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From the Principal

The faculty and staff of Sedgwick High School sincerely welcome you to the 2016-17 school year. It is our pleasure to help you. We would like you to always remember that our school is not defined by a building with rooms and walls, but by the positive human interactions within. A school is a community and it takes everyone's effort to make it a successful one. Please help yourself by doing your part to make our school a success. It's going to be a great year!

Mike Hilliard, Principal

ACADEMIC NOTIFICATION TO PARENTS

Teachers will notify parents at the end of the 3rd and 6th week of each 9 week quarter as to which student is receiving a F or D in the class. If the student is failing at the end of the 3rd and/or 6th week, the teacher must try to reach the parent/guardian by phone at least twice or by email with proper verification by the parent/guardian of receipt. If no phone contact is made, then written notification must be made. If the student is receiving a D in class, then written notification will be made to the parents/guardian.

ACCIDENTS

We should always have your parent/guardian's correct address and TELEPHONE NUMBERS for home and work. If both parents work, we should be informed as to how to contact them in case of an emergency. A school nurse is available to handle any school accident. Any injured student must report to the teacher in charge. The teacher or office personnel will aid the student in getting to the school nurse, whereby the parents will be contacted and necessary medical attention obtained as soon as possible.

ACTIVITIES

Activity organizations and classes each have a teacher or teachers assigned as a sponsor. Everyone who joins an organization will be expected to participate in its activities and meetings. Class and organization activities must be cleared through the sponsor who will communicate with the principal and will see that events are properly scheduled.

ATHLETICS

Sedgwick High School is a member of the Heart of America League. We will participate with various schools in football, volleyball, cross-country, basketball, wrestling, golf, track, softball and baseball. **Students must pay a \$25 sports fee (\$50 maximum per family) if they choose to participate.** They must also have on file with the school an athletic physical form signed by a doctor as well as a concussion and head injury release form signed by a parent/guardian. Students must also maintain eligibility by meeting the academic standards as explained elsewhere in this handbook.

ATTENDANCE

Attendance is an important part of the school experience. If you miss school, you miss out! Students may be excused up to ten (10) days per school year subject to parent approval. Absences or tardies in the excess of ten days for each class period may be posted as "unexcused" and subject to the discretion of the principal.

Absences or tardies not confirmed by the student's parent will be posted as unexcused. Excessive unexcused absences will lead to filing truancy charges as required by Kansas's law.

Parents of students who are absent need to notify the school by phone the reason for the absence. Illness, death in the family, medical appointments and dental appointments are examples of excused absences that may be excused after the 10-day limit is reached. **The principal may require a doctor's note or other documentation in order for absences to be excused past the initial 10 days of absences allowed by policy.** If you have to take your child out of school for any reason, please contact the high school office in advance.

**IF YOUR CHILD IS ILL AND WILL NOT BE ATTENDING SCHOOL,
PLEASE NOTIFY THE HIGH SCHOOL OFFICE BY 9:00 A.M. AT 772-5155.**

If no call is received, the school will attempt to call the parent at home or at work. Absence for 2-3 hours shall count as 1/2 day. Any absence exceeding 4 hours shall count as a full day.

A letter of the number of absences a student has missed will be sent to the parent or guardian after the 10th absence.

1. Attending school regularly is the responsibility of the student.
2. A student's total absences SHOULD NOT EXCEED 10 per class.
3. A parent/guardian needs to call the office the day of the absence or send a note with the student when the student returns to school. **A phone call on the day of the absence is preferred. A note must be brought within (1) day or the absence will be UNEXCUSED.** The note should include the following:

- (1) The date of the absence
- (2) The name of the student for whom the note is written,
- (3) The reason for the absence, (4) the signature of the person writing the note.

The administration will make the determination as to the absence being excused or unexcused in accordance with the policies of USD 439. It is the responsibility of each student to make up all work missed with the exception of absences resulting from skipping school. If the absence is a result of skipping school, no make up work will be given, as no credit will be issued.

4. An attempt will be made to notify each student's parent/guardian of his or her absence if no call is made to the high school office by 9:00 a.m.

5. An authorized school activity or an absence from school allows the student the privilege of making up the work missed and receiving a grade and credit or partial credit when the make up work is completed within a reasonable amount of time. A student will NOT receive credit for any work not made up. Make-up work will be assigned on the terms of the teacher. Students are responsible for getting and making arrangements for work when they are absent.

EXCUSED ABSENCE

As mentioned above, the parent may excuse the student for up to and including the 10th day. After the 10th excused absence, absences will be unexcused unless deemed excused by the building administrator. Parents and students are encouraged to use the 10 days for reasonable absences.

The administration reserves the right to judge the sufficiency of any claimed emergency. **To be excused, all other absences shall have the prior approval of the administration. This prior approval should be obtained well in advance of the date when the student will be absent.**

UNEXCUSED ABSENCE

Unexcused absences are those absences beyond the 10th day of absence for the school year and/or not excused by the principal. Those students without a parental note, phone call or those with reasons that are unacceptable, even if the parent excuses the absence, will receive an unexcused absence. Regular and punctual attendance is an important requirement as daily grades and class discussions are an integral part of the educational process. If the student should have as many as three unexcused

absences, a parental conference may be necessary. Truancy violations will be reported to SRS or the County Attorney.

EXAMPLES OF UNEXCUSED ABSENCES

(Not An All Inclusive List...List applies to those absences beyond the 10-day limit.)

- Babysitting.....Contingent upon circumstances
- Car trouble.....Without verification by parent
- Fair.....Unless participant
- Hair appointments
- Home chores.....Contingent upon circumstances
- Hunting
- Missing bus
- Oversleeping
- Ski trips.....Without family
- Non-SHS sports or club sports
- Skipping school
- Working.....Without prior administrative approval

ABSENCES ON DAY OF AN ACTIVITY

If a student misses any part of a school day, they cannot practice or participate in extra-curricular activities anytime that day unless proper arrangements have been made and secured from the principal. **Parents are advised that a student should not attend any school activities the evening of an illness as an unexcused absence will be recorded.** Board policy states: "A student shall not be allowed to practice, participate in, or attend any school sponsored activities on a day in which he or she did not attend all classes unless approval is obtained from the administration prior to the event." **Students must be at school by 8:45 on the day of any activity or have an excused absence other than being sick, sleeping in, etc. or they will not be allowed to participate in any school activity that day. In the event that a student has a previously arranged medical appointment (i.e. eye, dental, physician, etc.) on said day, a signed note from attending medical personnel (nurse, doctor, etc.) verifying this appointment will be required to allow practice or participation in activities.**

CREDIT AND MAKE-UP FOR ABSENCES

In many cases, classes are taught in a progressive manner and in a logical sequence. One lesson may be the groundwork for all succeeding lessons. **It is to the discretion of each teacher to determine specific requirements for make-up work in each class.** An expected requirement would be conferring with the student outside of regular class time (**before, during, or after school**), to help bring him up to date. **Students may be required to meet with a teacher before or after school to make up work or get assignments that were missed while absent for any reason.**

Late Work Policy: Credit for unexcused absences and/or late work will be given according to the adopted Sedgwick High School building-wide daily assignment late work policy below.

- 1 Day Late = Maximum of 90% Credit
- 2 Days Late = Maximum of 50% Credit
- 3 or More Days Late = Maximum of 10% Credit

Excused Absences: Credit for make-up work will be given if student completes and hands in the work. Students are responsible to contact teachers and make arrangements for work missed while absent. Credit will be given for all work accepted.

Skipping School: Make-up time may be necessary upon administrative discretion. If work required by the teacher must be made up, credit will be given.

Consequences:

- **1st offense, make up time or in-school suspension**
- **2nd offense, double time or in-school suspension**
- **3rd offense, out-of-school suspension**

School Activity Absences: If a student must leave during the school day it is the **responsibility of the student** to gather any assignments missed. If a test is to be given the next day the student returns and the instructor had previously informed the students of the test to be given, the student is responsible for taking the test. The same would apply for any schoolwork previously assigned, (example: Research Paper).

Out-of-School Suspension: Short-term suspension time will not accrue toward loss of credit. A suspended student will not lose credit during the time missed from school, but may make up missed work in the allotted time. It remains the responsibility of the student to gather, complete and hand in the make-up work for any suspension they receive.

In-School Suspension (ISS): An ISS absence is excused if suspension time is completed satisfactorily. Work will be credited providing the suspension time is completed satisfactorily.

STUDENT ILLNESS

A student who is ill cannot function to the best of his/her capabilities in the classroom. Therefore, it is recommended that ill students remain at home. If an illness occurs at school, the student should contact the school nurse. The school nurse will determine whether the student is in need of being excused from school. **A STUDENT MUST HAVE THE NURSE'S PERMISSION TO LEAVE SCHOOL DUE TO ILLNESS.** The parents or guardians of the student **MUST** be contacted before the student is allowed to leave the premises. Failure to notify school officials prior to leaving school for illness will result in an unexcused absence and may be dealt with as skipping.

TARDY POLICY

1. Students arriving at school after the 8:20 a.m. bell must report to the office to pick up a tardy slip. Students arriving after 8:45a.m. will be considered absent to 1st hour. Tardies to all other hours will be handled through the teachers.
2. After the 3rd unexcused tardy to each class during a nine weeks, the student will serve up to a 30-minute detention with that instructor for the 4th and 5th tardy. On the 6th tardy and thereafter, detention will be assigned through the office.
3. Excused tardies will be accepted for the following:
 - a. signed statement from the office, nurse, counselor, or teacher.
 - b. legitimate and reasonable excuse as determined by the teacher.

4. Excessive tardiness and/or skipping tardy detention will be dealt with as necessary. Discipline may include but will not be limited to suspension of computer privileges and/or ISS assignment until missed class time is made up.
5. Tardies will “reset” each quarter.

TRUANCY

Students who are under the age of 18 and have three (3) consecutive days of unexcused absence, five (5) total days of unexcused absence in a semester or seven (7) total days of unexcused absence for the year are truant and will be reported to SRS or the County Attorney.

BUILDING HOURS

Students should not be in the building until 7:50 a.m.

School will begin at 8:20 a.m. and is dismissed at 3:18 p.m.

Students should be out of the building by 3:40 p.m. unless supervised by a teacher or coach.

BULLYING

Bullying on or while utilizing USD 439 property, in a USD 439 vehicle or at any USD 439 sponsored activity or event is prohibited.

As used in the policy, the following definitions apply.

- (1) “Bullying means: (A) Any intentional gesture or any intentional written, verbal, electronic or physical act or threat that is sufficiently severe, persistent or pervasive that it creates an intimidating*, threatening or abusive educational environment for a student or staff member that a reasonable person, under the circumstances, knows or should know will have the effect of:
 - (i) harming a student or staff member, whether physically or mentally;
 - (ii) damaging a student’s or staff member’s property;
 - (iii) placing a student or staff member in reasonable fear of harm to the student or staff member; or
 - (iv) placing a student or staff member in reasonable fear of damage to the student’s or staff member’s property; or(B) cyberbullying, or
(C) any other form of intimidation* or harassment prohibited by any policy of USD 439.
- (2) “Cyberbullying” means bullying by use of any electronic communication device through means including, but not limited to, e-mail, instant messaging, text messages, blogs, mobile phones, pagers, online games and websites.
- (3) “School vehicle” means any school bus, school van, other school vehicle and private vehicle used to transport students or staff members to and from school or any school-sponsored activity or event.

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the educational environment. Many behaviors that do not rise to the level of harassment, intimidation * or bullying may still be prohibited by other district policies or building, classroom, or program rules.

Counseling, corrective discipline, and/or referral to law enforcement or mental health facility will be used to change the behavior of the perpetrator and remediate the impact on the victim. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation. False reports or retaliation for harassment, intimidation * or bullying also constitutes violations of this policy.

The superintendent is authorized to direct development and implementation of procedures addressing the elements of this policy, consistent with the complaint and investigation components of district, state and federal procedures.

*There will be no initiation of any form in the USD 439 school system. Any student found to be intimidating a student in lieu of initiation or for some other reason may be suspended. This suspension will be at the discretion of the principal as determined by the circumstances.

CALENDAR

An annual calendar will be published for grades K-12. Additions or corrections to the annual calendar will be published as needed. The faculty sponsors of the organizations are responsible for scheduling all activities with the principal.

CARE OF PROPERTY

We have a beautiful school building and campus due to the care given it by our custodians and because teachers and students are careful not to abuse it. In the event a student is apprehended for willfully and maliciously mutilating, defacing, or destroying school property, the student will be disciplined in accordance with Board of Education policy. The student will also be required to pay a dollar amount including labor costs for repairing the damages. Accidents or horseplay resulting in damages may result in full payment by the student(s) responsible. Discipline may be assigned at administrative discretion.

CHEATING

Academic dishonesty is not acceptable. Cheating, defined as copying another student's work and claiming it is your own and plagiarism, defined as the use of another person's original ideas or writing without giving credit to the true author, are both prohibited practices. Materials taken from electronic sources are covered by this policy.

A student who engages in any form of academic dishonesty will be subject to the loss of credit for the work in question, as well as other disciplinary measures.

CHURCH NIGHT

School activities will not be scheduled on Wednesday nights if other dates and times can be arranged.

CLASS RANK

Class rank will not be determined until a student has completed their 6th semester of High School. If two or more students are tied for a position in the class rank, the ranking will skip the number of students tied for the position. (Ex. If two students are tied for 5th the ranking order will be as follows: 1,2,3,4,5,5,7,8,etc.)

COLLEGE CLASSES

Sedgwick High School offers the opportunity for students to earn dual high school/college credit through selected courses offered during the regular school day by Hutchinson Community College. Interested students who qualify and their parents must meet the provisions in the Agreement and Consent Form which can be found in the Counselor's Office or on the school's website.

COLLEGE VISITATIONS

Each senior is permitted two special college visitation days per year. These two days must be set up with the counselor or principal at least 3 days in advance of the visitation. A senior college visitation form must be filled out and signed by the counselor or principal 24 hours in advance of leaving. College visitation shall be considered an excused absence, and will not accrue toward the loss of credit. To count as a college day the student must visit the college official. Any college visit after the permitted two or that were not set up appropriately will be considered a regular school day absence and will be dealt with accordingly.

Sedgwick High School will also allow certain exceptions to the two-visit senior policy as deemed appropriate by the principal or the counselor. Examples of exceptions would include "official" athletic recruitment trips and "Junior Day" visits sanctioned by the colleges or other similar situations where students cannot control the day and/or time of the visit.

COMPUTER USE AGREEMENT

THE FOLLOWING POLICY FOR ACCEPTABLE USE OF COMPUTERS AND NETWORKS (INCLUDING E-MAIL, ALL SOFTWARE, AND THE INTERNET) SHALL APPLY TO ALL DISTRICT ADMINISTRATORS, FACULTY, STAFF, AND STUDENTS:

REMINDER: USE OF SCHOOL COMPUTERS IS A PRIVILEGE, NOT A RIGHT!

1. The user shall not erase, change, rename, or make unusable anyone's computer files, programs, or disks (except for authorized staff members).
2. The user shall not let other persons use his/her name, logon, password, or files for any reason (except for authorized staff members).
3. The user shall not use or try to discover another's password or in any way access another person's e-mail or other files (except for authorized staff members).
4. The user shall not use district school computers or networks for any non-instructional or non-administrative purpose (i.e. games or activities for personal use).
5. The user shall not use a computer for unlawful purposes, such as illegal copying or installation of software.
6. The user shall not copy, change, or transfer any software or documentation provided by district schools, teachers, or other students without permission.
7. The user shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, Trojan Horse, or similar name.
8. The user shall not deliberately use the computer to annoy or harass others with language, images, innuendoes, or threats. The user shall not deliberately access or create any obscene or objectionable information, language, or images.

9. The user shall not intentionally damage the system, damage information belonging to others, misuse system resources, or allow others to misuse system software.

10. The user shall not tamper with computers, networks, printers, or other associated equipment, except as directed by the teacher.

11. All information on any school or district network is considered property of USD #439. Students and staff shall have no expected right to privacy for any information created, stored, or used on any district system.

Failure to adhere to the above user agreement will result in the following consequences:

Level 1-Warning. No computer access until a parent conference is held. Further restrictions may be added as deemed necessary.

Level 2-Loss of computer privileges for at least 1 week up to the nine weeks, semester or remainder of the school year. Illegal activity will be reported to the proper authorities and could result in legal action.

Administration reserves the right to confiscate a computer for any reason.

CONFERENCE - PARENT REQUESTED

In the event that a parent should wish to have a conference with an instructor, the following procedures should be followed:

- 1.The parent should call the school office and ask to speak to the instructor regarding a conference. If the instructor is not occupied with a class, he/she will be called to the phone and an appointment will be arranged.
- 2.If the instructor is in class at the time, he/she will be notified as soon as possible.
- 3.The instructor will return the call and arrange an appointment at the school at a time convenient to both parties.

All parent conferences regarding pupil progress are to be held at school. This is necessary since grade books and teaching materials are available at this location. In order to give the parent a true evaluation, these materials are essential. The cooperation of the parents regarding this matter will be greatly appreciated.

DETENTION CENTER

Students may be assigned detention time in the detention center by the administration as a consequence for violating good order and decorum during the school day or at school activities. No gum, candy, or pop is allowed while in detention.

Detention will be assigned for Tuesday, Wednesday or Thursday. No Mondays or Fridays.

Detention may be assigned for periods of up to one hour or multiples of one hour for all offenses.

Detention will be served on the day assigned pending parental notification or the following day.

- If detention is not served at this time, further action will be taken. This action may be but will not be limited to additional detention time, removal from after school practice/weights/activity to serve detention, or suspension of computer privileges until time is served.

- If 3 non-served detentions accumulate; one day of ISS will be assigned.
- The principal may allow the student to make other arrangements to serve detention if deemed appropriate.
- Normally, a student will not be allowed to go to an extra-curricular practice until a behavioral detention is served. Administration reserves the right to make a determination concerning detention notices.

The administrator assigning detention will complete and sign the detention form. The original will be placed in the detention center notebook, one copy will be given to the student, and one copy will be mailed to parents. The form will include:

- a. The name of the offender.
- b. The nature of the offense.
- c. The length of time to be served.
- d. Required work, if any.

The following regulations will govern the detention center:

- a. **Detention will be served from 3:25 p.m. to 4:25 p.m. (The time before school will be determined at the discretion of the principal.)** Students serving detention will be seated by 3:25 p.m. and remain seated during the entire detention period.
- b. Students shall bring school assignments or reading materials to the detention center. Students must study or read during the entire period. NO computer or any other electronic device will be allowed in detention. (Exceptions may be made with supervisor approval.) Sleeping will not be allowed.
 - a. Failure to maintain strict compliance with these regulations will void credit for the detention and an hour will be added. Voided detention will be made up beginning the next school day.

The detention center supervisor will maintain a record of detention required by the detention center notebook form. The notebook will be returned to the principal each morning, along with any communication concerning detention attendance and behavior.

DIETARY SUPPLEMENTS

Sedgwick High School does not condone the use of non-approved dietary supplements. Any dietary supplement a student wishes to use should be approved through the high school office or nurse's office. If a student is found in possession of non-approved dietary supplements while at school or at any school activity, the supplement will be confiscated. Repeat offenders to this policy will be subject to disciplinary action.

DISCIPLINE

STUDENT DISCIPLINE PROCEDURES

Infraction Definitions:

Physical contact: Physical contact involves a continuum of contact ranging from horseplay to assault. The context and intent of the student's actions are taken into account when making a determination of the category of the offense.

- **Horseplay:** physical contact within the context of play with no harm intended to others.
- **Precipitating a fight:** statements or actions, which encourage others to fight.

- **Scuffle/Fighting:** engaging in physical contact with intent to harm or intimidate another person
- **Physical assault and/or battery:** engaging in or threatening a physical attack on another person. An individual strikes or attempts to strike another individual with part of their body and/or an object or weapon for the purpose of harming another person.

Threats and verbal abuse: statement or actions, which intimidate or upset another person.

Unexcused absence: defined in Attendance Section of this handbook.

Truancy: defined in Attendance Section of this handbook.

Sexual Harassment: defined in Sexual Harassment Section in this handbook.

Lying: giving false information or information intended to mislead.

Forgery: writing or using the signature or initials of another.

Destruction of property: destroying or mutilating objects or materials belonging to school, school personnel, or other persons.

Theft: taking or concealing property that belongs to others; stealing

Failure to comply: not carrying out reasonable requests of a school personnel or failure to follow established school rules.

Defiance of School personnel: refusal to comply with reasonable requests of school personnel.

Disruptive Behaviors: conduct and/or behavior that is disruptive to the orderly education procedure of the school.

Unnecessary Items: the possession of an item, which could be used to cause a disturbance, and which is unnecessary for school activities.

Tobacco: the use, sale, and/or possession of tobacco in any of its forms or possession of items used in the consumption of these products (i.e., matches, lighters, pipes, and etc.)

Drugs and alcohol: the possession, sale, use or transmittal of or being under the influence of any illegal drugs, medications not prescribed by the student' physician, alcohol, or other intoxicant of any kind or nature (including inhalants) on or about the school property at any time or at any school activity regardless of the location. Possession of paraphernalia related to the consumption, manufacture, possession, or storage of these items. In addition, substances used to mask or interfere with court ordered drug tests are not allowed to be carried or consumed while on USD 439 district property.

Unauthorized Area: when a student places himself or herself in an area that has been designated off limits by school personnel.

Leaving school without permission: defined in Leaving School Section in this handbook.

Obscene Language or behavior: any reference, gesture, comments, actions, jokes, drawings or other representations that:

- are sexually orientated,
- involve cursing or words that mimic, suggest or sound like curse words, (Note: Words that are used to sound like inappropriate language will result in the same disciplinary consequences.)
- are disrespectful to authority figures such as school officials, law enforcement, or judges;

Flagrant disrespect toward school personnel: when a student uses profanity, excessively loud or inappropriate tone, has physical contact, throws objects at or harasses school employees.

Weapons and destructive devices: defined in Weapons and Dangerous Instruments Section in this handbook.

Derogatory statements: the use of slurs, names, or terms that may be offensive to other individuals. This includes joking and “horseplay” type references as well.

Misuse of Computer/Internet: producing, downloading or printing inappropriate information is not allowed and may result in a temporary loss of access to the computer system. Inappropriate materials may include, but not limited to, information that is sexually oriented, violent, discriminatory, racist in nature, or pertaining to the promotion of illegal drug use. Chronic misuse will result in restricting Internet access or cancellation of the student’s computer privileges.

Administrative Action Plan:

LEVEL 1: INFORMAL TALK (counseling)

A school official (teacher, administrator, or counselor) will talk to the student to reach an agreement regarding how the student should behave. Parents may be notified if necessary.

LEVEL 2: OFFICE REFERRAL

A student will be sent to the office for major rules violation or repeated violations of the same rule in one day. The student will be given a discipline report that will be forwarded to his parents, school administrators, and if applicable, the student’s caseworker or probation officer.

LEVEL 3: LOSS OF PRIVILEGES/DETENTION

A student will be assigned time after school or privileges will be temporarily suspended. If the student is assigned detention, the student will report at 3:25pm on assigned day and is required to complete detention time. The normal detention time is one hour. Notice will be sent to parent/guardian.

LEVEL 4: CONFERENCE

A formal conference is held between the student and one or more school officials. During this conference, the student must agree to correct his/her behavior. Parents will be contacted and/or written notice will be mailed to the parent/guardian.

LEVEL 5: IN SCHOOL SUSPENSION (ISS)

The student will be removed from the classroom(s) and isolated under supervision of a school official for the entirety of the suspension.

LEVEL 6: OUT OF SCHOOL SUSPENSION (OSS) - Short term

The student will be removed from the school, it's grounds, and it's activities, for the entirety of the suspension.

LEVEL 7: LONG TERM OSS/EXPULSION.

The student will be removed from the school, it's grounds, and it's activities for the entirety of the suspension or expulsion. Expulsion can be for up to 180 days and will be enforced under Kansas Law and USD 439 School Board policy.

Infraction-Action Guidelines:

| INFRACTION | FIRST OFFENSE | REPEAT OFFENSES* |
|---|-------------------------|-------------------------|
| Weapons & destructive devices** | LEVEL 7 | Zero Tolerance |
| Physical assault and battery** | LEVEL 6 | LEVEL 6-7 |
| Drugs & alcohol** | LEVEL 6 | LEVEL 6-7 |
| Tobacco** | LEVEL 6 | LEVEL 6-7 |
| Flagrant disrespect to school personnel | LEVEL 5-7 | LEVEL 6-7 |
| Threats/ Verbal abuse** | LEVEL 5-7 | LEVEL 6-7 |
| Sexual Harassment** | LEVEL 5-7 | LEVEL 6-7 |
| Theft** | LEVEL 5-7 (restitution) | LEVEL 6-7 (restitution) |
| Scuffle/ Fighting | LEVEL 5-6 | LEVEL 6-7 |
| Precipitating a fight** | LEVEL 2-7 | LEVEL 5-7 |
| Destruction of property** | LEVEL 2-7 (restitution) | LEVEL 5-7 (restitution) |
| Defiance of school personnel | LEVEL 2-6 | LEVEL 5-7 |
| Misuse of Computer/ Internet | LEVEL 1-7 | LEVEL 2-7 |
| Failure to comply | LEVEL 1-6 | LEVEL 3-7 |
| Derogatory Statements | LEVEL 1-6 | LEVEL 3-7 |
| Obscene Language & behavior | LEVEL 1-5 | LEVEL 2-7 |
| Lying | LEVEL 1-3 | LEVEL 3-7 |
| Forgery | LEVEL 1-3 | LEVEL 3-7 |
| Disruptive Behaviors | LEVEL 1-2 | LEVEL 2-7 |
| Leaving school without permission | LEVEL 1-2 | LEVEL 2-7 |
| Horseplay | LEVEL 1-2 | LEVEL 2-7 |
| Unnecessary Items | LEVEL 1-2 | LEVEL 2-7 |
| Unauthorized Areas | LEVEL 1-2 | LEVEL 2-7 |
| Unexcused absence | LEVEL 1 | LEVEL 1-5 |

**** A police report may be filed**

NOTE: The Warranted LEVEL is ultimately up to the discretion of the building principal.

DRESS CODE FOR STUDENTS

Appearance and dress are primarily student and parent responsibilities. Each student attending Sedgwick Schools shall be responsible for maintaining appropriate school dress and for the development of personal grooming standards that will result in a neat, clean personal appearance.

However, the following minimum standards are expected during the school day and at school sponsored activities (if applicable):

1. Alcohol, tobacco, drugs, drugs paraphernalia, profanity, or sexually suggestive statements, pictures, and/or implied references are not allowed on clothing. Tape or other substances may not be placed on clothing to alter or cover up profanity, a picture, or a reference.
2. Sandals or shoes must be worn at all times. House slippers are not appropriate footwear at school.
3. No sunglasses will be worn in the building.
4. Hats or head coverings are not to be worn in the buildings unless special circumstances or occasions warrant such an allowance. Appropriate exceptions will be determined by the administration.
5. Any type of sleeveless garment must have a 1-inch shoulder strap over both shoulders unless a sleeved shirt is worn under the garment. No under garments should be visible. This includes tank tops, dresses, spaghetti strap shirts, and sweater tops. The mid-section torso, back and hips must be covered. Low cut tops that are provocative are not acceptable in the school setting.
6. Length of shorts, skirts, and dresses: A general rule to follow is that the hem length should be as long or longer than the tips of one's fingers hanging to your side while standing upright.
7. No pajamas or any clothing that can be considered nightwear is appropriate for a school setting.
8. Clothing that is excessively tight should be avoided or should include additional apparel such as a long shirt, sweater, or shorts.
9. Blankets are not appropriate covering and are not acceptable replacements for coats.
10. Appropriateness of dress will be determined by and enforced by the administration on an individual basis.
11. Clothing with excessive holes, particularly jeans and shorts, may be deemed inappropriate.
12. Extreme or sloppy styles that are disruptive to the educational process will not be allowed.
13. Any item that may be considered disruptive to the educational process.
14. Anything that the principal/administrator considers a distraction or danger to the school environment.

The staff and principal are responsible for requiring students whose appearance does not give indication of effort to dress appropriately to make improvements in their grooming so as to be neat, clean, and non-disruptive. The list above is not all-inclusive. The principal reserves the right to deal with any situation not specifically mentioned above in the interest of the safety, security and/or the educational mission of the school.

Students who participate in interscholastic activities will be expected to adhere to the personal appearance standards developed by the directors or coaches of those activities and as approved by the building principal.

Additional dress codes may be enforced for safety precautions in lab classes.

Students deemed not meeting minimum dress standards will be advised that they need to comply with the dress code. Parents may be called to bring items necessary for compliance. Repeating dress code offenders may be dealt with more severely including detention and/or suspension.

DROPPING OUT OF SCHOOL

Any student under the age of 18 who chooses to drop out of school, must have the parent or guardian sign a disclaimer for the student choosing to drop out. A student must be a minimum of 16 to be eligible for the parent to waive off the student to drop out of school.

DRUG FREE SCHOOLS (POLICY 90-27)

POLICY:

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.

PROCEDURE:

The possession, use, delivery, transfer, or sale of alcoholic beverages, tobacco products, or controlled substances by students, while in school or at school-sponsored events, is expressly forbidden. Controlled substances are defined by law as being illegal to possess without a doctor's prescription or violate narcotics laws. Violation of the use of tobacco products will be dealt with on an individual basis at the discretion of the building administrators. Parents/guardians and law enforcement will be contacted immediately upon verification of the violation.

FIRST OFFENSE:

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

1. A punishment up to and including expulsion.
2. Suspension from the next school function associated with the activity or the next school sponsored activity.
3. Meet with the Students Assistance Program Team and follow their recommendations.
 - a. If a student does not comply with the SAP team recommendations, the student will be suspended from all activities until the all requirements are met.

SECOND OFFENSE:

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

1. A punishment up to and including expulsion.
2. Suspension from all student activities for a period of not less than one semester or four months.
3. A student placed on long term suspension under this policy may be re-admitted on a probationary status if the student agrees to complete a drug and alcohol rehabilitation program. The expense of the assessment will be the responsibility of the parent/guardian.

THIRD and SUBSEQUENT OFFENSES:

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

1. A punishment up to and including expulsion.
2. Suspension from participation and attendance at all school activities for the year.
3. A student who is expelled from school under the terms of this policy may be re-admitted during the term of the expulsion only if the student has completed a drug and alcohol education and rehabilitation program. The expense of the assessment will be the responsibility of the parent/guardian.

All school staff members are expected to be concerned about the behaviors listed below:

1. Any student they witness in violation of the first paragraph of the procedure listed in this policy.
2. Any student who exhibits a pattern of unacceptable school performance that does not respond to usual and customary attempts to correct it.
3. Any student exhibiting signs, symptoms or indications of an alcohol or drug-related problem.
4. Any student whose self-disclosed alcohol/drug-related behavior places him/her or others at risk or in imminent danger.

After noticing these behaviors, the staff member may choose to speak directly with the student and if satisfactory results are achieved, the incident need only be documented and filed by the teacher. However, if the results are unsatisfactory, the staff members needs to complete a referral check list and submit it to the SAP Intervention Team contact person.

Referral of a student to the SAP by itself does not constitute an allegation that a student has an alcohol/drug-related problem.

Students may also be referred to the SAP Team through self-referral or by peers, parents, or community representatives. An essential feature of the program is that students and their family members are encouraged to contact the building administrator and or SAP Team for help with alcohol and other drug-related problems, with the assurance that such contact will be handled sensitively and confidentially. Upon receiving a referral, the SAP Intervention Team members meet to decide which step to take next. After consideration of the information received and the goal of the referring staff member, the following options are available:

1. The intervention services files should be checked to determine whether a prior referral has been made regarding the student.
2. File the referral for future reference.
3. Submit the referral to the appropriate building administrator for disciplinary action.
4. Initiate the gathering of data from other staff (student's teachers, counselor, school nurse, attendance records, etc.) these forms should be completed as soon as possible and returned to the Intervention Team. After receiving these forms, the Intervention Team will meet to complete the student profile.

INTERVENTION

Upon completion of the student profile, a desired goal is established. All further action is directed toward this goal. Meet with students and or parents/guardians. Refer student and or parents to support groups. Refer student/family to approved

AODA agency for an assessment. Results of the assessment may support treatment in an inpatient or outpatient program. The expense of any such assessment and/or treatment will be the responsibility of the parent/guardian.

Evaluations concerning satisfactory progress in the Student Assistance Program will be made by the SAP Team in consultation with the Intervention Team and the appropriate building administrator. No record of the student's participation on the SAP will become part of the student's permanent record. The use of prescription medications is to be construed as an exception to this policy when used by the individual for whom they are prescribed and used according to other school policies governing medications at school. Involvement of the parents/guardians will be initiated at the discretion of the SAP Team and building administration.

ELECTRONIC DEVICE USE

Students are permitted to use electronic devices in the same manner as a school issued computer. The expectation is that the students will use them in an appropriate manner. When students are not in a classroom or under the direct supervision of a classroom teacher (i.e. before and after school, passing periods, lunch, etc.), electronic device use shall be by student discretion. During class time when the students are under direct classroom teacher supervision, device use shall be by teacher discretion. While at school, ringers, alarms, and the like shall be turned off as to not needlessly interrupt and/or disrupt the normal school process. Students are strongly encouraged, as with school issued computers, to find constructive and educational uses for their personal devices or not bring them to school. Electronic devices that are deemed to cause a disruption in the classroom or take away from the educational process in any way will be confiscated and **returned to the legal guardian of record. Students who refuse to give up their electronic device(s) upon request of a teacher or administrator will be suspended.** USD #439 is not responsible for lost, stolen or damaged electronic devices.

Additionally, use of electronic devices while at school or at school activities must not violate any other district policies including those regarding student privacy, copyright, cheating, plagiarism, student code of conduct, electronic technologies acceptable use, or harassment/bullying. Finally, students shall have no expectation of privacy concerning the use or possession of electronic devices at school or at school activities.

ELIGIBILITY TO REPRESENT HIGH SCHOOL

KSHSAA requires students to pass five subjects of equal weight during his or her last semester of attendance. Additionally, Sedgwick High School requires all participants to be passing all semester courses enrolled in during the season of participation. Any participant carrying at least one failing semester grade during the season of participation will be required to attend mandatory study hall until such a time that all semester grades are passing to retain eligibility.

NOTE: Failing of multiple classes and/or extended time in study hall with no grade improvement can still result in loss of eligibility if the student must be pulled from regular daily classes to participate. Ex: The team bus leaves at 1:30pm and the student must miss the last two hours of daily classes to go with the team.

ENROLLMENT

Students enrolling in SHS need to have on file a student's birth certificate and a copy of legal guardianship if they are not living with both natural parents. If a student does not live with either natural parent a parent/ guardianship consent form must be on file. Parents unable to pay fees at the time of enrollment should fill out a delayed payment fee request.

EXTENDED ACADEMIC TIME

The USD 439 Board of Education may, for various reasons, require extended academic time of students and staff.

EXTENDED SCHOOL YEAR

The Board of Education may extend the regular academic year. The superintendent shall be responsible for preparing a plan and presenting it to the board. The board may extend the regularly scheduled academic year because of the following types of circumstances which are stated by way of illustration and not by way of limitation: adverse weather conditions, building maintenance problems, personnel problems, public health reasons, or budgetary problems.

EXTENDED LEARNING OPPORTUNITIES FOR STUDENTS

The Board of Education may require extended learning opportunities for students not meeting minimum academic requirements as defined by the board. Students may be assigned to extended academic sessions including, but not limited to:

before- or after-school;
Saturday school; or
summer sessions.

A student who has a conflict with transportation, a school activity, or a personal appointment may be given on school day's notice to serve an academic session. Normally, a student will not be allowed to go to an extra-curricular practice until an academic session is served. Administration reserves the right to make a determination concerning academic session notices.

FIGHTING

Fighting may result in suspension or other disciplinary action by school personnel. If two (2) students are involved in a fight and one has clearly been the aggressor, he/she will receive a more severe penalty.

FIRE DRILLS

Fire drills will be held each month according to state regulations. **The signal for a fire drill will be a sounding of an emergency buzzer or horns with either a continuous blast or a pulsating blast with a strobe light. (Not the bell system.)** Leave everything and proceed at once to your designated area. Due to the necessity of giving instructions, everyone should be absolutely quiet throughout the drill. Move orderly, quickly, and follow instructions.

1. The first person out of a door should hold that door open for all other students exiting through that door.
2. Where there are double doors, both doors should be used for exiting.
3. Students are to follow instructions and pass orderly and quickly with NO talking.
4. Go a minimum of 150 feet from the building when possible before stopping.

5. Students out of their assigned classroom are to exit the building via the nearest exit.
6. A series of short bell rings indicates all clear and students are to return to the building quietly.

FOREIGN EXCHANGE STUDENTS

Foreign exchange students wanting to attend SHS must be approved by the HS principal before enrolling. Exchange students will not receive a HS diploma, but would receive an attendance certificate at graduation. GPA and class rank will not be figured into the class rank of the graduating class.

FULL-TIME STUDENT STATUS

To be classified as a full-time student, each freshman, sophomore, junior, and senior must be enrolled in seven hours of classes. Students that are not enrolled full-time in SHS will not be able to attend any classes or participate in extra-curricular activities, unless prior BOE approval.

FUND-RAISING

Fund-raising projects must have prior approval from the superintendent and/or the building principal. Presentations by companies for the purpose of fund-raising will be scheduled outside school hours. Attendance by students will be on a voluntary basis.

GRADE CARDS

A nine-weeks system for reporting grades will be used in all classes. Each report card will have all previous and current grades listed.

AC=Altered Curriculum, for those students in special classes whose titles are the same, however the curriculum content is different. AC will be designated on the transcript and grade card.

IP=In Progress, students transferring to Sedgwick who do not have sufficient grades to record a nine-weeks grade will receive an IP on their grade card. At the conclusion of the semester all grades will be averaged.

Grades will be reported as a letter grade and a percent score.

GRADING SCALE

There will be a unified scale for determining grades for students at Sedgwick High School.

A = 90-100

B = 80-89

C = 70-79

D = 60-69

F = below 60

GRADUATION EXERCISES

In order to participate in graduation exercises a student must (1) complete the minimum credit requirements or be within 1/2 unit of completing minimum credit requirements, (2) have met all financial obligations to the school and (3) be in good standing with the school. (A student who is in good standing with the school is one who is not under suspension or expulsion.) **Students will receive a diploma only after they have passed all of their requirements and have paid any unpaid fees.**

GRADUATION REQUIREMENTS

It shall be the policy of the Board of Education to have graduation requirements beyond the minimums set forth by the State Board of Education.

REGULAR GRADUATION REQUIREMENTS

1. Subjects required for graduation are:

| | | |
|--------------------------------|---|---------|
| Language Arts | 4 | Credits |
| Social Studies | 3 | Credits |
| Science | 3 | Credits |
| Mathematics | 3 | Credits |
| Physical Education/Health | 1 | Credit |
| Fine/Practical/Vocational Arts | 2 | Credit |
| Computer Technology | 1 | Credit |
| Electives | 7 | Credits |

The requirements in Social Studies shall consist of one unit of American History, one unit of American Government and one unit of Social Studies electives.

- 2. Each student must be enrolled in seven hours of classes.
- 3. A student may be permitted to enroll in an equivalent correspondence course to make up a deficiency or failure if approved in advance by the high school principal.
- 4. To participate in graduation exercises, a student must:
 - A. complete minimum credit requirements as outlined above, or be within 1/2 unit of completing minimum credit requirements;
 - B. have made arrangements to satisfy all financial obligation to USD 439; and
 - C. be in good standing with the school.

KANSAS BOARD OF REGENTS SCHOLARS CURRICULUM

To complete the KBOR Curriculum requirements, of the 24 regular graduation requirements, students must fulfill the following criteria:

| | |
|--|-----------|
| Language Arts | 4 credits |
| Social Science (Am Hist, Am Govt, ½ World Hist or Geog.) | 3 credits |
| Math (Alg I* or higher) | 4 credits |
| Science (Biology, Chemistry & Physics) | 3 credits |
| Foreign Language (must be the same language) | 2 credits |

*Alg I in 8th Grade is accepted.

KANSAS QUALIFIED ADMISSIONS PRE-COLLEGE CURRICULUM

To complete the Qualified Admissions Curriculum requirements, of the 24 regular graduation requirements, student must fulfill the following criteria:

- English
 - 4 units one taken each year of High school
 - ½ Unit may be Speech
- Natural Science
 - 3 units of approved courses (1 Unit must be Chemistry or Physics)
- Math
 - 3 units Algebra 1* or higher (Student must meet the ACT college readiness math benchmark)
Or
 - 4 units Algebra 1* or higher (One unit taken in the graduating year)
 - 4th unit must be any course with Algebra 2 as a prerequisite.
Fourth unit must be a college prep class.
Dual enrollment, concurrent enrollment, and online courses may be used to fulfill the requirement.
*Courses completed in junior high do NOT fulfill the requirement.
- Social Science
 - 3 units (Must complete the following)
 - 1 unit U.S. History
 - Minimum .5 unit
 - U.S. Government
 - World History Or World Geography Or International Relations
 - Approved Courses to fulfill requirements
 - Psychology
 - Economics
 - U.S. Government (additional course)
 - U.S. History (additional course)
 - Current Social Issues
 - Sociology
 - Anthropology
 - Race and Ethnic Group Relations
- Electives
 - 3 units (from the following)
 - English, Math, Natural Science, Social Science, Fine Arts, Computer, Information Systems, Foreign Languages, Personal Finance, Speech, Debate, Forensics, Journalism, Career and Technical Education.
 -

Students graduating from an accredited Kansas high school, under the age of 21 MUST.

- Complete the pre-college or Kansas Scholars Curriculum with at least a 2.0 GPA
AND

- Achieve ONE of the following
 - ACT score of 21 or higher
 - SAT score of 980 or higher
 - Graduate in the top 1/3rd of their class

AND

- Achieve a 2.0 GPA or higher on any college credit taken in high school

VALEDICTORIAN AND SALUTATORIAN REQUIREMENTS

The Valedictorian and Salutatorian awards shall go to the students with the highest and second highest accumulative GPA respectively and who have met the following criteria.

The student must have fulfilled the regular graduation requirements as well as four additional credits, for a total of 28 credits.

Credits required include:

| | | |
|---|----|---------|
| Regular graduation requirements | 24 | Credits |
| Math One additional math credit above Algebra I. | 1 | Credit |
| Science One additional science credit. | 1 | Credits |
| Foreign Language | 1 | Credit |
| Electives | 1 | Credit |

•In order to receive the Valedictorian or Salutatorian honor at Sedgwick High School a student must be in attendance a minimum of four (4) semesters prior to graduation.

•When determining the Valedictorian or Salutatorian if two or more students are tied the following criteria will be used to determine the Valedictorian and Salutatorian:

1. If two or more students are tied for Valedictorian then no Salutatorian will be selected. (See class rank for determining the order.)
2. If only one student meets the requirement for Valedictorian, then a Salutatorian will be determined. If two or more students are tied for Salutatorian both students will be chosen.

Graduation with Honors will require a 3.3 or above accumulative GPA.

Class rank will not be computed prior to the completion of 7 3/4 semesters of school.

NAIA ELIGIBILITY REQUIREMENTS

To be eligible to compete in NAIA athletics as an incoming freshman a student must graduate from high school, register with the NAIA Eligibility Center and satisfy two out of the following three requirements.

Minimum 18 ACT Score or 860 SAT Score
Overall High School GPA of 2.0 on a 4.0 Scale
Graduate in the Top Half of High School Class

NCAA ELIGIBILITY REQUIREMENTS

To be eligible to compete in NCAA Division I or Division II athletics as an incoming freshman a student must register through the NCAA Eligibility Center (Clearing House) and complete the following core-course curriculum (along with other requirements).

16 Core-Course Rule

16 Core Courses:

4 years of English.

3 years of mathematics (Algebra I or higher).

2 years of natural/physical science (1 year of lab if offered by high school).

1 year of additional English, mathematics or natural/physical science.

2 years of social science.

4 years of additional courses (from any area above, foreign language or comparative religion/philosophy).

GUIDE TO GOOD CONDUCT

A school is known by the quality of the people involved with it, students, faculty, administration, supportive staff, and the board of education. A good measure of this quality lies in the goals set by and for the school by members of each of these groups. Likewise a good measure of an individual lies in the personal goals set for oneself. Each student is encouraged to establish goals of achievement and conduct that will compile a school record needed for future education or employment.

Included in the record you are building is:

(1)Scholarship: A student's permanent record of grades and test scores will be referred to repeatedly as he/she competes in the job market.

(2) Attendance: In addition to requesting information about a student's scholarship, employers most often request a student's attendance record. Employers want people with proven dependability.

(3)Behavior: Sedgwick High School does not have a formal, itemized code of conduct. Responsible behavior is, however expected of all students. Common courtesy and respect for the rights and property of others, along with self-control of actions, emotions, and impulses, will make explicit rules unnecessary. The best discipline and the only discipline that lasts is self-discipline.

GYM USAGE

Each student should have his/her own gym shoes, gym clothes, towels, etc., for their physical education class. Gym shoes are not to be worn on the outside playing field and then onto the gym floor.

Any activity in the gym must be supervised by a teacher or activity sponsor. Everyone should have clean gym shoes before getting on the basketball court.

The gym floor is **NOT** to be used as a hallway. Students who are asked by a teacher or sponsor to “go around” the gym in lieu of class or other activity going on in the gym is expected to comply without incident.

GYM WEIGHT-DECK AT THE HIGH SCHOOL

Students are not allowed to use any equipment on the weight-deck without the direct supervision of an instructor. Students using the weight-deck equipment while another activity or practice is going on in the connected gym are asked to limit noise and disruption and complete their work on the weight-deck in an expedient manner.

HALL CONDUCT

Students arriving at school before 7:45 a.m. will not be admitted to the building unless they have a special need to see a teacher as so indicated by a pass. Proper conduct in the halls is expected at all times. This means that students are to pass quietly through the halls, should not loiter, and should not run, push, or hit others they pass. Boy-girl relationships must be proper at all times as this is a public place. Kissing, hugging, and inappropriate physical conduct are not permissible. Parents of those not willing to adhere to this policy will be contacted. Those students may also be restricted during the breaks and passing periods.

HONOR ROLL

At the end of each grading period an Honor Roll will be published. Qualifications for the Honor Roll are as follows:

| | |
|-----------------|----------|
| Cardinal Honors | 4.0 |
| High Honors | 3.5-3.99 |
| Honor Roll | 3.0-3.49 |

The following letter grade to points conversion will be utilized:

| | |
|----|------------|
| A= | 4.0 points |
| B= | 3.0 points |
| C= | 2.0 points |
| D= | 1.0 points |
| F= | 0.0 points |

Any student receiving a grade of D or lower will not qualify for the Honor Roll. The computation for the Honor Roll is based on all subjects of unit weight or equivalent.

INDEPENDENT STUDY

The board advocates a program of independent study. The building Principal together with the counselor, and content area teacher will outline the specific work for the independent study.

IMMUNIZATION LAW - KANSAS

All students entering Sedgwick Schools for the first time are required to present proof of immunization before they can attend classes. A student may enroll but cannot attend without written verification of immunizations. If you have questions or concerns regarding this issue please contact Jana Blank, school nurse, at 772-5604.

Senate Bill 520 requires that all children who are eight years of age or younger and who are entering a Kansas school for the first time must receive a health assessment. This may be done 12 months prior to school entry or within 90 days after school entry. The health assessment information must be provided to the school by the child's parent or guardian. The health assessment includes health history, a physical exam, and other screening tests as medically indicated.

ADDITIONALLY:

**KANSAS SCHOOL IMMUNIZATION REQUIREMENT (Kindergarten-12th Grade)
2016-2017 SCHOOL YEAR**

Immunization requirements and recommendations for the 2016-2017 school year are based on the Advisory Committee on Immunization Practices (ACIP) recommendations and the consensus of the Governor's Child Health Advisory Committee Immunization Workgroup. The current recommended and minimum interval immunization schedules may be found at: <http://www.cdc.gov/vaccines/schedules/hcp/child-adolescent.html>. The best disease prevention is achieved by adhering to the recommended schedule however, if a child falls behind, the minimum interval schedule is implemented. To avoid missed opportunities, immunization providers may use a 4 day grace period per age and interval between doses. In such cases, these doses may be counted as valid.

K.S.A 72-5208-5211a - Kansas Statutes Related to School Immunizations Requirements and K.A.R. 28-1-20 defines the immunizations required for school and early childhood program attendance found here: http://www.kdheks.gov/immunize/download/KS_Imm_Regs_for_School_and_Childcare.pdf

- **Diphtheria, Tetanus, Pertussis (DTaP/Tdap):** Five doses required. Doses given at: Dose 1: 2 months, Dose 2: 4 months, Dose 3: 6 months, Dose 4: 15-18 months (4th dose may be given at 12 months provided at least 6 months after dose 3) and Dose 5: prior to kindergarten entry. Four doses are acceptable if dose 4 given after age 4 years. A single dose of **Tdap** is required at Grades 7-12 if no previous history of Tdap vaccination regardless of interval since the last Td.
- **Polio (IPV/OPV):** Four doses required. Dose 1: 2 months, Dose 2: 4 months, Dose 3: 6-18 months, and dose 4 must be given 6 months after 3rd dose, after 4 years of age and prior to Kindergarten entry. Three doses are acceptable with one dose after 4 years of age, 6 months between 2nd and 3rd dose and final dose prior to Kindergarten entry. Students enrolled in Grade 6-12 with a complete minimum interval Polio series do not need to be recalled for additional doses. Guidance found on the back of the KCI and School Requirements FAQ: <http://www.kdheks.gov/immunize/schoolInfo.htm>
- **Measles, Mumps, and Rubella:** Two doses required. Dose 1: 12-15 months and Dose 2: prior to Kindergarten entry. Minimum age is 12 months of age and interval between doses may be as short as 28 days.
- **Hepatitis B:** Three doses required. Dose 1 given at birth, Dose 2: 2 months, and Dose 3: 6-18 months of age.
- **Varicella (chickenpox):** Two doses are required. Dose 1: 12-15 months and Dose 2: prior to Kindergarten entry. Students 12 years old and younger a 3 month interval is recommended however, upon record review the interval between doses may be as short as 28 days for the 2nd dose to be counted as valid. Students 13 years and older a 28 day interval between doses are required. Please note that regardless of students' age, if first dose is at 12 months of age with 2nd dose 28 days after 1st dose, both doses are valid. No doses are required when student has history of varicella disease documented by a licensed physician.

Legal alternatives to school vaccination requirements are found at K.S.A. 72-5209

In addition, to the immunizations required for school entry the following vaccines are recommended to protect students:

- **Meningococcal (MCV4):** One dose *recommended* at 11 years of age with a booster dose at 16 years of age.
- **Human Papillomavirus (HPV):** Three doses *recommended* at 11 years of age.
- **Influenza:** Annual vaccination *recommended* for all ages \geq 6 months of age; number of doses is dependent on age and number of doses given in previous years.

Vaccination efforts by school and public health officials, immunization providers and parents are key to the success of protecting our children and communities from vaccine preventable disease. Thank you for your dedication.

INCOMPLETES

Incompletes for unfinished course requirements must be removed within one week after grade cards are issued for the first, second, and third nine-weeks grading period or the grade will be recorded as an "F" on school records. All course work must be completed by the end of the fourth nine-week grading period as there will be no incompletes given at this time. Exceptions will be made only in case of prolonged illness or other valid circumstances approved by the administration.

LEAVING THE CLASSROOM

Students shall normally not be permitted to leave their assigned classroom during class time. The instructor and not the bell is responsible for dismissing the class at the end of the period. If under special circumstances a student leaves a class he/she must have appropriate permission by the teacher. Students needing to go to another classroom must obtain written permission in advance from the teacher concerned.

Students are reminded that, generally speaking, little good comes from being out of your assigned class during the allotted time. Excessively leaving class can and will seriously take away from the educational process and lead to discipline.

LEAVING SCHOOL

A student shall not leave the school building except after reporting to the office and receiving permission. The administration reserves the right to determine if it is necessary for the student to leave the building. It will be necessary to make contact with a parent of any student who wants to leave school before that student is allowed to leave the building. Failure to follow proper procedures when leaving the building will result in an unexcused absence regardless of the reason.

LIBRARY - MEDIA

Regular library books may be checked out for a period of three weeks. **A fine of five cents a day will be charged for overdue books.** Books may be rechecked if someone has not reserved it. The librarian will notify students of overdue books before final grades are issued. Overdue books must be returned or paid for. Students may visit the library with a properly signed pass only when the librarian is on duty. If you have difficulty in finding the books of your choice need, consult the librarian or her assistant. The librarian welcomes suggestions for purchase, or any other ideas to make the library a more meaningful place for the students.

LOCKERS

A locker with a padlock will be assigned to each student. Students are NOT to change lockers for any reason. All books and equipment not in use should be kept in the student's locker. Students should have lockers locked at all times; they should not disclose their lock combinations to other students. Damage to lockers must be paid for by the student assigned to that locker or the student responsible for the damage. No personal locks will be allowed on lockers.

- Locker decorations are subject to administrative approval. Spot locker inspections will be made to insure that the lockers are maintained in a neat orderly manner. Lockers will also be inspected if the administration considers it necessary to maintain the integrity of the school environment or to protect other students.

- Students are strongly advised not to keep money or valuables in your locker under any circumstances. The school is not responsible for lost or stolen items.

- The building principal may search any locker at any time he believes that the locker contains matter prohibited by law or school regulations. Any locker may be searched to preserve the safety / security of the school.
- There is no expected right to privacy in any school locker. It is the school's property and subject to search at any time.

LOCKER SEARCHES WITH A TRAINED DOG

At the request of the administration, law enforcement officers or licensed private agencies may use trained dogs on school premises to identify student property which may contain illegal or illicit materials and to determine whether materials are present which may threaten the general health, welfare and safety of students and/or district employees.

LOUNGES

Faculty lounges are off limits for students unless they are directly supervised by a faculty member.

LUNCHES/BREAKFAST

The school lunch/breakfast program is to be self-supporting and operates on a cash basis. All students participating in the hot lunch/breakfast program, as well as those bringing their lunches, are expected to eat in the cafeteria. Food is not to be taken from the cafeteria or eaten anywhere else in the building.

Parents are welcome to visit the school meal program. The price of meal for a visiting parent is the daily adult rate. Lunch/breakfast prices are as follows:

| | <u>Daily</u> |
|-------------|--------------|
| Grades 6-12 | \$2.55 |
| Adults | \$3.50 |
| Breakfast | \$1.50 |
| Adults | \$2.00 |
| Milk | \$.40 |

A student may not share or "borrow" lunches from another student or use another student's account. Students will be notified of the status of their meal account by a printed current status report given to them when their account is nearing a "zero" balance.

Students need to have money in their account or pay cash in the line. Students whose account balance reaches negative \$7.00 will be given the option of a peanut butter and jelly sandwich or not eating. No negative balances will be allowed in May.

Applications for free and/or reduced school lunches will be available at enrollment time for those wanting to apply. These applications are also available during the school year from the school offices should they be needed.

Regardless of whether individual students are eating a school lunch or not, all students are to assemble in the lunchroom during their allotted lunchtime and not be in the high school hallways and commons areas.

Students are required to stay on the school grounds during the lunch period and are not permitted in their cars or in the parking lot. High School students will not be permitted to leave school grounds for lunch. Leaving will be considered an unexcused absence and will be dealt with accordingly. VISITORS WILL NOT BE ALLOWED DURING LUNCH WITH THE EXCEPTION OF PARENTS OR SIBLINGS!!!

LUNCHROOM BEHAVIOR

Students eating in the lunchroom are expected to exhibit good table manners and to refrain from loud talking. No student is allowed to exchange food with another student. All students are expected to eat in the lunchroom. Food is not to be taken out of the lunchroom. Pushing and exchanging places in line is prohibited.

MEDICATION AT SCHOOL

It shall be the policy of the Board of Education of USD. 439 to not allow the dispensing of medication, including non-prescription drugs, or injections, by school personnel. If it is necessary for the dispensing of medication at school for the general welfare of the student, then a written authorization will be provided by the appropriate physician and the parent or guardian.

Procedure:

1. When a situation arises that a student's health and/or complete recovery from an illness is dependent upon receipt of a medication during school hours, the following will apply:
 - a. A Student Medication Release Form is required before any medication (prescription and non-prescription) can be given. Parents may come to school to give medication to their child.
 - b. A medication care plan will be written by the school nurse.
 - c. The Student Medication Release Form will be completed by the family physician and the parent or guardian.
 - d. The Student Medication Release Form shall be kept with the medication locked in the school nurse's office.
 - e. The medication must:
 1. Have been administered at least once at home to reduce the risk of an adverse reaction at school.
 2. Be in the original prescription or non-prescription bottle with the proper label.
 3. Be hand delivered by the parent or a responsible adult designated by the parent.
 - f. The school nurse or person designated by the building principal in the nurse's absence will dispense the medication as directed by the Student Medication Release Form.
 - g. The dispensing of the medication must be noted on a Medication Record Form kept in the nurse's office which shows the date, time, type, and the person administering the medication.
2. If a physician indicates on the Student Medication Release Form that a student may be responsible for self-administering a medication, the medication care plan will reflect this. This applies to all oral medications, inhalators, non-prescription drugs, and injections.
 - a. When the medication care plan designates that the pupil is responsible for his/her own medication administration, the parent or guardian will send to school

only a single day's supply of oral medication at a time. This does not apply to inhalators or injections.

b. The medication shall be packaged in a container which identifies the name of the pupil to receive the medication and the name and dosage of medication.

c. A list of students who are authorized by their physicians to use inhalators will be provided to teachers and coaches.

d. The school nurse and/or building principal, at their sole discretion, has the right to refuse to allow a student the right to self-administer any medications, inhalators, non-prescription drugs, and injections.

NON-DISCRIMINATION CLAUSE

The Sedgwick USD 439 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. For a full definition of racial harassment see Board Policy 90-53 and 90-35. If you have questions regarding the above, please contact the Superintendent at 772-5783.

PEP RALLIES

Pep rallies will usually be held just before the close of school on the day of the contest. The rallies will be held as often as determined by the cheerleaders, their sponsor, and the principal. The purpose of the pep rallies is to generate pep and enthusiasm for games and to promote a wholesome and sportsmanlike school spirit. Students are urged to enter into these rallies with vigor and to make them worthwhile.

PERSONAL ITEMS

Like all other public places, SHS is not void of thievery. Students are encouraged to not bring valuables or money to school. If valuables or money are brought to school, the student is **STRONGLY** advised to leave them with a teacher or in the office for safekeeping. At the very least, students should secure all personal property to avoid theft, preferably in a locked locker. Locker combinations **SHOULD NOT** be given to other students. All personal clothing should be labeled with the student's name. **The school will not assume responsibility for the loss of ANY personal items.** However, a lost and found box will be maintained in the office.

PROGRESS REPORTS

Deficiency reports (down slips) will be mailed to parents following the 3rd and 6th weeks of a quarter for all students having difficulty in a class. Exemplary progress reports (up-slips) may be mailed at any time. The dates these reports will be sent home are scheduled on the school activity calendar.

SCHEDULE(BELL)

| | | | | | |
|----------|-------------|---------|----------|-------------|---------|
| 1st Hour | 8:20-9:10 | 50 min. | Lunch A | 11:44-12:08 | 24 min. |
| Seminar | 9:10-9:30 | 20 min. | Lunch B | 12:12-12:36 | 24 min. |
| 2nd Hour | 9:34-10:24 | 50 min. | 5th Hour | 12:40-1:30 | 50 min. |
| 3rd Hour | 10:28-11:18 | 50 min. | 6th Hour | 1:34-2:24 | 50 min. |
| 4th Hour | 11:22-12:36 | 50 min. | 7th Hour | 2:28-3:18 | 50 min. |

SCHEDULE CHANGES

Generally speaking, class schedules will not be changed without the approval of the teacher, guidance counselor, parent, and the principal. However, only during the

first five days of each semester may students make changes to their daily class schedule. This is also dependent on the classes available. Schedule changes will not be considered unless they meet the following criteria:

1. The student wishes to change his/her current class to a higher level course (example: change from P.E. to Chemistry).
2. The student is enrolled in a year-long course, has failed the class one semester, and will not benefit by taking the class the second semester.
3. At the request of the principal.

SCHOOL CLOSING

The following television and radio stations will broadcast school closing information:

| | | |
|-------------------|---------------------------|----------------|
| KAKE - Channel 10 | KEYN-103.7 FM | KKRD – 107.3FM |
| KSNW - Channel 3 | KFDI - 101.3 FM & 1070 AM | KHCC - FM |
| KWCH - Channel 12 | KFH- 1330 AM | KSGL - AM |

School closing information will also be posted on the school website as well as cancellation/postponement/rescheduling information of school activities.

SCHOOL SAFETY

If a pupil who is 13 years of age or older is found in possession of a weapon or illegal drugs at school or a school supervised activity, or has engaged in conduct that could result in serious bodily harm, the chief administrator of the school (superintendent) or his/her designee is required to make a report to the appropriate law enforcement agency. The report must be given to a law enforcement agency as soon as practicable, but not more than ten days from the date of the pupil's act, excluding holidays and weekends. Upon receipt of the report, the law enforcement agency will investigate the incident and give written notice to the Division of Vehicles as soon as practicable, but not more than ten days after receipt of the report. If notice is provided as required by law, the Division of Vehicles will immediately suspend the pupil's driver's license or privilege to operate a motor vehicle in Kansas for up to one year. Upon suspension of the pupil's driving privileges, the Division of Vehicles will notify the pupil in writing. If the pupil makes a written request for a hearing within 30 days, the Division will afford the pupil an opportunity for a hearing to determine whether the ten-day notice was given to the appropriate law enforcement agency and the Division of Vehicles regarding the incident.

SEXUAL HARASSMENT

Sexual harassment will not be tolerated in the school district. Sexual Harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

Sexual harassment shall include, but not be limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably

interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

No district employee shall sexually harass, be sexually harassed, or fail to investigate or refer a complaint of sexual harassment for investigated and resolved. Initiation of a complaint of sexual harassment will not adversely affect to job security or status of an employee, nor will it affect his or her compensation or work assignment. Violation of this policy shall result in disciplinary action, up to and including termination against any employee.

Employees who believe that they have been subjected to sexual harassment should discuss the problem with their immediate supervisor. If an employee's immediate supervisor is the alleged harasser, the employee should discuss the problem with the building principal, the superintendent or the coordination of federal compliance.

SEXUAL HARASSMENT OF STUDENTS

Any student who believes that he or she has been subjected to sexual harassment should discuss the alleged harassment with the principal, guidance counselor, or another certified staff member. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a complaint under the district's discrimination complaint procedure.

The filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect grades, future employment or assignments. Confidentiality will be maintained throughout the complaint procedure.

SOCIAL NETWORKING

Students should ALWAYS remember that social networking inside of school, at a school activity, or outside on school issued equipment through media such as Facebook, Twitter, texting, IMing, and email are, in some cases, prohibited, and should, in all cases, be restricted. SHS recognizes that students have the right to conduct themselves as they and their guardians see fit outside the school, but not on school issued equipment. However, materials posted on and sent through social networking media can quickly be forwarded, become topics of conversation at school, damage a person's reputation, and become a major disruption at school. Discipline can and will result from inappropriate use of social networking media or use that creates a major disruption to the educational process.

STUDENT VEHICLES

Student vehicles are to be parked in an orderly manner in the lots provided. Student vehicles are not to be moved during the school day without permission from the principal. Student vehicles are not to be parked in front of the school (south parking lot) or use more than one parking place. Students are not to loiter in vehicles after entering school property.

Students are reminded that parking on school grounds is a privilege, not a right. Administration reserves the right to revoke parking privileges to students who repeatedly disregard proper parking and/or driving conduct.

SUBSTITUTE TEACHERS

Students are to treat substitute teachers with respect, and behave in a fashion better than normal. If a student is sent to the office by a substitute for discipline reasons one (1) hour of detention will be served. If a student was disruptive in class and the substitute did not send the student to the office, but was referred to the teacher, the teacher has the option to have the student serve a detention after school with them.

SUSPENSION AND EXPULSION POLICY (K.S.A. 72-8901)

Short-term suspension shall constitute one (1) to ten (10) school days.

Long-term suspension will be longer than ten (10) days, not to extend beyond 90 school days.

Expulsion means removal of a student for a maximum of 186 school days.

In the case of either a suspension or expulsion, if the number of school days applied extends beyond the current school year, the remaining number of days may be applied to the succeeding school year.

A pupil who has been suspended or expelled from school by a school district may be refused admission to school in any other school district, regardless of residency, until such time as the period of suspension or expulsion has expired.

The Board of Education of USD 439 authorizes the administration and/or designee to suspend any student guilty of the following:

1. Willful violation of any published regulation for student conduct adopted or approved by the Board of Education.
2. Conduct that disrupts, impedes, or interferes with the educational mission of the public schools.
3. Conduct which endangers the safety of others or which substantially impinges upon or invades the rights of others at school, on school property, or at a school supervised activity.
4. Conduct which, if the pupil is an adult, constitutes the commission of a felony or, if the pupil is a juvenile, would constitute the commission of a felony if committed by an adult.
5. Conduct at school, on school property, or at a school supervised activity which, if the pupil is an adult, constitutes the commission of a misdemeanor or, if the pupil is a juvenile, would constitute the commission of a misdemeanor if committed by an adult.
6. Disobedience of an order of a teacher, peace officer, school security officer, or other school authority, when such disobedience can reasonably be anticipated to result in disorder, disruption, or interference with the operation of any public school or substantial and material impingement upon or invasion of the rights of others.

All suspensions will initially be short term (not to exceed ten days) with written notice of the short-term suspension and reason given to the student involved, to the student's parent or guardian, and to the superintendent within 24 hours after the suspension has been imposed.

Except as authorized in provision (2), no suspension for a short term shall be imposed upon a pupil without giving the pupil notice of the charges and affording the pupil a hearing thereon. The notice may be oral or written and the hearing may

be held immediately thereafter. The hearing may be conducted informally but shall include the following procedural due process requirements: (A) The right of the pupil to be present at the hearing, (B) the right of the pupil to be informed of the charges, (C) the right of the pupil to be informed of the basis for the accusation,; and(D) the right of the pupil to make statements in defense or mitigation of the charges or accusations.

(2) A short-term suspension may be imposed upon a pupil forthwith, and without affording the pupil the parents or guardians of the pupil a hearing if the presence of the pupil endangers other persons or property or substantially disrupts, impedes or interferes with the operation of the school.

Any notice of proposal to suspend for an extended term or to expel shall state the time, date, and place that the student will be afforded a hearing, and such date shall not be later than the last day of the short term suspension of such pupil(s) or student(s). Such notice of the extended suspension shall be accompanied by a copy of K.S.A. 72-8901 et seg. as amended and the regulations of the Board of Education. Any hearing held in compliance with K.S.A. 72-8901 et seg. as amended will be conducted by an administrator in accordance with the due process outlined in Kansas Statute.

ACTS OF UNACCEPTABLE BEHAVIOR THAT MAY RESULT IN SUSPENSION (INCLUDING IN-SCHOOL SUSPENSION) UPON FIRST OFFENSE, DEPENDING UPON THE SEVERITY OF THE INFRACTION, OR WHICH MAY RESULT IN SUSPENSION FOR REPEATED INFRACTION, INCLUDES BUT IS NOT LIMITED TO THE FOLLOWING:

1. Possession, consumption of, or sale of alcoholic beverages, narcotics, marijuana, addictive drugs, and/or deleterious substances.
2. Threat of use or use of lethal weapons.
3. Vandalism.
4. Extortion of any type and/or amount.
5. Possession, use of, consumption of, or sale of tobacco in any of its forms.
6. Failure to comply with reasonable request from administrator, teacher, and/or other school employees.
7. Fighting and/or provoking a fight.
8. Intimidation, threatening by word or deed.
9. The use of profanity and/or vulgarities.
10. Excessive tardiness.
11. Temper tantrums.
12. Open defiance of authority.
13. Stealing.
14. Conduct that disrupts the school's activities and educational mission.
15. Destruction of school property.
16. Possession of lethal weapons.
17. Public display of affection.
18. Repeated violations of school regulations.
19. Engaging in terroristic threats.

IN-SCHOOL SUSPENSION POLICY (ISS)

In-school suspension will be used when deemed appropriate by the administration. In-school suspension means that students guilty of undesirable behavior will be confined by a suspension room for a period of one (1) to five (5) days when deemed advisable by the principal.

Students will be required to do all regular assignments and will be denied usual privileges. In-school suspension students will eat lunch in the ISS room and will have a closed noon hour. They will not be allowed to participate in, or attend, extra-curricular activities during school time.

Parents of the student will be notified at the earliest possible time of the reason(s) why their child is being restricted from regular class activity.

The suspension room will be supervised by the principal, counselor, or teachers, depending upon the daily schedule. In-school suspension will be recorded as an unexcused absence from class.

Students assigned to ISS will be required to report to the office at 8:10 a.m. and must remain in ISS until 3:20 p.m.

Expectations:

1. If possible, the student's instructors will be notified before 3:20 p.m. of in-school suspension the following day.
2. The instructor is responsible for providing an assignment. It should take a minimum of one class period.
3. Teachers will be responsible for giving the assignments to the office or ISS instructor between 8:10 a.m. and 8:20 a.m. on the day of the suspension.
4. Instructors may give a grade for these assignment (See Handbook Section "Credit and Make-Up for Absences). It is the student's responsibility to turn the work in to the instructor. If the work is not turned in, a 0 will be given.
5. Should students not make an effort to work, another day of in-school suspension may be assigned or an out-of-school suspension may occur.
6. ISS is not for sleeping or wasting time.

TELEPHONE

The school telephone is to be used for **school business**. **Student use of the phone is limited to emergencies and then only after permission has been obtained.**

Students should not expect to use the phone to call for homework or band instrument that were left at home. Parents should have information on file with the school on who to contact and how to contact them should school close early. This will reduce the overload on the telephone when it is in demand.

TEXTBOOK & OTHER CLASS FEES

Textbook Rental \$40.00

Other High School Fees:

Athletic Fees \$25.00/student (\$50.00 max./family)

Student Laptop Deposit \$50.00

Parents unable to pay fees at the time of enrollment should fill out a delayed payment fee request.

TORNADO DRILL PROCEDURE

Tornado drills will be held at least three (3) times per year in accordance with State regulations. Tornado Refuge signs are posted in every room showing the closest Tornado Shelter area.

The signal for a tornado drill to take place will be one of two ways:

- 1. A series of interrupted blasts of the building's bell system.**
- 2. In the event of power failure, a series of interrupted blasts from a hand operated horn. (Not the fire horns or buzzers.)**

In the event of a tornado drill, leave EVERYTHING where it is and proceed at once to your designated area. Due to the necessity of giving instructions, everyone should be absolutely quiet throughout the entire drill. Move orderly and quickly. Instructions will be given to you upon arriving at your destination.

Procedure

- A. The first person through a door should open that door for all other students passing through that door.
- B. Where there are double doors, both doors should be used for passing.
- C. The all clear will be given in person from the principal or designee.

TRANSPORTATION

GENERAL INFORMATION

Bus transportation will be provided to students to and from school for those who qualify. Transportation will be provided by the district for all approved extra-curricular activities. Transportation may be denied to students who are detained after school for behavioral detentions or academic sessions.

Students must observe the rules and regulations adopted by the Board of Education governing student transportation. All rules shall be published each year in the student/parent handbook or copies given to students and parents at the beginning of the school year.

Bus drivers shall report any violation of said rules to the appropriate school administrator who shall take the necessary steps to discipline students according to board policy. As a disciplinary action for violation of board rules, a student may be refused school transportation but required to attend school.

Students who ride school transportation on field, activity, or athletic trips will be governed by the following rules:

1. The bus driver is in charge.
2. An adult sponsor will accompany each group unless other arrangements have been approved by the principal.
- 3. Students riding to an activity must return on the same bus, except when students return with their parents. In such a case, parents are asked to communicate in writing with principal, the bus driver, and the sponsor. (See activity transportation policy below)**

ACTIVITY TRANSPORTATION

Whenever students ride transportation to an activity sponsored by the school, they must also ride home on that transportation. Students will not be permitted to return home with friends. Students representing Sedgwick Schools will be required to ride

school transportation unless special permission is granted by the administration.

Exceptions to this policy shall be granted providing:

1. Parents notify the school administration in advance of a change in transportation plans and give written permission before the bus/van leaves for the event for the student to ride home with a responsible adult.(The coach or administration reserves the right to refuse to allow any student to ride home with who is deemed irresponsible by action or condition.)

2.Parents speak personally with the sponsor or coach at the site of the activity and give written permission for the student to ride home with them.

BUS ROUTES

Student transportation is provided by the district. The safety of everyone is of utmost importance. Therefore, cooperate with the driver. He/She is incomplete charge of all discipline on the bus. Serious problems may result in the loss of the privilege to be transported.

BUS RULES

1. Students will not be allowed to use electronic devices on the bus.
2. Do not throw any objects at any individual, structure or property while on a bus.
- 3.No loud talking, screaming, or profanity on the bus.
- 4.No hitting, kicking, or pushing another student or individual on the bus.
5. Students shall respect school and pupils' property on the bus.
- 6.Students shall be under the supervision of the school from the time of loading until the time of unloading.
7. If students who do not normally ride buses desire to ride, a note must be sent by the parent to the principal to authorize permission.
8. No changing of buses will be allowed unless authorized.
9. No eating on buses.
10. No carrying of pets on bus.
11. Children not enrolled in school will not be allowed to ride the buses.
12. No toys that might cause confusion will be allowed on the bus. Examples include water guns, bean shooters, rubber bands, etc.
13. Classroom conduct will be enforced. No shoving or pushing will be allowed.
14. Drivers will wait for children who are in sight of the loading zone.
15. Children shall be in their seats at all times while bus is in motion.
16. The bus driver is in complete charge of the bus and its passengers at all times, unless a certified school sponsor is designated in charge of the students by the administration.

Due to the number of students transported by our buses daily, we must be particularly observant of the rules and regulations for buses, as established by the State Highway Commission.

BUS DISCIPLINE POLICY

Misconduct by students on any bus is unacceptable because the safety of all bus riders is involved. Continual abuse of rules and regulations by bus riders will result in the following sequence of disciplinary actions:

FIRST OFFENSE: Bus driver will hold a conference with the student. A warning will be issued to the student, the student's parent/ guardian will be notified and a

bus conduct report will be filed with the principal, parent/guardian and the superintendent.

SECOND OFFENSE: Student may be denied the privilege of riding the bus for three (3) days by the principal. A report will be filed as above.

THIRD OFFENSE: Student may be denied the privilege of riding the bus for five (5) days by the principal. A report will be filed as above.

FOURTH OFFENSE: Student may be denied the privilege of riding the bus for the remainder of the semester by the principal. A report will be filed as above.

The principal will initiate corrective action according to the severity of the offense and is not bound by the sequence of disciplinary actions.

VENDING MACHINES

Vending machines are available for students' use before and after school. Trash (wrappers, cores, peelings, etc.) is to be placed in proper containers, which are provided. Violation of these minimum regulations will result in deactivation or removal of the machines. Pop may not be taken to class unless approved by the building administrator. Misuse or abuse will result in loss of vending privileges.

VISITORS

Parents of students attending Sedgwick Schools are encouraged and invited to visit school to become acquainted with our programs. **All visitors must notify the office of their arrival.** Persons requesting to relay messages to students, teachers, or other employees should stop in the office to make proper arrangements. Those who do not comply with this regulation will be considered unauthorized persons and will be asked to leave the school grounds. Those who continue the practice will be reported to the authorities and charged with trespassing, as loitering on school property is a violation of State Law governing public schools. **Students will not be permitted to bring visitors to school, other than parents, due to the possible disruption of the educational process that may result.**

WEAPONS AND DANGEROUS INSTRUMENTS

No student shall knowingly possess, handle or transmit any object that can reasonably be considered a weapon at school, on school property or at a school-sponsored event. This shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon.

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

- * any item being used as a weapon or destructive device;
- * any facsimile of a weapon;
- * any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
- * the frame or receiver of any weapon described in the preceding example;
- * any firearm muffler or firearm silencer;
- * any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than 1/4 ounce, mine or similar device;

- * Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than 1/2 inch in diameter; any combination of parts either designed or intended for use converting any device into a destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled;
- * any bludgeon, sand club, metal knuckles or throwing star;
- * any knife, commonly referred to as a switchblade, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward or centrifugal thrust or movement.
- * any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun.

Penalties for Possession

Possession of a firearm or other weapon or facsimile of a weapon shall result in expulsion from school for a period of one calendar year, except the superintendent may recommend this expulsion requirement be modified on a case-by-case basis (see policy #90-25). Possession of a facsimile of a weapon may result in suspension or expulsion. Expulsion hearings for possession of a weapon shall be conducted by the superintendent or the superintendent's designee.

Students violating this policy shall be referred to the appropriate law enforcement agency(ies) and if a juvenile to SRS or the Commissioner of Juvenile Justice.

Reporting Criminal Possession of a Firearm by a Student

It is a crime for any person to possess a firearm at school or on school property or at a school supervised activity. A student who possesses a firearm shall be reported to law enforcement for criminal prosecution. (See policy #50-34, #90-52 and #100-60)

INTENT OF HANDBOOK

Not every procedure or rule can be covered in this handbook. No part of this offering should be in conflict with Federal or State Law, Sedgwick Board of Education Policy, KSHSAA Rules, or the directives of the Superintendent of Schools. Should there be such a conflict, then Federal or State Law, Sedgwick Board of Education Policy, KSHSAA Rules, or the directives of the Superintendent of Schools will take precedence over the information in this handbook.

NOTE: Classes or clubs that become defunct may have unspent money in their activity account fund. Unless there is specific direction given by the organization or sponsor as to the spending of those funds, the building principal will allocate those funds to another activity fund. This is based on the philosophy that monies were donated by members of the community with the intent of contributing to the good of the school. The date of completing this action each year is June 1.

ACTIVITIES AND ATHLETICS HANDBOOK

Sedgwick Junior and Senior High Schools offer a well-balanced group of activities for the student body. Through activities, one gains pride in and connectedness to school and community and a personal sense of achievement. Students are encouraged to participate in at least one school activity. Transportation is provided by the school to and from all activities. Participants are expected to ride to and from all activities on school transportation. For further explanation of the policy, please review the **TRANSPORTATION POLICY FOR ACTIVITY AND FIELD TRIPS** section.

CLUBS, ORGANIZATIONS and ATHLETICS

| NHS | STUCO | | |
|--------------|--------------|--------------|----------------|
| Baseball | Basketball | Cheerleading | Cross Country |
| Football | Forensics | Golf | Scholar's Bowl |
| Softball | Track | Volleyball | Wrestling |
| Powerlifting | | | |

ACADEMIC ELIGIBILITY

KSHSAA requires students to pass five subjects of equal weight during his or her last semester of attendance. Additionally, Sedgwick High School requires all participants to be passing all semester courses enrolled in during the season of participation. Any participant carrying at least one failing semester grade during the season of participation will be required to attend mandatory study hall until such a time that all semester grades are passing to retain eligibility.

NOTE: Failing of multiple classes and/or extended time in study hall with no grade improvement can still result in loss of eligibility if the student must be pulled from regular daily classes to participate. Ex: The team bus leaves at 1:30pm and the student must miss the last two hours of daily classes to go with the team.

APPEARANCE AND BEHAVIOR

As representatives of Sedgwick Junior High and Sedgwick High School, the athletes and/or activity participants have more opportunities than any other group of students to establish the reputation of our school. This places considerable responsibility on the shoulders of each member. In order for our school and community to enjoy the best reputation possible, appropriate decorum is expected.

APPROPRIATE DRESS

Athletes shall dress as recommended and approved by the head coach and/or sponsor. Enforcement shall be at the discretion of the coach.

ATHLETIC DEPARTMENT PHILOSOPHY AND VALUES

The primary purpose of extra-curricular activities is to provide the student with an educational experience that he or she might otherwise never receive. These experiences provide the means by which a student gains many of those traits that our society deems necessary for successful social behavior. Athletics, like no other phase of education, afford the student the opportunity to accept graciously victory

as well as defeat, to appreciate the skill of opponents, and to perform at maximum capacity during each contest.

As the Cardinal exemplifies the lofty spirit of pride, we expect our athletes to be good sports to represent our school with pride. The athletic squad, by the standards shown by each member, will encourage the student body to new heights of appreciation.

ATTENDANCE AT PRACTICES

Participants who miss a team or squad practice will be dealt with at the coach's/sponsor's discretion. The amount of practice missed will be the determining factor in the penalty. The result of missed practice(s) could be loss of participation time, i.e.: game, contest, etc. or dismissal from team or squad.

CLUB/CLASS INVOLVEMENT

Students are expected to be active members of their class and clubs that they choose to join. Students who do not contribute to class/club activities, including fundraisers, will be subject to paying a fee. Refusal to help class/clubs with activities and refusal to pay fees may result in loss of privileges to participate in extra-curricular activities related to the particular class or club activities such as prom, class parties, special trips, etc.

CHEERLEADING

Cheerleaders are our leaders in developing sportsmanship and school spirit and are to maintain personal standards equal to those of athletes. Cheerleaders in high school may be out for a sport and also be a cheerleader. We will allow six to ten High School cheerleaders. Cheerleaders to away games shall be rotated.

DANCES

Doors will be closed for entrance 30 minutes after the announced starting time of school dance. Special arrangements may be made for late entrance through the high school principal only. Once a student leaves any school dance, he or she may not return without special permission. Any student who is in violation of the established drug, alcohol, and tobacco regulations will be removed from that event and disciplinary action will be determined by the Disciplinary Guidelines.

Non-SHS students may be admitted to dances by special permission granted by the Principal's office ONLY by a pre-assigned list. Only guests signed up by the deadline and approved by the principal will be admitted to any dance including prom. A student of Sedgwick High School may invite one guest to a school dance. Students classified as Sedgwick Junior High or junior high students from other schools are not eligible to attend Sedgwick High School dances as guests or otherwise. Dances after athletic games will be under the direction of the school. Dances that are held after games will end no later than 12:00 midnight. There will be no school dances sponsored during designated vacations of the school district.

DIETARY SUPPLEMENTS

Sedgwick High School does not condone the use of non-approved dietary supplements. Any dietary supplement a student wishes to use should be approved through the high school office or nurse's office. If a student is found in possession of non-approved dietary supplements while at school or at any school activity, the

supplement will be confiscated. Repeat offenders to this policy will be subject to disciplinary action.

DUAL SPORTS POLICY

All students at SHS are encouraged to participate in a wide range of school-sponsored activities. Students should examine carefully the time commitment and schedules of activities before participating in two activities at the same time to avoid major conflicts that would result in a negative impact on others or themselves by participation (NOTE: Powerlifting is considered an activity and, thus, also falls under the Dual Sports Policy umbrella.). The following will be the procedure:

1. The athlete is required to inform both sport coaches of his/her desire to participate in dual sports by completing/presenting the dual sports policy form the first day of tryouts/practice.
2. The athlete must designate a primary and secondary sport.
3. After informing both coaches, the coaches and athletic director will meet to discuss the reasonableness of the dual sport request and schedule of the student athlete. The decisions of this meeting will take precedence unless at a later date both coaches agree to amend the schedule.
4. If after reviewing the schedule, the student athlete decides to reconsider and participate in only one activity, he/she must inform both coaches.
5. Primary sport will take precedence in case of conflicts on days of competition.
6. No student shall participate in Cheerleading and two (2) sports at the same time. This would not be conducive to any of the three (3) activities.
7. Coaches retain the right to relegate students (regardless of classification) to JV or freshman teams as a result of missing practice and/or games even if all steps are followed as mentioned above.
8. Coaches also retain the right not to allow their players to participate in other school sports while playing on their team.

HOLDING OFFICE

A student officer risks losing office if he/she is not in good standing with school policy.

INSTRUMENTAL MUSIC

The Instrumental Music Department of Sedgwick occupies an important place in the curriculum. The band, pep band, and ensembles appear several times each year, and the marching band is responsible for the half-time activities at the home football games.

Uniforms damaged due to carelessness will be repaired by the school at the expense of the student.

LETTERING

Each head coach or sponsor will determine which members of the squad have EARNED a letter based in part upon their participation, attitude, honesty, and ability.

Letter requirements:

1. Play in 1/2 of the varsity quarters or make a significant contribution to the team and finish the season in good standing.
2. Athletes that are injured and would have normally lettered will receive letters.
3. Students who participate in a sport for four years will receive letters.

Letters and bars will be passed out by the head coach of that sport as soon after their sport ends as possible.

MOOD-ALTERING CHEMICALS POLICY

In order for a student in Unified School District #439 to be involved in any athletic program, he/she must abide by the following criteria:

Rule #1: During the season of practice and competitive play, regardless of quantity, a student shall not: 1) use or possess a beverage containing alcohol or 2) use or consume, have in possession, buy, sell or give away controlled substances (alcoholic beverages or illegal drugs), 3) use or possess tobacco products, 4) use or possess androgenic/anabolic steroids (without permission from a fully licensed physician for medical purposes).

PENALTIES:

1.If any student violates Rule #1 while on school grounds, at a school activity, while in any way representing Unified School District #439 schools, while away from the school grounds or activities, and the violation is substantiated by a law enforcement official, faculty member, or school administrator, the following will occur:

FIRST VIOLATION: The student will lose eligibility for the next interscholastic contest. It will also be recommended that the student receive an evaluation and any necessary counseling from a professional chemical dependency counselor. This is done at the student's expense.

SECOND VIOLATION: The student will be immediately dismissed from the squad for the remainder of the season. An evaluation for chemical dependency will be recommended in order to participate in any further interscholastic competition while enrolled in any Unified School District #439 school. This is done at the student's expense.

If a source other than those previously listed relates information about a student's involvement with the previously mentioned substances, validity of the allegation will be screened and if the information is substantiated, the student will be counseled and actions taken as described in #1 above.

NATIONAL HONOR SOCIETY

NATIONAL HONOR SOCIETY (NHS) SELECTION PROCEDURE

Sedgwick High School Chapter

1. Only juniors and seniors are allowed to be members of NHS; however, the selection procedure begins in January each year. Sophomores and juniors who have a cumulative GPA of 3.6 after the first semester of each year are eligible for candidacy.
2. Each student eligible for candidacy will be notified by mail, informing him or her to complete a Student Activity Information Form if he or she wishes to be considered further.
3. All faculty members are invited to fill out an evaluation form, giving each candidate with whom he or she has had professional interaction a rating of 1-5 in the areas of service, leadership, and character. Professional rationale is required for any rating falling below a three. Faculty evaluations are confidential and are seen only by the Faculty Council; these evaluations are used solely as a tool to help Faculty Council members determine selection.

4. The Faculty Council, a group of five teachers, will carefully review each Student Activity Form, faculty evaluations, and courses taken to help define each candidate's scholarship, service, leadership, and character. For selection, a level of excellence in *each* area must be determined. The Council expects candidates to enroll in pre-college curriculum courses. In addition, the Council expects each candidate who is submitting information for the first time to have performed at least ten hours of community service; those candidates submitting information for the second time need to have completed at least fifteen hours of community service. These hours **exclude** work done during the school-organized Community Service Day.
5. Candidates receiving a majority vote of the Faculty Council will be selected as NHS members and will be inducted into the Society at the Awards Banquet held in May.
6. Students who are selected will be notified by mail.
7. Students who are not selected will be notified by mail.

PARENT MEETINGS

Parents are encouraged to attend parent meetings scheduled by the coaches of each sport. Coaches will cover rules and expectations. This is a good opportunity for parents to ask questions and meet the coaches.

PEP RALLIES

Pep Rallies are usually held in the gym. The purpose is to support our athletic teams. Class yells and hats are appropriate in the gym. It is important that everyone cooperate with the cheerleaders and others who may be involved in a performance. Those who lose control may lose their privilege to attend these events.

PHYSICAL EXAMINATIONS

The Kansas State High School Activities Association rules state a student MAY NOT PRACTICE until that student has presented to the coach the appropriate form signed by the doctor and by his parents. Physicals must be dated after May 1 to be accepted for the coming year. If the student takes his physical at the end of the year under the school arrangement, the cost is nominal. IF PHYSICALS ARE TAKEN AT ANY OTHER TIME, the cost is higher. Whether the student takes his physical through the school or on his own, the fee for the physical is to be paid by the student. Additionally, students must also have on file a KSHSAA concussion and head injury release form signed by a parent/guardian before being allowed to practice or participate.

RESPONSIBILITY OF REPORTING RULE VIOLATIONS

These rules are not intended to interfere with family life. They have been devised to improve the stature and performance of our athletes. Parental support of these rules is a necessity if they are to be a success.

SPECIAL SITUATIONS

The head coach of each sport shall have the authority to deal with any matters of team or individual discipline that may develop. The coach may dismiss from the

team any member whose actions or conduct becomes detrimental to the team concept of sport.

SPORTSMANSHIP

Sportsmanship is a general way of thinking and behaving. The following is a list of items that are indicators of good sportsmanship.

- a. Be courteous to all. (participants, coaches, officials, staff and fans)
- b. Know the rules, abide and respect the official's decisions.
- c. Win with character and lose with dignity.
- d. Display appreciation for good performance regardless of the team.
- e. Exercise self-control and reflect positively upon yourself, team and school.
- f. Permit only positive sportsmanlike behavior to reflect on your school or its activities.

Those students, parents, or patrons who flagrantly or chronically display poor sportsmanship will be required to leave the activity or game. Suspensions from future school activities or games may also result.

STUDENT COUNCIL

The student council is an organization that is designed to develop leadership, its objectives are:

To promote and support school activities;

To create a spirit of cooperation between students, teachers & administration;

To promote a finer spirit of **true sportsmanship** both in scholarship and athletics;

To present the desires of the students to the faculty and administration; and

To unify all student organizations under one general organization.

Student Council members are leaders and therefore expected to keep a high grade point average.

VOCAL MUSIC

The Vocal Music Department consists of the Sedgwick Choir and Madrigals. This group participates in many programs such as choir concerts, Christmas programs and various community programs.

WEIGHTLIFTING

Athletes and other students are encouraged to use the weight lifting facilities at Sedgwick High School. Rules developed by the athletic department must be adhered to. Coaches and sponsors are responsible for these rules being followed. The most important rules are: 1)use established safety procedures; and, 2)you must have faculty or approved adult supervision while using the weight lifting facilities.