

Smoky Valley High School 2011-2012 Handbook

OFFICIAL PUBLICATION

APPROVED BY THE BOARD OF EDUCATION

U.S.D. #400

SMOKY VALLEY HIGH SCHOOL

1 Viking Boulevard

Lindsborg, Kansas 67456-1911

Phone: 785-227-2909

2011-2012 School Year

This information handbook has been prepared to acquaint students, parents, and members of the community with most of the organization and policies of SVHS. During the school year, the handbook may be supplemented or revised, as the need requires by printed official bulletin or notices. Please report errors, omissions, passages which might need clarification, or suggestions to the principal. Should any policy in this handbook be in violation of U.S.D. #400 Board of Education policy, the district policy will take precedent. Each student is responsible for being familiar and aware of the contents of this handbook so that their actions conform to the philosophy of the school.

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Board of Education & Administration::

| | |
|----------------------------|---|
| Andy Carlson ----- | Member |
| Tom DeWitt ----- | Member |
| Sharon Schrag ----- | Member |
| Todd Graham ----- | Member |
| Todd Deterding ----- | Member |
| Karla Pihl ----- | Member |
| Dwight Swisher ----- | Member |
| Glen Suppes ----- | Superintendent |
| High School Administration | |
| Marc Williams----- | Principal |
| Darren Able----- | Assistant Principal/Activities Director |

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High School Faculty:

Arrah Nielsen -----Special Education
Barbara Wentz ----- English
Bill Ferguson ----- Social Studies
Bill Nelson ----- Science
Brandon Rogers ----- Laptop Coordinator
Britney English -----Vocal Music
Chris McClure ----- Business and Computer
Cody Whetstone -----Language Arts
Debra Kohn -----Language Arts
Doug Schneider ----- English
Gretchen Elliott -----Art
Henry Littich -----Orchestra
James Henderson -----Math
John Bellah ----- PE/Health
Kathy Toll ----- At Risk Coordinator
Kent Hildebrand ----- Government, Journalism
Kris Walker ----- Special Education
Lana Charvat -----Counselor
Laurie Denk ----- Vision_Tek
Louise Otero ----- Spanish
Margo Lysell ----- Social Science
Marian Lindshield ----- Family & Consumer Sciences
Martha Oleen ----- Science
Michelle Hinman ----- Science & Math
Ryan Biegert ----- Business & Computer
Sally Anderson ----- Gifted Facilitator
Sara Krehbiel ----- Math
Shawn Knopp ----- Band
Tom Holmquist -----Social Studies
Troy Miller ----- Industrial Arts

School Personnel:

Debra McCullick----- Secretary/Receptionist
Sonja Taylor ----- Secretary/Bookkeeper
Josh Smith ----- Technology Assistant
Mike Ward ----- Head day Custodian
Chris Reed ----- Evening Custodian
Rick Porter ----- Evening Custodian
Michell Lemen ----- Head Cook
Kim Beran ----- Cook
Colleen Walker ----- Cook
LeAnn Sharpe ----- Cook
Brenda Rupert ----- Para

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Wendy Koons ----- Para
-----Para
Barbara Cheevers ----- Para
Julia Pogue----- Para
----- Para
Kerry VanFosson -----Para

ACADEMIC ACHIEVEMENT

The Honor Roll is a method of recognizing the academic accomplishments of our students. It consists of three levels and will be figured at the end of first and third nine-week grading period and for each semester. Any student receiving a “D” or “F” will not be eligible for the honor roll. Only full-time students will be eligible for the honor roll.

- Outstanding Scholar 4.0
- High Honor 3.7 - 3.99
- Honor 3.33 - 3.69

GRADUATION HONORS

All units of credit shall receive the same value according to the following grade point scale:

- A=4; B=3; C=2; D=1
- Highest Honor GPA of 3.90 - 4.00
- High Honor GPA of 3.70 - 3.89
- Honor GPA of 3.50 - 3.69

The designation of honors shall be based on the accumulative grade point average after the completion of the third nine weeks of the senior year.

ACTIVITY FUND

The office secretary is responsible for the bookkeeping of the activity fund and preparing a regular monthly statement. Organization/class reports are to be kept accurately and checked monthly by the treasurers with the office secretary. No purchases are to be authorized from the activity fund until a voucher approved by the group sponsor/coach and principal has been presented. The school will not pay purchases made without prior authorization. Receipts must accompany all purchase order requests for payment.

A.D.A. NOTIFICATION

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

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

You have the right to:

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

ASSEMBLIES

School assemblies will be held in the auditorium or the gymnasium. Students must remember that our school and community are often judged by what others see and experience when they visit our school. When assemblies are held, students are expected to be on their best behavior. Assemblies are sometimes a welcome break from normal routine, but will not be considered if student behavior is not of the highest caliber.

ASSIGNMENT FORMAT

There will be a general assignment format in relation to headings on all assignments that are to be handed in for grading at Smoky Valley High School. This format will be part of the "Write way" section that is included in this handbook.

ATTENDANCE POLICY

Parent Contact-General Absences and Non-school related absences

Parents are requested to call the school office by 9:00 a.m. on the day that their child will be absent. If a phone call is impossible, the student is to bring a written statement, explaining the absence, signed by a parent or guardian. The school, in most cases, will attempt to contact the parent of a student if no call has been received.

If a student is going to miss school for any sort of non-school activity it is the responsibility of the parent and the student to make arrangements prior to, not on the day of, the absence. Failure to do so will result in the absence being counted as unexcused in our records. The administrator or his designee will determine whether this type of unexcused absence will require any further disciplinary action. All work that was due on the days considered unexcused in circumstances such as the one above will not be accepted for credit as the absence was pre-planned and the student and/or parent did not follow proper procedures. This list of absences would include, but not be limited to, absences for religious or educational activities and travel with parents. The goal is to not hinder students from participating in these activities but rather to make them responsible for taking care of their school obligations prior to these other activities.

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EXCESSIVE ABSENTEEISM

Excessive Absences

Consistent attendance is essential to learning. As a general rule, students that miss an excessive number of days generally suffer academically at school. Any student that misses more than eight days in a semester will be placed on an attendance contract that outlines more clearly what will be accepted in terms of an absence being excused or unexcused. Exceptions will be made only in cases where there is a long-term illness or unique travel situation.

Attendance Committee

An attendance committee will be formed to make recommendations to the administration on attendance issues. The committee will be comprised of the student's teachers and the counselor. The parent and student may be asked to attend this meeting. In cases of chronic absenteeism, the committee will make a recommendation as to whether the student will be dropped from the roll for the remainder of the semester; be allowed to continue attending on a probationary status with certain attendance restrictions; or possibly be granted an exemption due to special circumstances contributing to the student's lack of attendance.

Typical Excused Absences:

- Illness/ Medical Appointment
- Family Emergency
- Funerals
- Pre-arranged absences for religious or educational activities and travel with parents.
- Junior or Senior College Days Pre-arranged (2)
- Senior pictures only if prior arrangements have been made with the office and the teachers.

Typical Un-excused Absences:

- Absent without parental permission or absences not excused within 48 hours.
- Shopping
- Senior pictures if prior arrangements have NOT been made with the office and the teachers.
- Hair Appointments
- Missing the Bus
- Oversleeping
- Skip Day
- The principal reserves the right with good cause, to declare any absence unexcused.

Consequences for Un-excused Absences

Students will be allowed to make-up work for "no credit" following an unexcused absence.

Consequences for un-excused absences (for any part of the day) will be as follows:

One-period absence (non-cutting-this would include oversleeping)=detention

First Offense = Saturday Session

Second Offense = Two Saturday Sessions (must be served consecutively)

Third Offense = Four Saturday Sessions (must be served consecutively)

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Fourth Offense = Convening of the attendance committee to decide whether the recommendation be made for a suspension/expulsion hearing or their be other forms of discipline administered to the student.

Make-up Work Policy

Pre-assigned major projects are due when they are due!

Daily assignments that are due when a student is absent are due at the beginning of the class period when the student returns.

Individual teachers will communicate their make-up work policy to the students at the beginning of the school year.

All work is expected to be turned in on the assigned due date. Work that is turned in one day late will receive 30% off the student's earned grade. Work that is turned in more than one day late will receive no credit. Major projects are due on the assigned date, even if the student is absent (unless extreme extenuating circumstances prevail), and will not receive any credit if not turned in on the assigned due date.

Tardiness

Being on time to class is considered very important for the individual and to the class they are attending. Lateness not only penalizes the individual, but also is a disruption to the class and teacher. In order to encourage students to be on time, it is necessary to have procedures for handling tardies.

1. A student is tardy if not in the classroom and at the location designated by the teacher when the class period begins. Tardies over 20 minutes will be recorded as an absence.
2. Students who are tardy to first period must check in through the office.
3. Tardiness for the remainder of the school day will be handled by the individual classroom teachers.
4. Detention will be assigned starting with the fourth tardy (with the exception of Madrigals. Students will be allowed to acquire two tardies in this class per semester) and must be served within two days.
5. Excused tardies will be issued when a student is detained by another teacher, and then only if there is a pass signed by the detaining teacher or when a bus student delayed because of weather or bus problems.
6. Tardiness is considered habitual or excessive when a student reaches six tardies (see #4 above.) Should tardies continue, further disciplinary actions will result. The seventh tardy will result in the issuance of a "Tardy Contract" with additional consequences.

Truancy

Any pupil under eighteen years of age who is absent more than three consecutive days or five or more days in any semester without a valid excuse acceptable to the building principal is considered truant by law. Such truanies shall be reported to the authorities for enforcement according to the law.

BRIDGE PROGRAM

In cooperation with Bethany College, Smoky Valley High School offers advanced study opportunities for qualified students. The intent of this program is to allow students to take

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courses, which might not be offered in our curriculum, or advanced courses after the student has completed those offered at SVHS. Participation in the program is based on SVHS recommendation and Bethany College approval. Students must also recognize that their schedule of SVHS classes may determine participation in the program. Planning to take part in the program must be done in the spring for the following school year and is only considered for the junior and senior years. Students are assessed a \$93 class fee for participation in the bridge program. Please contact our counselor for further information on the program.

BUS LOADING ZONE

Route busses will load and unload on the north side of the middle school. Bus students are to enter and exit the building via the northeast hallway by the counselor's office. All other students are to enter and exit through the main entrance to the high school.

CHEATING / PLAGIARISM/ACADEMIC INTEGRITY

Students caught cheating or plagiarizing on schoolwork will receive, at a minimum, a zero for that particular assignment.

Cheating can include, but is not limited to:

- Submission of work (homework, exams, projects) that are not your own.
- Submission of the same work for credit in more than one class without prior approval of the instructors involved.

Incidents involving this type of behavior will generally be handled in the classroom by the classroom teacher in terms of discipline. In extreme cases the administration will decide if further disciplinary action is necessary. This determination will be based primarily upon the severity of the incident and/or the number of offenses of this type on the part of the student.

CHURCH NIGHT

Wednesday night shall be reserved for church activities. No school activities shall be scheduled without prior approval of the principal and then only on an emergency basis.

CLASSIFICATION OF STUDENTS

Students will be classified as freshmen, sophomores, juniors, and seniors. A student must have passed a minimum of 5 credits to be classified as a sophomore, 12 credits to be a junior and 17 credits to be a senior. Grade levels are determined at the beginning of the fall semester only. They are not adjusted during the course of the school year.

COLLEGE VISITATION

Each junior or senior is permitted two college visitation days provided arrangements are made in advance through the counselor and the visitation is appropriate considering student interest and high school curriculum preparation. It is suggested, but not required, that you go through the counselor's office to schedule these college visitation days. In order for these to be considered excused school absences they must be pre-arranged through the office and with the classroom teachers. Visitations are not allowed after May 1. Juniors will be granted college visits following the same basic guidelines with parental contact.

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DETENTION/SUSPENSION/EXPULSION

Detention

Detention hour will be held from 3:45 p.m. to 4:40 p.m. on Tuesday and Thursday. Following being issued a detention, students must serve the detention during one of the next two detention periods. Failure to serve within the above guidelines will result in the student being assigned a Saturday Session (first offense) or out of school suspension (second offense). Students with more than one detention will serve consecutively or be subject to the above consequences. A student may be assigned to detention for any violation of school rules when such assignment is considered appropriate consequences. Students will report to detention prior to 3:45 pm with all materials (schoolwork or a library book) needed. Students will be on task until 4:40. Failure to do so will result in further disciplinary action being taken.

The chronic accrual of detentions will result in a progressive discipline system. After receiving five detentions, students will be assigned to three days of in-school suspension. Any student receiving a tenth detention will receive three days of out-of-school suspension and a fifteenth detention in a semester will result in ten days of out-of-school suspension with a recommendation for a long-term suspension. For the sake of this policy, the running total of detentions will be erased each semester, and students will start second semester with zero detentions.

In-School Suspension

In some situations, a student may be placed in in-school suspension. Students will be expected to complete work assigned during in-school suspension. In order to receive credit, all work will be completed and turned in to the ISS supervisor by the end of the day.

This type of suspension will be used when it is apparent that detentions have not corrected a student's behavior, or where the severity of the misbehavior demands its use. In-school suspensions range from one to three days. Students will not be placed in in-school suspension more than two times for the same offense.

Out-Of-School Suspension

For gross misbehavior, those deliberate and severe actions that may hinder the functioning of school, and in cases where other types of correction have failed to bring about desired behavior, a student may be suspended from school. A suspension may be short-term (up to 5 days) or long-term (exceeding 5 days). Students missing classes due to out-of-school suspension will be expected to complete work assigned during their absence. All make-up work is due at the beginning of each class period when a student returns from an un-excused absence. Otherwise the student will not receive credit for the work. When a student is suspended, he/she may not be on school property or attend any school activities. Any violation of this will be considered a separate infraction of the rules and additional disciplinary action will be taken. Procedures for suspension are covered by Kansas's statutes, copies of which are available in the school office upon request by parents.

Saturday Session

A student may be assigned a Saturday session as a disciplinary alternative. This session will be held from 8:30 a.m. to 11:30 a.m. and detention rules will be in effect. Failure to attend will result in further disciplinary action outlined in the Saturday Session form.

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Expulsion

If, after repeated violations, attempts to correct misbehavior fail, or in extremely serious situations, a student may be expelled from school. In these cases the student receives no credit for the year in which the expulsion occurs. Like a suspension, the student under expulsion cannot be at any school activity or on the school property. Failure to comply will result in the police being summoned and a complaint filed.

Cash Friday

Cash Friday gives students the opportunity to win a minimum of \$25.00 a week. A random name is drawn each Friday throughout the school year, and if that student has no absences or tardies and no disciplinary referrals during the week, he/she will win the money. On the other hand, if the student does not meet the criteria, the money will stay in the pot, and the prize for the following week will increase by \$25.00.

DROPPING A COURSE

No student is to be admitted or dropped from a class before having a conference with all teachers concerned and the counselor. Students desiring to change their semester class schedule should make an appointment to visit with the school counselor. Students and parents must keep in mind the following when making class changes:

- No class changes will be made after the first five school days of the first semester. Any exceptions must have administrative approval.
- Any semester class changes in a year-long courses must be done prior to the end of the first semester. Changes in those courses will not be allowed when we begin the second semester without administrative approval.
- Changes in semester classes that a student has enrolled in during the second semester may be made within the first five school days of the second semester (i.e. the student enrolled in a class for second semester, attended the first few days, and did not feel that they would be successful or that they liked the course).
- Any exception to the above-mentioned guidelines must have administrative approval.
- In addition to the items above, an appropriate schedule must be worked out before changes can be made.

FEES

Students must pay fees on enrollment day. These amounts are set annually in the office of the Superintendent of Schools with the approval of the School Board. These fees are subject to change due to adjustments made by the BOE during the course of the summer or school year. Additional fees will be charged for the following classes:

| | |
|------------------------------------|------------------|
| Textbook fees (all students) ----- | \$30.00 per year |
| Fund. of Art----- | \$45.00 per year |
| Drawing ----- | \$35.00 per year |
| Painting----- | \$45.00 per year |
| Photography ----- | \$65.00 per year |
| Ceramics ----- | \$55.00 per year |
| Intro. to Trade and Industry ----- | \$25.00 semester |

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| Woods ----- | \$45.00 per year |
| School Owned Instrument Rental Fee (to include percussionist) ----- | \$40.00 per year |
| Laptop Rental----- | \$50 per year |
| Drivers Ed. w/permit ----- | \$125.00 per year |

FIRE AND TORNADO DRILLS

A fire drill will be held at least once every month, at which time all students and teachers must leave the building as quickly and orderly as possible. Students will receive instructions as to which exit to use. A minimum of three tornado drills will be held during the school year. The signal for the tornado drill will be announced over the intercom and teachers will direct students to their assigned areas. In case of an actual tornado warning, no student will be allowed to leave the building unless their parents pick them up. Whenever there is a handicapped student in the classroom, the teacher will make provision for the necessary assistance to evacuate the student in case of fire or tornado.

GRADE SCALE

Letter grades on student grade reports used to designate a pupil's progress are:

| GRADE | PERCENTAGE |
|---------|-------------|
| A ----- | 90-100% |
| B----- | 80-89% |
| C----- | 70-79% |
| D ----- | 60-69% |
| F----- | 59% & below |

GRADE CARDS

Grade cards will be handed out to all students at the end of each nine-week grading period. They will be mailed in a timely fashion to parents or given out during parent-teacher conferences. Grades may be held for students who have outstanding charges due to the school.

Progress Reports

These notices are sent to parents of students that are doing below average work or work, which is below their capability. They will be mailed out after five weeks of the nine-week grading period. A teacher may also send them at any other time during the grading period. The teacher will indicate the problem area(s) and parents are encouraged to get in touch with the teacher. Teachers may also send positive progress reports to those students whose work and effort deserve recognition. This may be done at any time during a grading period.

Incompletes

An incomplete, "I" shall not be given on any student grade card without the instructor first consulting with the principal. If an "I" is to be given, all work must be completed within two weeks, at which time a final grade will be recorded. If work is not made up by the end of the two-week period, the grade will be calculated with zeros for the missing work.

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GRADUATION REQUIREMENTS

| | |
|--|---|
| English ----- | 4 |
| (to include Eng. I, II, III, and Speech) | |
| *Math----- | 3 |
| Science ----- | 3 |
| Social Studies----- | 3 |
| (to include Am. Hist. and Am. Govt.) | |
| Physical Education/Health----- | 1 |
| Keyboarding/Computer Application | 1 |
| Practical Arts ----- | 1 |
| (from FACS. , Indust. Ed., or Business) | |
| Fine Arts ----- | 1 |
| (from Music, Art, or Drama) | |
| Career and Life Planning ----- | ½ |

New Graduation Requirements (Class of 2014 and 2015)

| | |
|--|-----|
| English----- | 4 |
| (to include Eng. I, II, III, and Speech) | |
| *Math----- | 3 |
| Science ----- | 3 |
| Social Studies----- | 3 |
| (to include Am. Hist. and Am. Govt.) | |
| Physical Education/Health----- | 1 |
| Technology ----- | 1/2 |
| Practical Arts ----- | 1 |
| (from FACS. , Indust. Ed., or Business) | |
| Fine Arts ----- | 1 |
| (from Music, Art, or Drama) | |
| Banking and Finance ----- | ½ |

Students must be enrolled full time or equivalent for eight semesters before graduation. Unit requirements for graduation are 24. ALL CREDITS AND COURSE WORK MUST BE COMPLETED BEFORE STUDENTS MAY PARTICIPATE IN GRADUATION EXERCISES. Learning Center or credits from nontraditional institutions will be considered on a case by case basis.

- All freshmen will take Earth Science. In addition, all freshmen will take PE/Health and oral communications.
- All sophomores will take either Biology or Life Science.
- All freshmen and sophomores will be enrolled in a math class
- All students in 9-11th grades will enroll in the appropriate grade-level language arts class. Seniors have many options to acquire their last one-half credit of language arts.
- All juniors will take American History or have the option to take the Bethany College courses.
- All seniors will take American Government.

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*If a student receives a “D” in a math class they will be allowed to take this class a second time and receive credit providing they receive a grade of “B” or higher for that course. This would not count as the second math class for graduation however.

GUESTS OF STUDENTS

SVHS students, as a general rule, are not allowed to bring guests to school. Any exceptions will be made on a case-by-case basis by the administration.

GUIDANCE AND COUNSELING SERVICE

The Guidance Office is maintained to assist students with education, career, and personal problems in the following ways:

Educational Planning--Choosing the most beneficial high school courses is important for both present and future success. The counselor will explain the content of courses and their value in preparing for a career. In addition, the counselor has a file of information about vocational-technical and trade schools, junior colleges, and four-year colleges and universities. She can provide the admission requirements of schools, the courses they offer, and the cost and financial aids available. She can also assist you in registering for the proper entrance tests.

Career Planning--With over 30,000 separate occupations to choose from, it is important for the student to plan a career in which they can gain a maximum amount of personal satisfaction. The counselor will assist the student in evaluating personal interests and aptitudes and will provide sources of information about available occupations.

Personal Counseling--The counselor is available to encourage and support students in developing personal goals such as overcoming shyness, gaining confidence, resisting peer pressure. He/she is also available to support students through difficult times of high stress, interpersonal conflicts, self-doubts, etc. These contacts may be student, faculty, or parent initiated.

Support Groups--Upon the request of students, parents, or faculty, support groups will be developed, guided, and supervised by the guidance counselor.

HALL PASSES

Students will have some sort of hall pass given to them by the teacher before leaving the classroom. This pass will be determined by each classroom teacher with the permission of the administration and shared with the students at the beginning of the year.

INTERSCHOLASTIC ACTIVITIES

Smoky Valley High School competes in interscholastic activities under the jurisdiction of the Kansas State High School Activities Association. We are a member of the Mid-Central Activities Association. Students who participate in competition are representatives of Smoky Valley High School and are expected to display exemplary conduct. Those not meeting these expectations will not be allowed to represent our school.

If a student wishes to compete in interscholastic activities, attendance during the regular school day is very important. Students who fail to accept the responsibility for good attendance will

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forfeit the privilege of participating. Students must be in attendance the last three class periods prior to participating in activities. On a block day (Wednesday or Thursday), students must be in attendance prior to participating in the activity for at least the last two class periods (excluding the activity period).

Students are expected to provide their own accident insurance for sports competition. This may be done by purchasing the sports policy given at enrollment or through their parents' own private health insurance plan. The school will not be financially responsible for emergency transportation or medical services.

Students and/or parents are to provide their own transportation home from athletic practices. Transportation is provided to and from athletic events that will originate and end at the high school to attend games. USD 400 does not provide activity or athletic routes to get students home from their athletic practices. Check with the administration if you have questions about this portion of the handbook.

Eligibility Requirements

To participate in any KSHSAA regulated activities at SVHS, a student shall be enrolled in a minimum of six subjects and have a grade point average of at least 1.5 (on a 4.0 scale) the previous nine weeks. Should a student not maintain a 1.5 GPA, he/she will be ineligible to participate in extra-curricular activities the next nine-week period. Every effort will be made to check student progress during each nine-week period to assist in maintaining this requirement. In addition we also follow KSHSAA guidelines in dealing with semester eligibility. This policy states that the student shall have passed at least five new subjects (those not previously passed) of unit weight, or its equivalency, the previous semester or the last semester of attendance.

LEAVING SCHOOL GROUNDS

No student is to leave the school building or grounds during school hours without first obtaining permission from the principal's office. Students who wish to leave the building must have parental permission prior to leaving school. Students are required to check-in through the office when they return to school. Failure to follow procedure in this area will result in a detention at a minimum.

LETTERING

All letter awards will be made upon the written recommendation of the head coach or sponsor. Usually considered by coaches and sponsors are participation, attitude, standing with school officials, and overall contributions to the good of the sport or activity. Each coach or sponsor will inform participants of lettering requirements at the start of the season and a copy of these will be on file with the principal.

LIBRARY

The SVHS Library Media Center has an excellent collection of materials for browsing, pleasure reading, and research. In addition to reference works, books, magazines, newspapers, and videos, the library subscribes to online several Internet resources. Links to those sources and other helpful links are on the Library home page (click "Library" on the SVHS home page.)

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Students may use the library before and after school, during activity periods, and during class time as their teacher allows. Students may also check out equipment for multi-media projects from the library.

LOCKERS-PERSONAL ITEMS

The office will make locker assignments. Each locker is equipped with a combination lock to offer security for student belongings. The school cannot be responsible should a student “jam” or otherwise render the lock inoperable. The student will be expected to pay the cost of lock replacement should the lock be damaged in such cases. Students may check their valuables into the office for safekeeping if they so desire.

Students are encouraged not to bring valuables or money to school. If valuables or money are brought to school, the student would be wise to leave them with a teacher or in the office. The student should mark all personal clothing and equipment. Please **DO NOT** leave valuables in an unlocked locker.

LUNCH PROGRAM

Students pay in the office for their lunches. The office will credit the student's lunch account for the amount paid, at which time the system will issue a receipt. It is the student's responsibility to bring money before the account reaches zero. Students who on occasion might desire a second meal will have to pay cash for the meal. Refunds for any balance in the student's account will be made at the end of the school year.

Smoky Valley USD #400 Student Meal Policy

Students of Smoky Valley Public Schools are required to pay for meal fees in advance. Payment will be accepted in each attendance center office. Each student will have a meal account where advance payments will be posted. When a student’s meal account balance falls below a balance sufficient to pay for 5 meals, the student will be notified on a daily basis. Reminder notices for those student meal accounts will be printed or emailed weekly at Soderstrom Elementary School, Marquette Elementary School, Lindsborg Middle School, and Smoky Valley High School.

If a student’s meal account balance becomes negative, the student will only be allowed to charge a maximum of five meals. Because the student meal cost is different per grade, the allowable charge amount will vary. A student will not be allowed to charge the purchase of an extra milk or second lunch while the account has a negative balance. The parent/guardian must provide a sack lunch from home until there is a positive balance in the student meal account. If a student does not have a sack lunch and has a negative balance, the student will be provided with a cheese sandwich and milk for a maximum of 10 times during the school year. If arrangements can’t be made for the student to eat a sack lunch or school meals, the case will be turned over to SRS.

Refunds for food service monies collected for student meal accounts shall be made at the time of student transfer, withdrawal, or at the close of the school year.

BOE approved 6/14/10

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Breakfast Program

High school students desiring to participate in the district breakfast program may do so at LMS. A la Carte breakfast options are available daily in the commons. Contact the school office for details.

Open Lunch for Juniors and Seniors

Junior and Senior students may leave school for lunch as a privilege. This will be allowed with parent permission and appropriate handling of the privilege by students. Any tardy to the class after lunch will be unexcused and 3 unexcused tardies will result in loss of the privilege. Review of the open lunch will be continual and it may be canceled at any time. The principal retains the right to revoke individual students open lunch privileges as needed.

Lunch Cards:

Lunch Card Guidelines

1. One scannable lunch card will be issued to each student at no charge.
2. Each student will be responsible to carry their card to lunch everyday.
3. If a student loses or destroys his/her card, the card will be replaced a total of two times at no charge. A third replacement card will be issued at a \$5.00 charge. This fee is nonrefundable even if the lost card is found.
4. If a student comes through the lunch line without a card, he/she will be asked to step to the end of the line and will be served once all cardholders have been scanned, regardless of class rank. The student will still be able to purchase a meal but their lunch I.D. must be manually entered in the computer.
5. By state law, to protect the confidentiality of all students, the exchange of tickets (“borrowing cards”) is prohibited.
6. Smoky Valley High School reserves the right to deny students that have charged meals in excess of the limited amount set by the district. Students will be required to pay for a meal prior to being served.

In addition if a student is wanting a second lunch or milk, let Mrs. Taylor know when scanning your card.

MEDICATION

Any student taking over-the-counter or prescribed medication must have on file in the office a “Request for Medication to be Administered During School Attendance” form signed by both parent and physician. This is necessary for the protection of the student and the school as outlined in the Nurse Practice Act, KSA 65-1113. The medication is to be held in the school office for safekeeping and dispensing as instructed on the request form.

MOVIES/TELEVISION IN THE CLASSROOM

Although there is no official policy within the BOE manual that could be found in this area it is important that we have some way to regulate and justify the use of television, movies, or other forms of electronic media in the classroom as an instructional tool. The BOE does have a policy on the books relating to instruction and the selection of materials that is accessible for you all to view. The guidelines with regard to selection of instructional are very good and state:

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- To provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities, and maturity levels of the pupils served.
- To provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards.
- To provide a background of information which will enable pupils to make intelligent judgments in their daily life.
- To provide material on opposing sides of issues so that young citizens may develop, under guidance, the practice of critical reading and thinking.
- To provide materials representative of the many religious, ethnic, and cultural groups and their contributions to our American heritage.
- To place principle about personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive collection appropriate for the users.

Keeping these statements in mind, the following will serve as a guide as to what is acceptable in regards to use of television or videos in the classroom here at Smoky Valley High School: A class should not watch movies just to be watching them. There should be some sort of justifiable educational value to the movie. If a movie is being used as a reward, it should be of some educational value that can be justified if ever questioned by a parent, patron, or student. The movie/video should be acceptable in terms of content as it relates to being used in a school system. There should be no objectionable material in the movie that will reflect negatively upon the school (profanity, nudity, other). The classroom teacher must screen the material before they show it to the students. If there are questions as to whether or not the video is suitable for viewing by the students they can be addressed between the teacher and the administrator. Make sure the movies/videos are apart of your lesson plans if you are going to show them. It is hard to justify objectionable material when it is not a planned activity should a question arise as to content or validity.

If "R" rated movies are to be shown in the classroom the teacher will fill out the Smoky Valley Public Schools Parent/Guardian Notification Form located in the high school office. This will be done 2 weeks prior to the showing of this film. The form must be complete and accurate in regards to the information given to the parents and students. Students that are excluded from the film by the parents will be given an alternate assignment equivalent to what was given in regards to materials or assignments associated with this particular part of their curriculum. The teacher must be able to relate the material directly to the curriculum.

Discuss concerns or other issues in the area with the building principal prior to showing the film. There are materials out there that might have a lot of educational value but are considered objectionable by some in any community. A little advanced planning can go a long way in this area.

NATIONAL HONOR SOCIETY

Selection Process for National Honor Society

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A chapter of the National Honor Society (NHS) is maintained to recognize those students who are outstanding in the areas of scholarship, leadership, service, and character. Senior, junior, and sophomore students are eligible for membership in NHS if they have attended SVHS at least one semester and have a cumulative scholastic average of at least a 3.7 GPA; however, GPA eligibility does not guarantee selection to NHS. Students who are scholastically eligible will receive a letter of congratulations. For further consideration they must complete the "Student Activity Information" form, which will be available from the NHS Advisor. The student should speak to and give examples of the following criteria:

Leadership --The student who exercises leadership:

- Is resourceful in proposing new problems, applying principles, and making suggestions
- Demonstrates leadership in promoting school activities
- Exercises influence on peers in upholding school ideals
- Contributes ideas that improve the civic life of the school
- Is able to delegate responsibilities
- Exemplifies positive attitudes
- Inspires positive behavior in others
- Demonstrates academic initiative
- Successfully holds school offices or positions of responsibility, conducts business efficiently and effectively, and is reliable and dependable without prodding
- Is a leader in the classroom, at work, and in other school or community activities
- Is thoroughly dependable in any responsibility accepted
- Is willing to uphold scholarship and maintain loyal school attitude

Service--The student who serves:

- Volunteers and provides dependable and well-organized assistance, is gladly available, and is willing to sacrifice to offer assistance
- Works well with others and is willing to take on difficult or inconspicuous responsibilities
- Cheerfully and enthusiastically renders any requested service to the school
- Is willing to represent the class or school in inter-class and inter-scholastic competition
- Does committee and staff work without complaint
- Participates in some activity outside of school: for example, Girl Scouts, Boy Scouts; church groups; volunteer services for the elderly, poor, or disadvantaged
- Mentors persons in the community or students at other schools
- Shows courtesy by assisting visitors, teachers, and students

Character--The student of character:

- Takes criticism willingly and accepts recommendations graciously
- Consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise, stability)
- Upholds principles of morality and ethics
- Cooperates by complying with school regulations concerning property, programs, office, halls, etc.
- Demonstrates the highest standards of honesty and reliability

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- Regularly shows courtesy, concern, and respect for others
- Observes instructions and rules, is punctual, and faithful both inside and outside the classroom
- Has powers of concentration, self-discipline, and sustained attention as shown by perseverance and application to studies
- Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others
- Actively helps rid the school of bad influences or environment

The selection of members to the SVHS National Honor Society shall be by majority vote of the Faculty Council. The Faculty Council will be appointed annually by the building principal (the principal shall not serve on the Council). The NHS Advisor shall notify all applicants in writing regarding their induction into the National Honor Society.

Students who are members of The National Honor Society shall be required to complete two service projects each year and to verify such with the NHS Advisor. Students must also continue to exhibit outstanding behavior in the areas of scholarship, leadership, service, and character.

NO PASS OUT ACTIVITY POLICY

Students who attend SVHS activities (with or without paid admission) will not be allowed to leave the activity and then return. Once students pay admission to an activity, they are expected to remain at the event. All SVHS students are allowed into regular season home games free of charge. Any KSHSAA hosted event (mainly post-season activities) will require all students and staff to pay admission to the activity.

NON-DISCRIMINATION STATEMENT

Notice of Nondiscrimination--General Statement

Applicants for admission and employment, student, parents of elementary and secondary school students, employees, sources of referral of applicants for admission and employment and all unions or professional organizations holding collective bargaining or professional agreements with Smoky Valley Public Schools No. 400 are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, age, or handicap in admission or access to, or treatment or employment in, its programs and activities. Smoky Valley Public Schools No. 400 has procedures regarding the referral, evaluation, and placement of individuals with disabilities who are eligible for services under federal law. Grievance and appeals procedures have been adopted by the Board of Education to provide for the expeditious resolution of complaints regarding individual civil rights. Any person having inquiries concerning Smoky Valley Public Schools No. 400 compliance with, or complaints under the regulations implementing Title VI, Title IX, Section 504 and the Americans with Disabilities Act is directed to contact:

Name: Mr. Glen Suppes
Address: 126 S. Main--Lindsborg, KS 67456
Phone: (785) 227-2981

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Who has been designated by Smoky Valley Public Schools No. 400 to coordinate the institution's efforts to comply with the above-mentioned regulations. The coordinator may also be contacted for the existence and location of services, activities and facilities that are accessible to the disabled. Any person may also contact the Region 7 Office for Civil Rights, 10220 N. Executive Hills Blvd., 8th Floor, Kansas City, Mo., 64153-1367, (Telephone (816) 891-8026) regarding the institution's compliance with regulations implementing Title IX, Title VI, Section 504 and the Americans with Disabilities Act.

Note: As a means of serving those with a disability the district will provide an audio or large print version of official district publications. For additional information, contact the Kansas Relay Center 1-800-766-3777.

An Equal Employment/Educational Opportunity Agency

Smoky Valley Public Schools No. 400 does not discriminate on the basis of sex, race, color, national origin, disability, or age, in admission or access to, or treatment or employment in, its programs or activities. Any questions regarding the Boards' compliance with Title VI, Title IX, Section 504 or the Americans with Disabilities Act may be directed to the district Compliance officer, who can be reached at 126 South Main, Lindsborg, Kansas, 67456 or the Office for Civil Rights of the Department of Education, telephone (816) 891-8026. The Compliance Officer can also be contacted for the existence and location of accessible services, activities, and facilities.

Notification of District Responsibility for Section 504/ADA/Title IX Grievance Procedure

It is the policy of Smoky Valley Public Schools not to discriminate on the basis of disability in educational programs, or activities as required by Section 504 of Title V of the Rehabilitation Act of 1973, and the Americans With Disabilities Act of 1990, and on the basis of sex as required by Title IX of the 1972 Education Amendments. As a student or employee of Smoky Valley Public Schools you are protected against discrimination in the following areas:

As a student, you may not be discriminated against in the following areas:

- Admission,
- Access to enrollment,
- Access to and use of school facilities,
- Counseling and guidance,
- Vocational education,
- Physical education,
- Competitive athletics,
- Student rules, regulations, and benefits,
- Health services, and
- School-sponsored extracurricular activities.

If you believe you have been discriminated against on the basis of disability or gender, you may make a claim that your rights have been denied; this claim or grievance may be filed with Mr. Glen Suppes, ADA/ 504/Title IX Coordinator.

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You will be asked to write down the actions, policies, or practices, which you believe are discriminatory. You may obtain help from the ADA/504/Title IX coordinator:

Name: Mr. Glen Suppes
Address: 126 S. Main--Lindsborg, KS 67456
Phone: (785) 227-2981

or anyone you believe is knowledgeable. Once you have filed your grievance you will be asked to meet with those persons who would be involved in correcting the policies, practices, or programs that you believe are discriminatory. If there is agreement that you were discriminated against, corrective action will be taken to restore your rights. If there is not agreement, you may appeal the grievance to a person with higher authority.

You may also file a complaint of illegal discrimination with the Office for Civil Rights of the Department of Education, Washington, D.C., at the same time you file the grievance, during or after use of the grievance process, or without using the grievance process at all. If you file your complaint with the Office for Civil Rights, you must file it in writing no later than 180 days after the occurrence of the possible discrimination.

In preparing your grievance you should give thought to the following:

The exact nature of the grievance--how you think you have been discriminated against, and any persons you believe may be responsible,
The date, time and place of the grievance,
The names of witnesses or persons who have knowledge about the grievance,
The actions that could be taken to correct the grievance.

If you wish to discuss your rights under the ADA/Section 504/Title IX, to obtain a copy of the full ADA/504/Title IX grievance procedures, or to obtain help in filing a grievance, contact Mr. Glen Suppes, the ADA/504/Title IX coordinator, 126 South Main--Lindsborg, KS 67456, (785) 227-2981, or your designated ADA/504/Title IX grievance representative.

OFFICE

Our school office is the center of activity for much of the business taking place at SVHS. The school secretaries have numerous responsibilities, but will provide assistance when needed. Come to the office when you have a school-related need, but please make your visit to the point while remembering politeness and patience should the secretaries be busy. Students should not be behind the office counter unless granted permission by the office staff.

POWERSCHOOL

Smoky Valley High School can access their grades via the Internet by using the PowerSchool program. You will be given your login and password sometime at the beginning of the school year. Please do not lose this information. In addition it is important that you keep this login and password confidential, as it is only as secure as you allow it to be.

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Please check this regularly for grades and announcements. It is a very powerful program that allows you to see instantaneously where you are academically. It also allows access to daily bulletins and other important information.

RETAKE A MATH COURSE

Students that have to repeat the second semester of a mathematics course due to failing that course the year before must take, for no credit, the first semester of that mathematics course once again. This ensures both the student and the teacher that the necessary skills have been obtained to successfully complete the second semester of that mathematics course. This may be waived if the teacher and administrator feel that the student might have the necessary skills to be successful in the class.

RETURN FROM SCHOOL SPONSORED ACTIVITIES

The extracurricular activities offered by USD #400 are team-oriented. The team concept is developed and reinforced throughout the season by doing things as a unit. Team travel as a unit is deemed important if this concept is to reach its ultimate. Therefore, participants are expected to travel as a team with the following exceptions. A student may return from an activity with his/her parents provided: there is a savings in mileage; there is some infrequent special event or reason for such request; there is "face-to-face" contact with the head coach or designated coach by the parent. The request must be in writing. The sponsor of that activity will carry a form for the parent to sign to release the student. Other specific requirements by the coach may be specified in individual sport handbooks. Students who sign out to go home with their parents are expected to do so. If it is discovered they rode home with individuals other than their parents and there was no notice of this change in writing prior to the event, they may be subject to disciplinary action.

Students will not be released to ride home with adults other than their parents unless there has been a request made in writing prior to the event by the parent or legal guardian. Students will be released only to an adult designated by the parents in writing. The same face-to-face contact and adult signature that is required to release the student to the parents will also be required before the student will be released to ride home with that individual. Students will not be released to ride with other students. If it is discovered they rode home with individuals other than their parents or the adult person that was designated by the parent in writing they will be subject to disciplinary action.

SCHOOL CANCELLATION PROCEDURE

If weather conditions dictate the cancellation of school, the decision will be made by the superintendent. Announcements will be made as soon as possible on the following radio stations:

KSAL--Salina 1150 AM KSKG-- Salina 99 FM
KINA-- Salina 910 AM KINA-- Salina Q96 FM
KBBE--McPherson 96.7 FM KNGL-- McPherson 1540 AM

SCHOOL DANCES

Occasionally classes or school organizations desire to have a dance after a weekend home game. Classes and organizations are to clear dates, etc. with the office at least two weeks prior to the dance. Dances must be sponsored and supervised by a minimum of three parents and two

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teachers who make contact with the class or organizational sponsor indicating a willingness to take the responsibility. **Dances will end no later than 11:30 p.m.** The class or organizational sponsor will share the list of names with the administration in advance of the event.

The following expectations will apply to dances:

- Only students currently enrolled at SVHS will be admitted to certain dances throughout the school year.
- If outside dates are allowed, they must meet the following requirements in order to be allowed to attend:
 - Non-SVHS students must be high school age or older,
 - Non-SVHS students must be registered on the out of school date list one day prior to the dance,
- No students will be admitted one hour after the posted starting time of the dance,
- Students who leave the dance will not be permitted to re-enter.
- The administrator or designee will screen the list of outside dates to ensure they are appropriate for the dance.
- The Junior/Senior Prom is open to junior and senior students only and their respective dates. Underclassmen are not allowed to attend this particular event. Any out-of-school dates must be at the junior level or above in terms of classification.

SCHOOL ENTRANCE

Students will enter and exit the building through the main south high school entrance. Students are not to enter or exit through the middle school gym or through the middle school. Students will use the sidewalk to go to and from the vocal and band room. Bus students are to follow the regulations regarding entering and leaving the building found in the beginning of this handbook relating to that topic.

SCHOOL HOURS

Students are asked not to report to school before 8:00 a.m. and to be out of the building at 4:10 p.m. unless they are under the direction of a teacher or school sponsor doing special work. Students are not to be in the school building at any time when school is not in session unless there is a school-sponsored activity. Violation of this policy will result in disciplinary and/or legal action.

Monday, Friday Class Schedule

| | |
|----------|---------------|
| Period 1 | 8:15 - 9:05 |
| Period 2 | 9:10 - 10:00 |
| Seminar | 10:05 - 10:35 |
| Period 3 | 10:40 - 11:30 |
| Period 4 | 11:35 - 12:55 |
| Period 5 | 1:00 - 1:50 |
| Period 6 | 1:55 - 2:45 |
| Period 7 | 2:50 - 3:40 |

Noon Lunch Schedule

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First Lunch 11:35 - 12:05
Second Lunch 12:25 - 12:55

Tuesday Class Schedule

Learning Support 8:15 - 8:45
Period 1 8:50 - 9:40
Period 2 9:45 - 10:35
Period 3 10:40 - 11:30
Period 4 11:35 - 12:55
Period 5 1:00 - 1:50
Period 6 1:55 - 2:45
Period 7 2:50 - 3:40

Noon Lunch Schedule

First Lunch 11:35 - 12:05
Second Lunch 12:25 - 12:55

Wednesday, Thursday Class Schedule

| Wednesday | Thursday | |
|----------------|----------------|---------------|
| Period 1 | Period 2 | 8:15 - 9:45 |
| Period 3 | Period 4 | 9:50 - 11:25 |
| Period 5/Lunch | Period 5/Lunch | 11:30 - 12:55 |
| Reading | Reading | 1:00 - 1:20 |
| Period 7 | Period 6 | 1:20 - 2:50 |
| Act. Period | Act. Period | 2:55 - 3:40 |

Noon Lunch Schedule

First Lunch 11:30 - 12:00
Second Lunch 12:25 - 12:55

Learning Support
Guidelines:

All students are required to be in Learning Support at 8:15, unless their teachers have excused them. All teachers will be in their rooms at 8:15 and available to help students who have not been excused from Learning Support. Other students are permitted to seek help from teachers during this period, provided they are in the room by 8:15.

The general rules are, but not limited to:

- If failing a single class, students will travel to the listed class
- If a student is failing multiple classes, the student will travel to:
 - The highest F if failing more than one class
 - The F class if failing one and receiving D's in others
 - The lowest D if near-failing the other classes

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- With communication between teachers, students may be allowed to travel to other classes in which he/she is deficient.

SCHOOL ORGANIZATIONS

Business Professionals of America—Mr. Biegert-BPA is designed to create an interest in, and an understanding of, the business world, encouraging each member to develop himself or herself to a higher level of leadership, personality, service, and professionalism. Students are also given the opportunity to participate in a worthwhile understanding for the improvement of the school, of the community, and of business life. Limited to students currently enrolled in a business class.

Crimestoppers--Mr. Bellah--Designed to promote school pride and responsibility, this organization allows students to take action against victimization and crime. This program allows students to provide tips about crime while remaining anonymous. This student may receive a monetary reward ranging from \$5 to \$100 if the tip proves instrumental in solving the crime. Crimestoppers is student-operated and is governed by board directors composed of students who are appointed to market and advertise the program, raise funds, review information about crimes and determine the reward amounts. The members of the board never know who the victims, witnesses or suspects are.

Drama Club--Drama Club consists of all students that are interested in theatre productions at Smoky Valley High School, whether it be technical work or acting. Any student who has an interest in drama is eligible to join. The club helps with drama productions and takes special trips to different theatre events around Kansas.

FCA--Mr. McClure and Mr. Nelson--The Fellowship of Christian Athletes is a locally sponsored organization consisting of Smoky Valley High School boys and girls. Programs of interest to members are scheduled. Programs are designed to be stimulating and thought provoking.

FCCLA --Mrs. Lindshield-- Family, Career and Community Leaders of America is an organization that helps young men and women become leaders and address important personal, family, work and societal issues. This group meets monthly, attends district and state conferences and provides an opportunity to meet new students

Forensics-Mr. Whetstone--Members of the Forensics Team compete in speaking and acting events at high schools within the Central Kansas area. Students may also earn a letter award in Forensics. Competitions usually take place on Saturdays.

KAY--Mrs. Elliott--KAY'S is an organization of high school students dedicated to community service. In order to belong, they must pay their dues and attend meetings regularly, and live as close to their purpose as possible.

National Honor Society—Mrs. Wentz--A chapter of the National Honor Society is maintained to recognize those students who are outstanding in the areas of scholarship, leadership, service, and character. Senior, junior, and sophomore students are eligible for membership in the National

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Honor Society. For further consideration they must complete the Student Activity Information form which will be available in the counselor's office. The selection of members to the SVHS National Honor Society shall be by majority vote of the faculty council.

Pep Club—Ms. Lysell--Any student at SVHS may join the Pep Club if there is a willingness to adhere to certain regulations and support the school in contests. The activities are primarily yelling and supporting our athletic teams at home and away events. The Pep Club is also in charge of the annual Homecoming Queen and Sweetheart Queen activities. Cheerleaders must be members of Pep Club.

Quill and Scroll--Mr. Hildenbrand--The Quill and Scroll is an international society for high school journalists. To be eligible for this award, a student must show superior working ability on the newspaper and/or yearbook.

Scholar's Bowl—Mr. Hildebrand--Scholar's Bowl is a team academic activity where participants vie to answer questions in a contest setting. Questions are from the five academic disciplines required for high school graduation. Team practices are conducted for competitions, which are usually held on Saturdays.

Student Council--Mr. Bellah -The Student Council of SVHS consists of a president and vice-president elected by the student body as a whole, three representatives elected by and from each class (grades 9, 10, 11, 12) and a single member elected by and representing each of the recognized organizations of SVHS.

Thespian Club—Mrs. Christopher-- The Thespian Club consists of all students who have worked 100 hours or more on a Drama Production. The students could have participated either with technical work or acting or both. Thespians attend the State Thespian Conference in January. It is open to any student who is willing to put in the time..

Viking Club--Mr. Able--Viking Club is made up of all SVHS athletes and cheerleaders who have earned a varsity letter and wish to be a member of the organization. The Viking Club is a service organization interested in performing tasks for the betterment of school and community. Membership emphasizes a spirit of competition within an atmosphere of fair play and sportsmanship. Small fund raising projects will occasionally be undertaken by the organization, and money raised will be used to improve or enhance aspects of the SVHS Athletic program or provide support for school/community projects.

STUDENT CONDUCT AND DISCIPLINE

The school offers a great opportunity for developing the qualities that must be mastered to become a responsible citizen. Every student at Smoky Valley High School will be expected to adopt and practice a code of self-discipline that is in keeping with the standards and atmosphere of our school. This means that you must urgently strive to be friendly, courteous, respectful, understanding, honest and fair in all situations and at all times.

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It is desired that every student follow basic rules of acceptable behavior and keep in mind that these fall in the category of good judgment and common sense. Be aware that these basic rules are by no means all that is expected of students, but should give some idea of what is expected. Remember that ANY act that disrupts school activity, causes danger to people, or destruction of property is a violation of school rules.

Smoky Valley High School staff and administration expect students to:

- Make a sincere effort to do their best work at all times.
- Respect and obey school rules and regulations.
- Respect the rights, feelings and property of others.
- Display appropriate behavior that assures the right of students to learn and the right of teachers to teach.
- Demonstrate respect for the personal and property rights of other students, faculty, and staff.
- Be punctual and regular in their attendance.
- Cooperate with the staff.
- Adhere to acceptable standards of courtesy, decency, morality, and compliance with the provisions of civil law.
- Take responsibility for their actions.
- Refrain from boy girl relationships during school hours (holding hands, kissing, . . .)

Intimidation/Harassment

SVHS feels strongly that students should not be subjected to any form of intimidation or harassment from other students. For our school to be an environment where students feel safe and secure in their daily activities, neither intimidation nor harassment will be tolerated.

Intimidation and harassment are defined as any unwelcome and/or unwanted attention or behavior, which has the purpose or effect of interfering with the normal activity of any SVHS student. Conduct of an intimidating or harassing nature could be verbal or physical in nature including, but not limited to, looks, gestures, touching, teasing, notes, letters, jokes, and sexual remarks. Students who feel intimidated or harassed should report such incidents to a teacher, the counselor, or the principal. It could also be important to keep information regarding those involved, witnesses, and other pertinent information.

We feel such incidents may result from insensitivity and a lack of respect for the feelings of others. To allow an opportunity for students to improve personal interaction skills in these areas, mediation counseling will be considered as a possible resolution to such situations. This counseling procedure would include the students involved, plus teacher(s), counselor, principal, or selected students who might be helpful in the process or for support of the students involved. Should an incident between students be severe, or continue after mediation has been attempted, students should expect disciplinary consequences outlined below, which are meant to ensure proper behavior toward other students.

FIRST OFFENSE

- Immediate parental contact and conference.

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- Punishment up to and including short-term suspension.
- Student/school contract outlining expectations and consequences for future offenses.

SECOND OFFENSE

- Immediate parental contact and conference.
- Punishment up to and including long-term suspension.
- Notification of the police to file appropriate charges.
- Readmittance to school on probationary status based on student and parent agreeing to participate in an appropriate counseling program.

THIRD AND SUBSEQUENT OFFENSES

- Immediate parental contact and conference.
- Punishment up to and including expulsion for the remainder of the semester.
- Notification of the police to file appropriate charges.
- Re-admittance to school the next semester on a probationary status based on continuation in an appropriate counseling program.

Classroom Attitude and Effort

The faculty and administration are dedicated to a classroom atmosphere where students can learn and teachers can teach. To this purpose, we will strive to work with students individually and collectively to ensure an appropriate classroom climate. Each student must also assume responsibility toward the establishment and maintenance of such a climate. Our expectation of students toward this goal is that each student will display appropriate attitude and effort in the classroom. In doing so, the individual student and the class will have the greatest opportunity to learn.

After attempts by the teacher to work with a student toward appropriate classroom participation, continuation of a lack of effort, or an attitude which is detrimental to the desired classroom climate, will result in the following procedure being initiated:

STEP 1--The teacher and student will have a conference to discuss classroom expectations and individual behavior necessary for continued participation in the class. Notification will be made to the parent, counselor, and principal.

STEP 2--A conference involving the student, teacher, parent, counselor, and principal will be held. The purpose will be to outline strategies to alleviate the problems, which would allow the student to remain in the class.

STEP 3--The student will be removed from the class until a conference is held involving the parties named in Step 2. An attempt will be made to determine the advisability of continued enrollment in the class, outline expectations and consequences for future occurrences, and to examine appropriate alternative plans for the student.

"Good Sportsmanship" Expectations

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The KSHSAA, which governs school activities, has instituted sportsmanship expectations of its member schools. Most often referred to as “Rule 52,” these expectations call for “all actions are to be for, not against; positive, not negative or disrespectful!” Listed below are the expectations of the KSHSAA rule in an abbreviated form:

- Be courteous to all (participants, coaches, officials, and fans).
- Know the rules, abide by the official's decisions.
- Win with character and lose with dignity.
- Display appreciation for good performances regardless of the team.
- Exercise self-control and reflect positively on yourself, your team and school.
- Permit only positive sportsmanship behavior to reflect on your school or its activities.
- Realize that it is possible to yell and cheer, loud and long. It is possible to disagree with an official's call, or express your disappointment without drawing negative attention. Do your part to help dispel the notion that no one notices our behavior. They do!

Bus Rules

The school views the riding of a bus as an extension of the school day and expectations are that students conduct themselves appropriately. Basically, what is expected of students in the school building and during the school day is also expected when riding the bus. The use of good judgment and common sense should always be remembered. The bus driver's first and most important responsibility is driving safely. Any student behavior which distracts the driver puts you and others in danger. Bus drivers and the principal will work together in situations where inappropriate behavior necessitates disciplinary action.

Correction Of Misbehavior

Each behavioral encounter will be an opportunity to teach the kind of attitude and behavior that will be in the best interest of the individual. This section of the handbook is written specifically for the small number of students who are unable to be good citizens without guiding principles. In many cases, correction of misbehavior will be handled by individual staff members. But, any disciplinary action beyond detention will be handled by the principal.

Possible Consequences

The administration may choose conferencing, detentions, or suspensions as disciplinary actions. Administrative choices for discipline will depend upon the severity of the infraction, the number of times a student has been dealt with, and any other considerations deemed important by the administration. Student confidentiality is to be protected in disciplinary actions or issues.

Examples of common infractions and possible disciplinary actions include, but are not limited to:

1. “Cutting” class or skipping school-Saturday session, out-of-school suspension, administrative choice. .
2. Failure to park in designated areas-Detentions, Saturday sessions, administrative choice.
3. Inappropriate language: Detentions, Saturday School, suspensions, parent contact, administrative choice.
4. Insubordination: Removal from the classroom, Saturday School, suspensions, parent contact, administrative choice
5. Physical violence against students: Suspensions, administrative choice.

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6. Public display of affection (PDA): Conference, parent contact, detentions, Saturday School, suspensions, administrative choice.
7. Theft-when property leaves the building: Parent contact and conference, Saturday School, suspensions, involvement of law, administrative choice.
8. Theft-when property does not leave the building: Parent contact and conference, Saturday School, student conference, suspensions, involvement of law enforcement, administrative choice.
10. Tobacco usage/possession: Punishment up to and including suspension. If a student is caught using tobacco on school grounds local law enforcement will be notified and a complaint filed at the Safety Center.
11. Unexcused absence/leaving school grounds without permission: detentions, Saturday School, suspensions, parent contact and conference, administrative choice.
12. Vandalism-detentions, suspensions, Saturday School (this will include the vandalism or inappropriate treatment of textbooks, student planners, or other school property).

Destruction/Damage To School Property

Any student who is involved in the destruction of or damage to any school property will be expected to pay for expenses involved in the replacement or repair of school property. The school will expect payment in those cases where student neglect, "horseplay," or inappropriate behavior contributes to the damage or destruction of school property. In addition, students involved may receive disciplinary action appropriate to their involvement in such an incident. If the administration deems it necessary local law enforcement will be notified and charges will be filed.

Reporting to Law Enforcement

By order of the Board of Education whenever a student engages in conduct which constitutes the commission of 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 controlled substance or illegal drug; or
- To have engaged in behavior at school which has resulted in, or was substantially likely to have resulted in, serious bodily injury to others, the principal and/or superintendent shall report such act to the appropriate law enforcement agency in any of the behaviors noted above occur.

In compliance with SB129, the school's chief administrative officer would be required to notify the appropriate law enforcement agency of the expulsion or suspension within 10 days.

Following the receipt of this notice, the law enforcement agency would be required to notify the Division of Motor Vehicles of the Kansas State Department of Revenue. The Division of Motor Vehicles would be required to immediately suspend the student's driver's license or privilege to operate a motor vehicle for one year. If the notice was not made within the time specified in the bill, the student's driver's license would not be suspended.

School Authority

It is the responsibility of every student to accept and obey the authority of all supervisory staff, teachers, and administrators and to stand corrected when called upon to do so. The school's

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authority includes the regular school day and out-of-school behavior at all school-sponsored activities.

Harassment of School Employees

By order of the Board of Education any student who engages in or is party to acts of vandalism or harassment against the property or persons of employees will be sought by police action, by attempts at direct observation, by questioning, or by any other legal means. If found guilty, any such student may be expelled from school and also subjected to legal actions.

Disciplinary Counseling

At all levels of disciplinary problems a student will be counseled regarding the situation. This may include the principal, counselor, teacher, parents, or any combination.

Notification of Discipline

At all levels of correction beyond counseling, the school will send written notification to the parent/guardian regarding a student's misbehavior and the action taken to correct the situation. In more severe situations, phone contact will be made and a conference may be required before the student is allowed to return to school and/or a class.

Student Dress Policy

Appearance does affect the learning atmosphere of a school. Neatness, decency, and good taste are emphasized as guidelines for acceptable dress. To aid students and parents in determining acceptable school dress, the following guidelines have been developed:

- Everyone must wear shoes.
- Hats, caps and other forms of headwear are not to be worn in the building.
- Undergarments will not be exposed.
- Tee shirts, shorts, etc. worn in gym class are not to be worn to other classes.
- Shirts will be of appropriate length (cover the midriff area).
- All sleeveless apparel must be tasteful. Those that are considered “spaghetti straps”, tank tops, cut-off shirts, or items similar in nature may be worn only with a shirt over or under them.
- Students are not permitted to wear or possess any items that through picture, word, or inference encourage the use of illegal drugs; are indecent through obscenity, profanity, or slang; are anti-patriotic. Included in this is apparel advertising alcohol products.
- Personal grooming, such as combing hair or applying make-up, is to be done outside the classroom.
- Any student involved in extracurricular activities in which the student represents the school must dress in accordance with the sponsor's requirements, subject to prior approval by the administration.
- Students are not permitted to wear or possess any items that through picture, word, or inference imply gang affiliation. The administration has the authority to determine what constitutes “gang related”
- Any jewelry or attachment deemed unsafe will require removal. Failure to do so will result in disciplinary action.
- Skirts and shorts will be of appropriate length and will be tasteful. The mid-thigh area when standing is considered a minimum in relation to appropriate length. Those items of

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clothing that are considered inappropriate and are distracting to other students or staff will be addressed on a case-by-case basis.

Student dress, which is disruptive to learning, will be grounds for disciplinary action. Students who fail to comply with the dress guidelines may be held out of classes until the article is changed. Repeated violations of the “Student Dress Policy” may result in disciplinary action.

STUDENT INSURANCE

Students may purchase an insurance policy, which will cover them at school and to and from school. Application blanks will be given at enrollment and should be returned to the high school office. USD #400 does not provide insurance for activities. Those participating must sign a waiver form indicating they are responsible for activity insurance. Parents are also responsible for emergency services.

STUDENT-TEACHER CONFERENCE

Teachers may detain any student who could benefit from a student-teacher conference after regular school dismissal. Some signs of the necessity of a student-teacher conference include: Back work (daily lesson assignments, book reports, special projects, tests, etc.) that have not been completed within a reasonable amount of time.

- Failing work for the previous week.
- Poor citizenship.

The student-teacher conference is scheduled to begin at 3:35 p.m. and may last no longer than one hour. One day's notice will be given to all students scheduled for conference periods in order that transportation home can be arranged. Students will remain under teacher supervision until dismissed.

SUMMER DRIVER EDUCATION

SVHS offers a Driver Education class during the month of June each summer. All students of U.S.D. 400 who have an Instructional Permit and are 14 years of age are eligible to participate in Driver Education. In order for a student to obtain an Instruction Permit they must 1) be 14 years of age, with parent or guardian consent required for all applicants under the age of 16, and 2) pass a vision test and 3) pass a written test. The instruction Permit holder may drive at any time when accompanied by a licensed adult driver, 18 years of age or older.

In order to receive a Restricted Driver's License, one must be 15 years of age, but less than 16, and have their parent or guardian consent. They must have a Driver's Education completion slip. They will also be required to have had an Instruction Permit for at least 6 months, during which time the licensee must have completed at least 25 hours of supervised driving. An additional 25 hours is required prior to age 16. All 50 hours can be completed anytime after obtaining the Instruction Permit. Prior to age 16, applicant must provide affidavit showing at least 50 hours of adult supervised driving, with 10 of those hours being at night, by a licensed driver at least 21 years old. If affidavit is not provided prior to age 16 the driver will remain restricted until age 17 or until affidavit is provided, whichever occurs first.

The fee for driver's education is \$150 for USD 400 students. This must be paid when the student signs up for the course.

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TECHNOLOGY USAGE AT SMOKY VALLEY HIGH SCHOOL

Technology Acceptable Use Policy Policies and Guidelines Related to the Use of District Technology

Definition of Technology and the Internet:

Technology is any form of electronic equipment or media designed to support the productivity of the students, staff and patrons of USD 400, as well as enhancing the learning process. This equipment includes, but is not limited to : desktop computers, laptops, printers, networking equipment, the Internet, e-mail, other forms of telecommunications, telephones, all forms of software and other peripherals.

Specifically, the Internet is an electronic communications network, which provides vast, diverse and unique resources. Our goal in providing this service to teachers, staff, patrons and students is to promote educational excellence in USD 400 by facilitating resource-sharing, innovation and communication.

Overview and Purpose:

All of the guidelines and procedures outlined in this document pertaining to the acceptable use of technology are intended to make that technology more useful to students, staff and patrons of USD 400. These guidelines are also intended to maximize the learning environment and process. Access to these technologies is a privilege that comes with responsibility.

USD 400 views information gathered from various technological resources, including the Internet, in the same manner as reference materials identified by the schools. Specifically, the district supports resources that will enhance the learning environment with directed guidance and supervision from the faculty and staff. Exploration and manipulation of resources is encouraged. Filtering software is in place in USD 400, however, it is impossible to control all materials on a global network and an industrious user may discover inappropriate information that is not consistent with the educational mission, goals and policies of the school district.

Parents who do not wish their student to have individual access to the Internet should contact the school administrator.

Guidelines:

1) Acceptable Use

Informal rules of behavior have evolved for the use of technology and communication on the Internet and other on-line services. All users of Smoky Valley USD 400's computers and networks are expected to abide by the generally accepted rules of technology usage and etiquette. Collectively, they help to identify a level of acceptable use of the technology in USD 400. Rules for acceptable use are included below.

2) State Law and Local Policy

Violations of the policies and procedures of Smoky Valley USD 400 and/or Kansas Law concerning the use of technology will result in disciplinary action.

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3) Penalties

Any user violating these provisions, state and /or local policies, applicable state and federal laws or posted classroom and district rules is subject to loss of technology privileges and any other district disciplinary options, including criminal prosecution. School and district administrators will make the final determination as to what constitutes unacceptable use and their decision is final.

In relation to punishment for technology violations, every effort will be made to change the behavior of the student rather than deny them access to the technology. Punishment will be administered, but it is the hope of the administration that conventional forms of discipline will deter future offenses in this area. Administrators and staff members will use conventional forms of discipline where appropriate before resorting to the loss of access to the technology. In the event that the type or number of occurrences of infraction(s) necessitates the removal of access to the technology, every effort will be made to make sure that the student does not suffer academically. The student may have to be given alternative assignments if the technology was an integral part of what was expected in relation to the assignments. This decision will be made by the teacher and administrator or his designee.

Rules for Technology and Internet Use

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1. Never share your password with anyone. If you do so, both you and the student using your account will be held liable.
 2. Treat all technology with respect. Do not vandalize any technology equipment.
 3. Obey the rules of copyright.
 4. Avoid any technology activity, which is illegal or involves inappropriate language, pictures, or graphics.
 5. Be very careful about giving out any personal identifying information on the Internet.
 6. Students doing class work always have priority.
 7. Printing on school printers is limited to class work only.
 9. Take responsibility for your own actions and words. Do not give out anonymous or false information.
 10. Students will not access outside e-mail, chat-rooms, or messaging services using USD 400 computers during the school day. The only email accounts that students are allowed to use during the school day on our system is the one issued to them at the beginning of the school year. If you have a special need for outside email access, contact Mr. Greenup.
- Any violation of these rules will result disciplinary action.

Smoky Valley USD #400 Laptop Policy

The Apple iBook and carrying case that have been issued to each student are the property of the Smoky Valley Public Schools. This computer is on loan to the student and must be used in accordance with the following policies:

Laptop Computer Security Policy

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- 🍏 During the school day, students must have laptops with them, or locked in their school lockers. Laptops must never be left unattended. Faculty will pick up and give unattended laptops to the Office.
- 🍏 Laptops must be kept in the backpack or sleeve issued with the iBook. They may not be kept in regular book bags or backpacks without being in their protective sleeve. Laptops are not to be carried unless they are secured in the protective sleeve or backpack provided by USD 400.
- 🍏 Coaches/Sponsors for individual activities may limit whether or not laptops are allowed on buses or to particular events.
- 🍏 It is recommended that when laptops go home with students for the evening they should be recharged overnight and be ready for use upon return to school.
- 🍏 Students are not to deface their iBook and carrying case in any way, for example, with stickers, whiteout, etc. If there are any questions, please check with an administrator.
- 🍏 Students are not to remove, deface or alter the USD 400 identifying stickers, labels, or barcodes in any way.

Laptop Acceptable Use Policy

USD 400's network facilities and/or laptops are to be used in a responsible, efficient, and ethical manner in accordance with the philosophy of Smoky Valley USD 400. Students must acknowledge their understanding of this policy as well as the following guidelines. Failure to adhere to these standards may result in suspension or revocation of the offender's laptop and/or network privileges.

- 🍏 The administration and /or their designee(s) have the right to inspect any computer, application, or peripheral device associated with any or all USD 400 computers. This includes but is not limited to email, documents, pictures, or other components associated with all USD 400 computers.
- 🍏 E-mail and all other forms of electronic communication are to be used in a responsible manner. Students may not use vulgar, derogatory, or obscene language. Students may not engage in personal attacks or harass others.
- 🍏 Students are not allowed to register or sign up for anything via Internet or e-mail unless it is approved by a teacher or administration. When signing up or registering via the Internet or e-mail, they are not to use their assigned USD #400 e-mail address.
- 🍏 Use of the computer for anything other than a teacher-directed or approved activity is prohibited during school hours.

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- 🍏 The Internet is to be used for research and as a means of obtaining academically relevant information. Material obtained through research on the Internet and then used in academic work is to be properly documented.
- 🍏 Students may not access material that is obscene or that promotes illegal activity. If a student does accidentally access this type of information, he or she should immediately notify a teacher.
- 🍏 Internet and computer games are prohibited during school hours.
- 🍏 Installation of peer-to-peer file-sharing programs is strictly forbidden. (Ex. LimeWire) Using iTunes or similar programs to share music is also forbidden.
- 🍏 Copyright laws must be respected. If you have any questions about what constitutes a copyright violation, please contact an administrator, media specialist, or language arts department person.
- 🍏 If you have a specific need for additional software or you want to add personal software, you must fill out an application that can be picked up at the technology office.
- 🍏 Computers may not be used to make sound recordings without the written consent of all those who are being recorded. Sound must be turned off at all times, except when being used as a part of a class. Students may use their own headphones to listen to music, etc., if they have instructor permission.
- 🍏 The school has a limited amount of information that it can transfer at any one time. When downloading large files over the Internet or backing up files to the server, students should be hard-wired to the network.
- 🍏 Students are encouraged to back-up school related files regularly to the USD 400 student server. This space is reserved solely for educational purposes. Any item that is not educationally related will be deleted from the server. If you have any question as to whether your information should be placed on USD 400 servers, please contact the laptop coordinator, technology director, or the building administrator.
- 🍏 Deliberate attempts to degrade the USD 400 network or to disrupt system performance will result in disciplinary action.
- 🍏 School administrators reserve the right to remove student accounts on the network to prevent unauthorized activity.
- 🍏 Smoky Valley Public Schools reserves the right to define inappropriate use of technology.

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🍏 Continued misuse or abuse of a laptop may result in the loss of the computer for the remainder of the year, as determined by the administration.

🍏 Students must be enrolled in a minimum of four class periods in order to be eligible for the laptop program.

Laptop Costs

🍏 Before a student is issued a laptop, he or she must have paid a **\$50 rental fee** for the current school year, and have signed the acceptable use policy.

🍏 Students are expected to pay for damages to their computer. If damages or loss of equipment occurs off school grounds, parent/guardian must check with personal insurance policy to determine coverage. That information must be shared with school officials prior to determining cost to student. However, a student will never pay more than \$100 per incident.

🍏 In addition, lost power adapters and batteries are the responsibility of the student/parent.

🍏 Each student is expected to return his or her laptop in good working condition.

Voiding the Warranty

🍏 Should a student do anything to the laptop or power adapter that voids the warranty (i.e. take it apart, remove parts from it, etc.), the student is held responsible for the full deductible of the incident, will have to pay for any parts replaced due to damage (as determined by the USD 400 price list), and will have to pay for the labor required to repair the laptop (as determined by Apple's repair guides, at a rate of \$60 an hour). An example: If a student takes apart a laptop and damages the CD Drive in the process, the student will have to pay the full \$100 deductible, \$50 for the CD Drive, and an additional \$75 in labor. This will need to be paid in full before the laptop is returned to the student.

ID Stickers and Labels

🍏 Students will be assessed a \$2 charge for any missing, damaged, or modified stickers or labels. If the damage is done through normal wear and tear, no penalty will be assessed. However, if a sticker or label has been "picked at" or drawn on, it will require replacement and the student will be charged accordingly.

TELEPHONE AND CELL PHONE USE

The office telephone is available for school business or in cases of illness or other emergency. The school discourages students to bring cell phones to school, as there are theft and other issues involved. We also know that parents want their students to have them in case of an emergency...etc. and do not want the phones left in their cars. Students are NOT to use their cell

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phones during classes. **Cell phones may be used during passing periods and at lunch in the high school foyer or in the front of the high school.**

Any students caught violating this policy will be given a verbal warning for the first offense. Further offenses will result in the confiscation of the cell phone with it being returned to the parents of the student in addition to other penalties deemed appropriate by the administration.

TESTING OUT OF A CLASS

The following policy is reprinted directly from the USD 400 BOE Policy manual.

The Kansas State Plan for Special Education states, “Gifted children and youth shall be permitted to test out of or work at an individual rate and receive credit for required or prerequisite courses or both at all grade levels, if so specified in that child’s individualized education program (K.A.R. 91-12-a52 (b)”. U.S.D. 400 adopts the following additional structures to accommodate this mandate:

1. Any gifted or high achieving student (3.6 G.P.A. or above in subject area) is eligible to request permission to test out.
2. A student will be provided one opportunity to test out of a specific course or grade.
3. The following time line shall be followed in carrying out the testing-out procedure:
March 1(Oct.1) A student desiring to test out of a class or grade must notify the building principal in writing of the intent to test out.
April 1(Nov.1) A staffing will be held to determine whether a student should be allowed to test out. (The staffing may be waived for a gifted student.)

The staffing will include:

- student
- parent
- teacher or subject or grade
- department head
- counselor
- gifted coordinator
- principal

The student must present to the principal a written documentation and rationale for wanting to test out. Included should be career objectives or interests.

April 15 (Nov. 15) On or before this date, the student will be informed as to the types of evaluations he or she must prepare for and any other appropriate requirements. These requirements could include lab skills, written reports, term papers, etc. The student shall be supplied with a text and/or appropriate study materials by this date.

May 15 (Dec. 15) On or before this date, all requirements are to be completed. Tests will be administered by the teacher.

4. To test out, a student must perform at or above the “B”(on the 90-80-70-60 grading scale used at the high school) level on the evaluation test. The rationale is that a

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student who performs below the “B” level would greatly benefit from taking the class.

5. In the case of high school students, the class will be listed on the transcript with a grade of A or B. If the student scores below the 80%, they will be required to take the course for credit. This will be used in the grade point average and class rank at Smoky Valley High School.

TOBACCO/DRUGS/WEAPONS

Tobacco Products

Student possession or use of tobacco products will not be permitted in school buildings, on school transportation, at any school-sponsored event, on school grounds, or on grounds used for school purposes. Disciplinary consequences will result for violations of this policy as outlined in the possible consequences section.

Drug Free Schools Policy

The unlawful possession, use, or distribution of illicit drugs and alcohol by students or school employees on school premises or as a part of any school activity is prohibited. This policy is required by the 1989 amendments to the Drug Free Schools and Communities Act P.L. 102-226. Approved by the USD 400 Board of Education on August 13, 1990, this policy outlines disciplinary consequences for violations. All students will receive annual notification of this policy through a handout when they enroll/register in August.

JDDA Drug Free Schools (reprinted from the USD 400 BOE manual) JDDA

Maintaining drug free schools is important in establishing an appropriate learning environment for the district's students. The unlawful possession, use, sale or distribution of illicit drugs and alcohol by students on school premises or as a part of any school activity is prohibited. This policy is required by the 1989 amendments to the Drug Free Schools and Communities Act, P.L. 102-226, 103 St. 1928.

Approved: September 8, 2003

JDDA-R Drug Free Schools JDDA-R

Student Conduct

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

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

1. First Offense. A first time violator shall be subject to the following sanctions:

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- a. A punishment up to and including short-term suspension;
 - b. Suspension from all student activities for a period of not less than one month.
2. **Second Offense.** A second time violator shall be subject to the following sanctions:
- a. A punishment up to and including long-term suspension;
 - b. Suspension from all student activities for a period of not less than one semester or four months.
 - c. 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. (Name(s) of acceptable programs are on file with the board clerk.)
3. **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. A punishment up to and including expulsion from school for the remainder of the school year;
 - b. Suspension from participation and attendance at all school activities for the year.
 - c. 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 has completed a drug and alcohol education and rehabilitation program at an acceptable program.

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

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.

JDDA-R Drug Free Schools

JDDA-R-3

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

Drug/Alcohol and Tobacco use/possession and participation in activities

The coaches in conjunction with the administration will handle disciplinary situations involving drugs, alcohol, and tobacco use by students involved in activities in the following manner. We assume that students representing us in activities will refrain from the use of tobacco, drugs or alcohol during the school year. Violations must be verified by law enforcement, visual account

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or other physical evidence noted by school personal, student admission or parental report. If a student is known to have violated this policy disciplinary action will be administered:

- First offense-miss the next scheduled contest (regardless of the season during which time the infraction occurred).
- Second offense-dismissal from all activities for the remainder of that activity season or four months, whichever is greater.

This pertains to the use of the above-mentioned substances outside of the school day. If this usage takes place during the school day, the drug-free schools policy will be followed.

Weapons

A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon on the school grounds or off the school grounds at a school activity, function or event.

This policy shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon.

Possession of a firearm shall result in expulsion from school for a period of one-year (186 school days), except that the superintendent may recommend that this expulsion requirement be modified on a case-by-case basis under the provision of JDC (Probation).

As used in this policy, the term “firearm” means any weapon (including a starter gun) 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.

As used in this policy, 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 otherwise device similar to any of these devices.

USE OF CARS

All motor vehicles must be parked upon arrival at school and left parked during the day. **NO STUDENT MAY DRIVE A MOTOR VEHICLE DURING THE SCHOOL DAY WITHOUT PERMISSION FROM THE PRINCIPAL. IN ADDITION THEY MUST HAVE THE PROPER FORM ON FILE IN THE HIGH SCHOOL OFFICE PRIOR TO DRIVING DURING SCHOOL HOURS. DRIVING WITHOUT PERMISSION WILL RESULT IN DISCIPLINARY ACTION.** Students are not to go to the parking areas during the school day without permission from the office.

Students that park in areas other than those designated below will be subject to discipline. Detentions are issued for parking violations. In lieu of serving a detention a student may choose to pay a \$5 fine. Students that park in handicap zones or in front of fire hydrants will also be subject to fines issued by the Lindsborg Police Department as they are notified as well.

Parking areas:

The southwest lot will be reserved for faculty, seniors, juniors, and visitors.

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The southeast lot will be reserved for junior and sophomore parking.

The rock lot east of the middle school will be reserved for freshmen parking.

Students are not to park in parking stalls marked faculty or visitor. They are also not to park in the lot between the gymnasium and industrial arts building.

Any student found parking in places other than those designated will be subject to disciplinary action (this will include NOT parking in marked stalls). This usually will mean a detention issued. If parked in handicap stalls or in front of fire hydrants, the local law enforcement officials will be notified and citations issued accordingly.

When leaving from school for field trips, students are expected to park in the assigned parking areas.

Students are NOT to park on Viking Boulevard or in the staff parking area north of the gymnasium and south of the industrial arts building.

VENDING MACHINES

Vending machines are provided by the Student Council. They are available for student use. Vending machine items should be consumed in the commons area. Violations in use, abuse of the machines, or inappropriate disposal of wrappers and cans will result in the privilege being suspended. Pop, candy and food are not permitted in class or assemblies. Change will not be made in the office.

WITHDRAWAL OF STUDENTS

When it becomes necessary to withdraw from school, students should inform the office. Students will be given a form from the high school office, which must be signed by each of their instructors, media person, and their parent or legal guardian. All fees must be paid and all work completed before a withdrawal slip will be signed by the principal. Transcripts will be sent by the office upon request of the student and completion of the withdrawal procedure.

WORK /COMMUNITY SERVICE EXPERIENCE

Seniors, may, with counselor and principal approval enroll part of the day in the high school and spend the remainder of the day in a work experience or community service experience.

Work/Community Service Experiences will meet the following criteria:

1. Selection of students will be based on an application/interview process.
2. The work in which the student is to be engaged must be reasonably related to future employment goals, career preparation, or financial need. Students are not allowed to work for their parents or relatives in the workstudy program.
3. The program will be under the supervision of a faculty member who will oversee the evaluation of each student's work experience
4. The student must agree to all conditions and accept responsibility for reporting work hours to the school.
5. The experience may encompass no more than the last two school periods (exceptions can be made only through the principal in relation to the release time. No exceptions will be made in the number of periods). Students will receive 1/2 credit per semester for each hour of work. Students in special education can receive a full 1/2 credit if it is specified on the IEP. The incoming freshman class or 2004-05 will receive 1/4 credit for workstudy as a senior unless it is a part of their special education program.

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6. The student must agree to all conditions and accept responsibility for reporting work progress to the school.
7. Students must have confirmation from an acceptable work site and permission from the parent, counselor, and principal prior to being admitted to the program. Students will not be allowed to work for their parents.
8. Grades will be given based on time sheets, monthly meetings, job skill assessments, completion of required forms, and employer evaluations.