student property, we offer the following suggestions:

Mark all personal property with your name in indelible ink.

Do not bring large amounts of money or other valuable items (i.e. cell phones, headsets) to school.

Keep your locker closed at all times unless you are present.

Report to the office any locker or locks which do not function properly.

Report any lost or stolen items to the office as soon as possible and check the "lost and found" items in the office periodically.

Students will be held responsible for damage/vandalism to lockers.

Lockers are to be cleaned out by students at the end of the school year.

Textbooks (IF)



Textbooks are rented to students in order to keep cost down as costs have risen the past years. Books remain the property of USD 210 and must be paid for in the event they are misplaced or destroyed. Teachers will record each book checked out to the student so cost can be prorated on basis of use or returned to the proper student if book is found.

Student Services

Academic Counseling: Students are encouraged to talk with Mrs. Mahan, teachers and Mr. Errebo in order to learn about the curriculum, course offerings, graduation requirements, qualified admissions for Regents Universities and other academic issues. Mrs. Mahan can provide information about vocational training schools, colleges and universities, careers and financial aid.

Personal Counseling: Mrs. Mahan is available to assist students with personal concerns. She may make available information about community resources to address personal concerns.

Counselor's Website: Through this website, access to our office and its services is broadened by allowing students and their parents to view these resources at their convenience. As always, we welcome any questions you have by appointment, phone or email.

Library (IF)

All materials taken from the library are to be checked out and returned at a specified time. Reference books are to be checked out for overnight only. Current magazines and newspapers may be checked out for the duration of the school day. Back issues of magazines may be checked out for three days. Fiction and nonfiction books may be checked out for two weeks. Fines on all materials are 25 cents per day. Copies may be secured for 10 cents a page. Students with overdue materials and/or fines will not be allowed to check out at the end of the school year, will have grade cards withheld, and participation in graduation or other school activities denied.

Food Service (JGH)

Free or reduced price meals shall be provided for students who qualify under state and federal rules and regulations. The eligibility forms, rules and regulations governing this program shall be provided by the administration to students or their parents. Breakfast and lunch will be served to high school students in the school cafeteria. Breakfast will be served from 7:40-8:05 each day. Lunch will be served from 12:33-1:18 each day. Hugoton High School has a CLOSED LUNCH PERIOD. A closed lunch period requires students to remain at school for lunch. Exceptions are made for those who have medical reasons which are substantiated by a doctor's written excuse. A student may purchase a hot lunch, bring his/her lunch, or have their parent/guardian bring them a lunch provided it is checked in at the office. PARENTS may only bring in lunch for their son/daughter. The USD 210 food service program provides patrons the opportunity to have their child bring a sack lunch from home instead of eating a school meal; however catered lunches (fast foods) and



carbonated beverages, are not permitted. Out of school guests will not be allowed on school grounds during lunch unless prior approval is obtained from the office. Food, drinks, silverware, and cafeteria dishes are not to be taken out of the cafeteria at any time. ID cards are to be treated as money. Students need to prepay their accounts in the High School Office prior to 10:00 AM. If a student does not have a sufficient amount of money on their account, they will not be allowed to purchase ala carte items that day. Students are responsible for taking care of their own ID card. Replacement ID's will be issued at a cost of \$5.00 per ID. You **MUST** have your ID in the lunch line. This is your responsibility. Your number will not be looked up if you forget your ID and you will have to go to the end of the line. Use of another student's ID is considered theft and will be disciplined accordingly. Line up in two single lines. **DO NOT DESTROY OR MUTILATE YOUR ID!** ID's written on, folded or have had holes punched in them will not be accepted. Do not bend or punch a hole through the bar code on your ID. Orderly behavior is expected of students. Those who choose to misbehave are subject to disciplinary action. Lunchroom supervisors will be on duty and have full authority to discipline students including offering warnings, assigning cafeteria probation, and/or submitting discipline referrals. A student who wishes to leave campus for lunch must have parents/guardians come to high school office and sign them out for lunch. This must be done on the same day the student wishes to leave for lunch. Parents/guardians are the only approved adults able to sign their student out for lunch.



Acknowledgment of Receipt of Handbook

(Students and Parents are required to sign this form and return it to school, no later than August 26thst, 2011)

I, _____, do hereby acknowledge receipt of the student handbook for 2011-2012. I have read it, and I understand the contents. Further, I understand:

- **This handbook contains the yearly required notification on the following issues:**
 - **Nondiscrimination, p. 1**
 - ***Family Educational Right to Privacy Act*, p. 8**
 - **Directory Information, p. 9**
 - **Drug Free Schools and Communities Policy, p. 26**
 - **Inoculations, p. 47**
 - **Availability of Asbestos Plan, p. 47**

- **As a condition of enrollment, I am required to abide by all regulations contained in this handbook as well as other policies established by the board of education.**

- **If I choose not to abide by the regulations contained in this handbook, any other policy established by the board of education, or any reasonable request by school authorities, disciplinary action may be imposed, up to and including expulsion from school.**

Date: _____ Signature of Student: _____

Date: _____ Signature of Parent: _____



Unified School District 210
215 W. 11th Hugoton, KS 67951 620-544-4311
School Health Office 2011-2012 School Year

Appendix B

Medication Administration Permission Form

Name of Student _____ Date of Birth _____

School _____ Grade _____ Seminar Teacher _____

Physician Diagnosis _____ Date Medication Started _____

Allergies _____

Medication #1 _____ Dose _____ Time to be given _____

Medication #2 _____ Dose _____ Time to be given _____

Medication #3 _____ Dose _____ Time to be given _____

Anticipated number of days to be administered at school _____

Special Instructions _____

() STUDENT MAY CARRY INHALER WITH HIM/HER AT ALL TIMES TO USE AS DIRECTED BY PHYSICIAN. ** SB 10 Asthma Bill

() STUDENT MAY CARRY EPINEPHRINE PEN WITH HIM/HER AT ALL TIMES TO USE AS DIRECTED BY PHYSICIAN.

DATE

PHYSICIAN SIGNATURE

Printed name and address of Physician Physician's telephone number/fax number

I, _____, hereby give my permission for _____
(Parent/Guardian name) (Child's name)

to take the above prescribed medication at school. I understand it is my responsibility to furnish the medication and any school employee who administers any medication to my child in accordance with written instructions from the Parent and/or Physician shall not be liable for damages as a result of an adverse drug reaction suffered by the student because of administering such medication. I will provide the medication in the original container, appropriately labeled by the pharmacy, or in the original over-the-counter container. I also give permission for the exchange of information between the school nurse/other school representative and the prescribing physician/pharmacy should a question or concern arise.

Date

Signature of Parent/Guardian

Return form to: Hugoton High School, 215 W. 11th, Hugoton, KS 67951 Fax # 620-544-7392



Unified School District 210
215 W. 11th Hugoton, KS 67951 620-544-4311
School Health Office 2011-2012 School Year

Dear Parent/Guardian of _____,

Hugoton, USD 210, requires all prescription and over-the-counter medications given during the school day be prescribed by a physician and requested by the parent to be administered by the Health Office. A NEW Medication Administration Permission Form must be completed for each new school year.

Your student has had the following medication(s) available this year.

() Daily Medication _____

() As Needed Medication _____

() Inhaler _____

*** SB 10 Asthma Bill allows students to carry their inhaler with them. It may be helpful to keep an additional inhaler in the Health Office in the event your child forgets his/her inhaler.*

ATTACHED IS A NEW FORM TO BE COMPLETED BY YOUR PHYSICIAN AND YOURSELF SHOULD YOUR CHILD NEED MEDICATION FOR THE 2011-2012 SCHOOL YEAR. RETURN THE COMPLETED FORM AND THE MEDICATION IN A PRESCRIPTION LABELED CONTAINER OR THE ORIGINAL OVER-THE-COUNTER CONTAINER TO THE SCHOOL HEALTH OFFICE PRIOR TO SCHOOL BEGINNING IN THE FALL.

Contact me regarding questions or concerns about the USD 210 Medication Policy or this request.

Send the completed form to: Holly Grubbs RN, BSN
C/O Hugoton High School
215 W. 11th
Hugoton, KS 67951
Phone (620) 544-4311 or Fax (620) 544-7392



Appendix C

ACTIVITY TRANSPORTATION AND PARTICIPATION CONSENT AGREEMENT

Student Name _____ Grade _____

Address _____

Home Phone # _____ Street _____ City _____ Zip _____ Student's Soc Sec # _____

Mother's Name _____ Work Phone # _____

Father's Name _____ Work Phone # _____

ALTERNATE EMERGENCY CONTACT INFORMATION

Contact Person _____ Phone #'s: _____, _____

Known Medical Issues (this will remain confidential) _____

Medications taken regularly _____

In case of emergency, I authorize the school to take my child for treatment if I cannot be reached, and I understand my health insurance will be the primary coverage and secondary coverage will be issued by the school for all injuries related to school activities. If you do not have insurance coverage, please write 'None' below.

Insurance company _____ Policy # _____

Group # & Employer name _____

Parent/Guardian signature _____ Date _____

Notary Public – mandatory

STATE OF KANSAS, COUNTY OF STEVENS, ss:

Before me, the undersigned authority, on this day, personally appeared _____.

Known to me to be the person whose name is subscribed above, and acknowledged to me he/she executed the same for the purpose herein expressed.

Sworn to and subscribed to me this _____ day of _____, 20____.

_____ My Appointment Expires: _____

This agreement will remain in force as long as student(s) is/are enrolled in USD 210, unless otherwise rescinded by the parent. The information will reviewed and updated as necessary.



Appendix D

Sample Parent Agreement 2011 -2012

Granting Limited Access

As the parent or guardian of this student, I have read the Acceptable Use Policy for Information Retrieval Systems at USD 210 Schools. I understand this access is designed for educational purposes. I also recognize employees of the school or school system may not be able to restrict access to all controversial materials. I will not hold them responsible for materials my son or daughter acquires as a result of the use of the Internet from school facilities. I accept full responsibility for supervision if and when my student's use of information systems is outside the school setting. I hereby give my permission to USD 210 to permit my child to access and use the available information retrieval technologies.

As a parent or guardian of this student, I have read the terms and conditions for _____ public schools' facilities use and Internet access. I understand this free access is designed for educational purposes. However, I also recognize it is impossible to restrict access to all controversial materials and I will not hold _____ public schools responsible for materials acquired or sent via the network.

Parent Signature _____ Date _____

Restricting Access

While I do not want my child accessing the Internet, I understand it is not always possible to prevent unauthorized use. I understand my child will not be given a password to access the Internet and an account will not be established for my child's use. I also agree not to hold the district responsible for my child's unauthorized access to internal or external computer networks.

Parent Signature _____ Date _____

This form will be retained on file by authorized faculty designee for duration of applicable computer/network/Internet use.



Appendix E

Please read the following carefully before signing. This is a legally binding document.

**Sample Acceptable Use of Computers and Networks:
Student's Agreement**

In order to make sure all members of the Hugoton High School community understand and agree to these rules of conduct, USD 210 requires you as a student to sign the following statement:

I understand and will abide by the district guidelines and conditions for the use of the facilities of Hugoton's public schools and access to the Internet. I further understand any violation of the district guidelines is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked. School disciplinary action and/or appropriate legal action shall/may be taken.

I have received and read a copy of the district guidelines on computer use and the conditions of use for computer networks.

The school may choose one or the other, but be conscious of the fact 'shall' means all students must be disciplined if they violate any of the rules.

Parent Signature _____ Date _____

Student Signature _____ Date _____

This form will be retained on file by authorized faculty designee for duration of applicable computer/network/Internet use.



Appendix F Immunization Requirements for 2011-2012 School Year

K.A.R. 28-1-20 defines immunizations required for any individual who attends school. Please carefully review the requirements below. The usual numbers of

Early Childhood Program operated by a School Ages 4 years and under	
Vaccine	Requirement
DtaP/DT (diphtheria, tetanus, pertussis)	4 doses
IPV (polio)	3 doses
MMR (measles, mumps, rubella)	1 dose
Varicella (chickenpox)	1 dose*
Hepatitis A	2 doses
Hepatitis B	3 doses
Hib (haemophilus influenza type B)	3 doses
Pprevnar (pneumococcal conjugate)	4 doses
Kindergarten – Grade 2	
Vaccine	Requirement
DtaP/DT (diphtheria, tetanus, pertussis)	5 doses
IPV (polio)	4 doses
MMR (measles, mumps, rubella)	2 doses
Varicella (chickenpox)	2 doses*
Hepatitis B	3 doses
Grades 3-6	
Vaccine	Requirement
DtaP/DT (diphtheria, tetanus, pertussis)	5 doses
IPV (polio)	4 doses
MMR (measles, mumps, rubella)	2 doses
Varicella (chickenpox)	1 dose**
Hepatitis B	3 doses
Grade 7	
Vaccine	Requirement
Tdap	1 dose***
IPV (polio)	4 doses
MMR (measles, mumps, rubella)	2 doses
Varicella (chickenpox)	2 doses*
Hepatitis B	3 doses

Grade 8	
Vaccine	Requirement
Tdap	1 dose
IPV (polio)	4 doses
MMR (measles, mumps, rubella)	2 doses
Varicella (chickenpox)	1 dose**
Hepatitis B	3 doses
Grades 9-11	
Vaccine	Requirement
Tdap	1 dose****
IPV (polio)	4 doses
MMR (measles, mumps, rubella)	2 doses
Varicella (chickenpox)	1 dose**
Hepatitis B	3 doses
Grade 12	
Vaccine	Requirement
Tdap	1 dose****
IPV (polio)	4 doses
MMR (measles, mumps, rubella)	2 doses
Additional ACIP Recommended Vaccines NOT REQUIRED for School Entry	
<ul style="list-style-type: none"> ◦ Influenza (flu) vaccine for everyone 6 mos & older ◦ Meningitis Vaccine at age 11 yrs & booster at age 16yrs ◦ HPV Vaccine (a three dose series) at age 11 yrs 	
School Entry Physicals	
<ul style="list-style-type: none"> ◦ Any new early childhood program or kindergarten student will need a school entry physical completed by a Kansas physician within 12 months prior to the first day of school. ◦ New students under the age of 9 years who are attending a Kansas school for the first time, also require a physical as described above. <p>Documentation of the physical must be provided within 60 days of enrollment.</p>	

doses required are listed; however there are exceptional circumstances that could alter the

number of doses a child needs. If you have questions about your child’s immunization status, contact your child’s primary care provider or local health department. **Proof of immunizations must be provided to the school 60 days after enrollment.**

- * Varicella (chickenpox) vaccine is not required if child has had chickenpox disease **and** disease is documented by a physician or health dept signature. Without signature, vaccine is required even if you believe your child has had the chickenpox disease.
- * Although 1 dose of varicella is required for school attendance, 2 doses are recommended by the ACIP (Advisory Committee on Immunization Practices.)
- * All 7th-9th graders are required to have one dose of Tdap regardless of interval; since the last dose of Td (tetanus/diphtheria). This is to improve pertussis (whooping cough) immunity due to increasing outbreaks.



* All 10th-12th graders are required to have one dose of Tdap if more than 10 years since previous DTaP (pertussis containing vaccine). This is to improve pertussis (whooping cough) immunity due to increasing outbreaks.



Appendix G

- Academic Dishonesty, 15
 Academics, 10
 Accidents, Reporting of, 42 **JGFG**
 Activities, 36 **JH, JHC**
 Address/Phone Number Changes, 5 **JRB**
 Alternative Placement, 5
 Appropriate Use of Equipment and Supplies, 50
 Asbestos, 46
 Assemblies and Pep Rallies, 36

 Athletics, 36
 Attendance, 16 **JB**
 Attendance/Truancy, 16 **JBE JBD**
 Awards and Honors, 12 **JN**
 Behavior/Conduct, 19 **JCDA**
 Board of Education Members, 2
 Building Opening and Closing Time, 50
 Bus Regulations, 27 **JGG**
 Bullying, 29 **JDDC**
 Calendar, 47
 Cell Phones 48
 Class Ranks, 12 **JN**
 Clubs and Organizations, 37 **JH JHC**
 College Classes/Dual Credit, 6 **IDCE**
 College Visits, 41
 Communicable Diseases, 46 **JGCC**
 Complaints About Policy, 47 **JCE, JDDC, KN**
 Compulsory Attendance, 16 **JBE**
 Computer Use, 51 **IIBG**
 Contests for Students 38, **JM**
 Corporal Punishment, 34 **JDA**
 Counselor, 9 **JGD**
Counselor's Website, 9
 Dances, 38
 Description of School History, 1
 Detention, 31 **JDB**
 Discipline Measures, 31
 Distribution of Materials, 47 **KI**
 Dress Code, 25 **JCDB**
 Drills, 46 **EBBE**
 Drug Free Schools and Communities Act, 26 **JDDA, GAOB, LDD**
 Eligibility, 40 **JH**
 Enrollment/Withdrawal from School, 4 **JBCA JQKA**
 Extra-Curricular Activities Participation Requirements, 40 **JH**
 Fees, 7 **JS**
 Family Night, 41 **LED**
 Field Trips, 41 **IFCB**
 First Aid, 42 **JGFB**
 Food Service, 54 **JGH**
 Fund Raising, 38 **JK**
 Gangs, 27 **JHCA**
 General Information, 47
 Gifts, 47 **JL**
 Grade Level/Course Outcomes, 10
 Grading/Grade Classification, 10
 Graduation, 13 **JFC, JFCA**
 Hazing/Initiations, 28 **JHCAA**
 Health and Safety, 42
 Health Assessments, 46 **JGC, JGCB**
 Health Services, 46
 Homeless Students, 5 **JBCA**
 Homework, 14 **IHB**
 Honor Roll, 12 **JN**
 ID Badge, 47
 In School Suspension, 31
 Inoculations, 45 **JGCB**
 Insurance, 47 **JGA**
 Interrogations and Investigations, 35 **JCAC**
 Introduction, 1 **JGCB, JGC**
 Library, 53 **IF**
 Lockers, 52 **JCAB**
 Make-Up Work, 14 **JBD**
 Medications, Administering, 43 **JGFGB**
 Mission Statement, 2

 Nondiscrimination, 1 **JCE**
 Nurse, 42
 Opt-Out, 15
 Parent/Student/Teacher Conferences, 11 **JFAB, JFAC**
 Parties/Social Events, 38

 Pest Control, 47
 Physicals, 46 **JGC, JGCB**
 Pictures, 9
 Posters, 48
 Probationary Status, 34 **JDC**

 Qualified Admissions, 14
 Racial Harassment, 25 **JGECA**

 Records (Student), 8 **JR, JRA**



Release of Student During School, 19 **JBH**
Report Cards, 11 **JF**
Reporting to Law Enforcement, 34 **JDDB**
Safety, 42 **EBB**
Schedules, 6

School Song, 48
Searches of School Property, 35
Searches of Students, 35 **JCABB**
Sexual Harassment, 24 **JGEC**
Sign In/Sign Out, 19 **JCE, JBD**

Special Programs, 15 **IDAA**
Staff Names, 2
Staff-Student Relations, 48 **GAF**
Student Conduct/Discipline, 19 **JCDA**
Student Demonstrations, 38 **JCEC**
Student/Faculty Parking, 49

Student Publications, 42 **JGCA**
Student Self Administration of Medications, 44
JGFGBA
Student Services, 50
Suspension/Expulsion, 32 **JDD**
Tardies, 19
Telephones, 48
Testing Program, 10 **II**
Textbooks, 53 **IF**
Tobacco, 19 **JCDAA**
Transportation to and from Activities, 41 **JGG**
Tutoring, 10
Use of Video Cameras, 23 **JGGA**
Use of Personal Vehicle, 49 **JGFF**
Vandalism, 23 **EBCA**
Visitors, 50 **KM**
Weapons, 22 **JCDBB**
Weather Emergencies, 46 **EBBD**
Withdrawal from School, 4
Work Release, 6 **JJ**



Kansas Qualified Admissions Quick Facts High School Graduates Through Academic Year 2013-2014

What are Qualified Admissions?

Qualified Admissions (QA) are a set of criteria that guarantee admission to a state university for certain Kansas residents. These criteria are set by the Kansas Board of Regents, the governing body for the six state universities. The purpose of QA is to enhance success at the university level by ensuring high school students are prepared for the rigors of a university education.

What are the QA criteria for high school students?

Graduates of accredited Kansas high schools under the age of 21 with fewer than 24 transfer credit hours are admitted to a state university if they meet *one* of the following requirements:

- Achieve an ACT score of 21 or higher, OR
- Graduate in the top one-third of their class, OR
- Complete the precollege curriculum with a GPA of 2.0 or higher (please see table to right).

Which Kansas institutions use QA?

Emporia State University, Fort Hays State University, Kansas State University, Pittsburg State University, the University of Kansas, and Wichita State University.

Is the QA Curriculum the same as my high school's required curriculum for graduation?

No. High school graduation requirements are determined by the Kansas State Department of Education and local school districts. Students should be aware that the local and QA curriculums are separate and the requirements may not be the same.

Qualified Admissions Precollege Curriculum

- English**
- 4 approved units of English, one unit taken each year of high school.
 - 3 approved units from the following, one unit must be Chemistry or Physics:
 - Biology
 - Advanced Biology (2nd Year Biology)
 - Earth/Space Science
 - Chemistry
 - Physics
 - Principles of Technology

Natural Science

- 3 approved units from the following:
- Algebra I
 - Geometry
 - Algebra II
 - Any math course that has Algebra II as a prerequisite.

Math

Courses completed in middle school or junior high do not count toward the requirement.

- 3 approved units.

Students must complete the following:

- One unit of U.S. History
- Minimum of one-half unit of U.S. Government

Social Science

Minimum of one-half unit from the following:

- World History
 - World Geography
 - International Relations
- Approved courses from the following may be used to complete the requirement:
- Psychology
 - Economics
 - U.S. Government (additional course)
 - U.S. History (additional course)
 - Current Social Issues
 - Sociology
 - Anthropology
 - Race and Ethnic Group Relations

Foreign Language Not required.

For more information about the Kansas Qualified Admissions Precollege Curriculum, contact the Kansas Board of Regents at (785) 296-3421 or visit the Board's website at www.kansasregents.org.





Kansas Qualified Admissions Quick Facts High School Graduates Beginning Academic Year 2014-2015 and After

For more information contact the Kansas Board of Regents at (785) 296-3421 or visit www.kansasregents.org.

What are Qualified Admissions?

Qualified Admissions (QA) are a set of standards used by the six state universities to review applicants for undergraduate admission. The universities that use QA are Emporia State University, Fort Hays State University, Kansas State University, Pittsburg State University, the University of Kansas, and Wichita State University. These standards are set by the Kansas Board of Regents, the governing body for the state universities.

When are the new standards effective?

State universities will use the standards for 2015 summer applicants. The standards will apply to freshmen entering high school in the fall of 2011.

What are the new QA standards?

- Students graduating from an accredited Kansas high school, under the age of 21, MUST:
- Complete the precollege or Kansas Scholars Curriculum with at least a 2.0 GPA; AND
 - Achieve ONE of the following:
 - ACT score of 21 or higher; OR
 - SAT score of 980 or higher; OR
 - Graduate in the top one-third of their class; AND
 - Achieve a 2.0 GPA or higher on any college credit taken in high school.

New standards were also approved for graduates of unaccredited high schools (including home-schooled students), GED students, students 21 or older and international students. The standards can be viewed online at www.kansasregents.org in the December Board agenda.

Were changes made to the precollege curriculum?

Yes. Changes were made to the English and Math requirements. Electives were added to the curriculum. (For complete details see the chart at right.)

Qualified Admissions Precollege Curriculum

English	4 approved units of English, one unit taken each year of high school, 1/2 unit may be Speech
Natural Science	3 approved units from the following, one unit must be Chemistry or Physics: <ul style="list-style-type: none"> • Biology • Advanced Biology (2nd Year Biology) • Earth/Space Science
Math	3 approved units from the following: <ul style="list-style-type: none"> • Algebra I • Geometry • Algebra II • Any course with Algebra II as a prerequisite OR <ul style="list-style-type: none"> • Algebra I • Geometry • Algebra II • Any course with Algebra II as a prerequisite. The fourth unit may be prescribed by the school district and must be designed to prepare students for college
Social Science	3 approved units <p>Students must complete the following:</p> <ul style="list-style-type: none"> • One unit of U.S. History • Minimum of one-half unit of U.S. Government Minimum of one-half unit from the following: <ul style="list-style-type: none"> • World History • World Geography • International Relations Approved courses from the following may be used to complete the requirement: <ul style="list-style-type: none"> • Psychology • Economics • U.S. Government (additional course) • U.S. History (additional course) • Current Social Issues • Sociology • Anthropology • Race and Ethnic Group Relations
Electives	3 approved units from the following: <ul style="list-style-type: none"> • English • Math • Natural Science • Social Science • Fine Arts • Computer/Information Systems • Foreign Languages • Personal Finance • Speech, Debate, Forensics • Journalism • Career and Technical Education



Kansas Scholars Curriculum & State Scholar Quick Facts



What is the Kansas Scholars Curriculum?

The Kansas Scholars Curriculum is one of the requirements Kansas residents must meet in order to receive State Scholar designation during the Senior year. This curriculum is NOT the same as the Qualified Admissions Curriculum.

What are the other requirements to become a State Scholar?

- Students must have taken the ACT between April of the sophomore year and December of the senior year.
- Students must be a Kansas resident.
- Students must have their curriculum and 7th semester GPA certified on the official roster by the high school counselor, registrar, or similar official.

What is the benefit of completing the Kansas Scholars Curriculum?

Students that complete the curriculum, and meet the other requirements, may be designated as State Scholars, which makes them eligible to receive State Financial Aid as provided by the Kansas Legislature.

The academic profile of scholars included an average ACT of 30 and an average GPA of 3.90.

State Scholars may receive up to \$1,000 annually for up to four undergraduate years (five, if enrolled in a designated five-year program) based on financial need and the availability of State funds.

How is financial need determined?

Financial need is measured by the Federal Methodology using data submitted on the FAFSA.

Kansas Scholars Curriculum

Same as the Qualified Admissions Curriculum.

English

3 approved units including:

- Biology
- Chemistry
- Physics

Natural Science

A fourth year of science is recommended.

4 approved units.

Students must complete the following:

- Algebra I*
- Algebra II
- Geometry

Math

In addition, students must complete at least one of the following:

- Analytic Geometry
- Trigonometry
- Advanced Algebra
- Probability & Statistics
- Functions
- Calculus

**Algebra taken in the 8th Grade is accepted.*

Social Science

Same as the Qualified Admissions Curriculum.

Foreign Language

2 approved units of one foreign language.

For more information about the Kansas Scholars Curriculum or State Scholar designation, contact the Kansas Board of Regents at (785) 296-3421 or visit the Board's website at www.kansasregents.org.

