

RURAL VISTA USD 481

K-12 STUDENT HANDBOOK

2009-2010

Welcome to our school. As a Hope Lion or a White City Huskie you have the responsibility to uphold the high standards of scholarship and citizenship that the students of Rural Vista have achieved.

This handbook serves as a guide for you throughout the school year. By making this handbook available, we hope that we can increase communication between the school and you. For some of you, this year represents a new beginning, for others, it will be the end of your formal school career. Whichever category you are in, you will find the faculty, staff, and administration friendly and willing to assist you.

As you use the information in this handbook, you will find that there are many opportunities for academic growth and for participation in co-curricular activities. We hope you will take advantage of these opportunities to try new things, to explore new areas of study, and to grow personally and academically.

Welcome again, and best wishes for a successful school year.

Ethan Gruen, Principal
Hope School
Home of the Lions

Eric Winters, Principal
White City School
Home of the Huskies

INTRODUCTION

MISSION STATEMENT

The mission of Rural Vista USD 481 is to provide a safe environment for preparing students for life-long learning so that they are productive citizens.

CONTACT INFORMATION

Building	Address	Telephone	Fax
Hope Schools Ethan Gruen, Principal	200 N. Poplar PO Box 218 Hope, KS 67451	785-366-7221	785-366-7115
White City Schools Eric Winters, Principal	414 E. Goodnow PO Box 8 White City, KS 66872	785-349-2211	785-349-2138
District Office Rena Hickert, Supt.	127 N. Main PO Box 217 Hope, KS 67451	785-366-7215	785-366-7217

FACULTY

The faculty at Hope and White City are eager to help you succeed. Please visit with them if you need additional help or assistance throughout the school year. For your convenience in communicating with your teachers, we have included below a faculty directory with e-mail addresses.

DISTRICT PERSONNEL		
POSITION	NAME	E-MAIL
Superintendent	Renaë Hickert	renaë.hickert@usd481.org
Board Clerk	Jolie McDaniel	jolie.mcdaniel@usd481.org
Secretary/Treasurer	Barb Stroda	barb.stroda@usd481.org
District Technology Coordinators	Steve Cook-Hope Justin LaRue-WC	steve.cook@usd481.org justin.larue@usd481.org
Gifted Consulted	Ana Wedel	ana.wedel@usd305.com
School Psychologist	Eadye Bollinger	eadye.bollinger@usd305.com
HOPE SCHOOL FACULTY		
POSITION	NAME	E-MAIL
Principal	Ethan Gruen	ethan.gruen@usd481.org
Preschool	Cindy Biehler	cindy.biehler@usd481.org
Kindergarten	Pamela Krause	pam.krause@usd481.org
1 st Grade	Michele Carlson	michele.carlson@usd481.org
2 nd Grade	Vicki Gruber	vicki.gruber@usd481.org
3 rd Grade	Melissa Sweeney	melissa.sweeney@usd481.org
4 th Grade	Barb Lorson	barb.lorson@usd481.org
5 th Grade	Nancy Brockmeier	nancy.brockmeier@usd481.org
6 th Grade	Vernetta Hammersmith	vernetta.hammersmith@usd481.org
7 th Grade	Crystal Towne	crystal.towne@usd481.org
8 th Grade	Joe Ross	joe.ross@usd481.org
Title I	Geneva Hottman	geneva.hottman@usd481.org
Art	Beth DeMont	beth.demont@usd481.org
Business/Computer	Lena Kleiner	lena.kleiner@usd481.org
K-12 Social Worker	Galen Craghead	galen.craghead@usd481.org
English	Sheila Buller	sheila.buller@usd481.org
FACS	Donna Ryff	donna.ryff@usd481.org
Interrelated Classroom	Heather Barkley Angela Weber	heather.barkley@usd481.org angnela.weber@usd481.org
Librarian	Pam Goracke	pam.goracke@usd481.org
Math	Lyle DeJmal	lyle.dejmal@usd481.org
P.E./Health	Steve Riedy	steve.riedy@usd481.org
Science	Kelli Elliott	kelli.elliott@usd481.org
Social Science	Gordon Polston	gordon.polston@usd481.org
Spanish	IDL instructor	
Speech/ Language	Pam Harms	pam.harms@usd305.com
School Nurse	Joan Holman	joan.holman@usd481.org
Voc. Ag.	Drew Obermeyer	drew.obermeyer@usd481.org
K-12 Music	Michelle Noel	michelle.noel@usd481.org
Wood Technology	Greg Berens	greg.berens@usd481.org

WHITE CITY SCHOOL FACULTY		
POSITION	NAME	E-MAIL
Principal	Eric Winters	eric.winters@usd481.org
Preschool	Teresa Wells	teresa.wells@usd481.org
Kindergarten	Joni Peterson	joni.peterson@usd481.org
1 st Grade	Stephanie Laudemann	stephanie.laudemann@usd481.org
2 nd Grade	Amy Moore	amy.moore@usd481.org
3 rd Grade	Kari Hinkle	kari.hinkle@usd481.org
4 th Grade	Nancy Laudemann	nancy.laudemann@usd481.org
5 th Grade	Kimberly Kroupa	kimberly.kroupa@usd481.org
MS Science/SS	Heather Swarts	heather.swarts@usd481.org
MS Language Arts	Linda Polston	linda.polston@usd481.org
MS Math	Cathy Stewart	cathy.stewart@usd481.org
Title I	Jennifer Nittler	jennifer.nittler@usd481.org
Art	Beth DeMont	beth.demont@usd481.org
Business/Computer	Joel Kahnt	joel.kahnt@usd481.org
English	Nancy Zirkel	nancy.zirkel@usd481.org
FACS	Lela Engel	lela.engel@usd481.org
Industrial Tech.	Leland Lawrenz	leland.lawrenz@usd481.org
Instructional Coach	Mary Lawrenz	mary.lawrenz@usd481.org
Interrelated Classroom	Debbie Fairbanks Stacy Kahnt	debbie.fairbanks@usd481.org stacy.kahnt@usd481.org
Librarian	Nancy Morgan	nanacy.morgan@usd481.org
Math	Lance Sawyer	lance.sawyer@usd481.org
P.E./Health	Denny Crable	denny.crable@usd481.org
Science	Megan Shook	megan.shook@usd481.org
Social Science	John Keating	john.keating@usd481.org
School Counselor	Cindy Gant	cindy.gant@usd481.org
Spanish	IDL instructor	
Speech/Language	Melissa Brunner	melissa.brunner@usd305.com
School Nurse	Joan Holman	joan.holman@usd481.org
K-12 Music	Amy Harms	amy.harms@usd481.org

ACCREDITATION STATUS

All district schools have received Quality Performance Accreditation from the Kansas State Department of Education.

SCHOOL HOURS

The building will be unlocked at **7:45 AM** on each school day. Students are not to be at school before **7:45 AM**. The building will be locked at **4:00 PM**. Classes will begin at **8:00 AM** and dismiss for the day at **3:30 PM**. In order for a student to enter prior to 7:45 AM or remain after 3:30 PM, he/she must be involved in extra-curricular practices or have an appointment with a teacher.

VISITORS TO THE SCHOOL

Any person is welcome to visit the school, but will be under the jurisdiction of the building principal. All visitors are to check in at the building principal's office upon entering the school building.

ADMISSION TO OUR DISTRICT

Any non-resident student who desires to be admitted to our schools may do so by first visiting with the building principal followed by the student's parent or guardian writing a letter to the superintendent explaining in detail the reason for admission. In the event a non-resident student is denied admission, the student may request a hearing before the local Board of Education. The decision of the board will be final.

Students that have attended a non-accredited school who wish to attend our school must be tested, and they must have a conference with the principal, counselor, and/or superintendent. The parent or guardian then would have a consultation with the principal, counselor, and/or superintendent before placement will be made.

SCHOOL SAFETY HOTLINE

The 1999 Kansas Legislature has established a toll-free statewide school safety hotline that is staffed by the Kansas Highway Patrol. The purpose of this hotline is to give students, who do not feel comfortable in notifying a teacher or administrator, an opportunity to report “impending school violence”. The telephone number is 1-877-626-8203.

FEES

K-12 Student Materials Fee is \$50.00 (\$25.00 if qualified for free or reduced families).

Family Maximum: \$150.00 (\$75.00 for free/reduced families)

Art Fee: \$10.00 per year (Students enrolled in Art Class)

After School Program Free: \$5.00 per child (\$2.50 for free/reduced families)

Family Maximum: \$10.00 per family (\$5.00 for free reduced families)

PRESCHOOL FEES:

White City Preschool Fees:

4 year old fees: \$ 80 monthly fee (M-W-F 8:00-11:00 a.m.) (M-W-F 12:30 to 3:30 p.m.)

3 year old fees: \$ 60 monthly fee (T-TH 8:00-11:00 a.m.) (T-TH 12:30 to 3:30 p.m.)

Hope Preschool Fees

\$100 monthly 4 year old (M-F 8:00-11:00 a.m.) 3 year old (M-F 12:30-3:30 p.m.)

Grade 6 – Grade 12 Enrollment One Time Lock Deposit of \$5.00 will be charged when issuing schools locks for secondary students. The deposit will be refunded upon the successful return of the lock when either the student transfers or graduates.

A **Student Planner** will be issued to students in grades 3-5, fee is \$3.50/planner. If the planner is lost, a \$3.50 fee will apply.

Fees for new enrollees will be prorated quarterly.

All fees are non-refundable.

Updated May 2009

MEAL TICKETS

Meals may be purchased in the school office before school starts each morning. Meal prices are: Lunch; Grades K - 5, \$2.25; Grades 6-12, \$2.40; Adults, \$2.75; Breakfast: K-12 \$1.45; Adult \$1.55; Extra Milk, \$.35

Student Account Obligations:

Student’s parents or guardians are responsible for all financial accounts. Accounts should be up to date at the beginning of each month. Statements will be sent from the school office and/or the district office. If payment is not made or arrangements for payment not set up with the appropriate school or district office, by the due date a 10% finance charge will be assessed per month until account is paid in full. If the account is more than 90 days past due it will be sent to a collection agency for final payment. All delinquent accounts must be paid in full by the student’s senior year of school. If the account is not paid in full the student will not be able participate in commencement or other senior activities determined by administration.

Approved: May 2009

Non-Sufficient Funds:

In the case of a returned check on a school account, the account holder will be obligated to pay for the returned check at the face value of the check and a \$30.00 returned check processing fee. The payment for the returned check must be made in cash or money order made payable to the appropriate school or district office. If returned check is not paid for within 30 days of notice from the school or district office, it will be sent to a collection agency for final payment. All returned checks must be paid in full by the student's senior year of school. If the returned check is not paid in full the student will not be able participate in commencement or other senior activities determined by administration.

Approved: May 2009

SCHOOL CLOSING

When there is an emergency or weather-related reason to close school, the following radio/television stations: FM Radio: 89.5 KHCD, 92.7 KILS, 93.7 KY-94, 94.5 WIBW, 95.5 KQNS, 97.5 Power Hits, 98.5 KSAJ, 99.9KSKG, 102.5 KBLs, 103.5 KQLA, 104.9 KZBZ, 105.7 KJRL; AM Radio: 580 WIBW, 1150 KSAL, 1420 KJCK, 1560 KABI; Television (Topeka): 13 WIBW, 27 KSNT; (Wichita): 3 KSNW, 12 KWCH

Parents will also be notified by the School Reach Messaging System.

ATTENDANCE

DAILY ATTENDANCE

Regularity of attendance of all classes at all grade levels is essential to accomplish maximum results for the student. Absenteeism establishes a poor habit with relation to developing the work ethic.

SCHOOL DAY

Classes begin at 8:00 a.m. and dismiss at 3:30 p.m.

SIGNIFICANT PART OF A DAY

A significant part of a school day is defined to be two clock hours of any school day.

RELEASE OF STUDENT DURING THE SCHOOL DAY

The building principal will not release a student during the school day except to a student's lawful parent or guardian as defined by Kansas Laws. No student will be dismissed from the building without official notice from the building principal. Any outsider who comes to the classroom asking information about a student or asking for a student to be released must be directed to the principal's office.

ABSENCES AND EXCUSES

It is the policy of USD 481 to encourage regular attendance. It is expected that each student will strive to be present at school each day. Absences will be classified as excused due to:

1. Personal or family illness—not to exceed 5 consecutive school days without a doctor's note.
2. Death in family or to attend a funeral.
3. Doctor or dentist appointments. It is recommended that these be scheduled outside of the school day. A doctor's note is required for approval.
4. Planned family trips with parents that are approved in advance by the administration. All assignments are to be completed prior to leaving for the days absent or handed to the instructor on the day of return.
5. Other absences subject to administrative approval.

All excused absences must be accompanied by a parent note or phone call made the day of the return of the student. If there is no communication from home, the absence is considered unexcused and work/test may not be made up. The principal reserves the right to require additional documentation and to rule on extenuating circumstances.

Each student will have one day for make-up for each excused day missed from school plus two additional days. (Examples: 1 day absent—3 days for make-up; 2 days absent—4 days for make-up; 3 days absent—5 days for make-up, etc.) Permission may be given by the principal to extend this period of time.

Students may not check out of school unless there is a note or phone call from a parent/guardian. A call is preferred.

TARDY POLICY

It is imperative that students report to class on time. Consequences for lateness in each class per nine weeks are: **1st** – Warning; **2nd** – 15-minute detention; **3rd** – 30 minute detention; **4th** – Office Referral. Any 3 unexcused tardies in a class will result in an unexcused absence for a class (i.e. 3 first hour unexcused tardies equals 1 first hour unexcused absence).

TRUANCY

The building principal shall report students who are inexcusably absent from school to the appropriate authority. Truancy is defined as any three consecutive unexcused absences, any five unexcused absences in a semester, or seven unexcused absences in a school year, whichever comes first. Prior to reporting truancy to S.R.S. or the county attorney, a letter shall be sent to the student's parents notifying them that student's failure to attend school without a valid excuse shall result in the student being reported. Students who are absent for a significant part of any school day will be considered truant. Law enforcement officers may return truant children to the school.

ACADEMICS

ACADEMIC DISHONESTY

Academic dishonesty is not acceptable. Cheating, defined as copying another's work and claiming it as your own and plagiarism, defined as the use of another person's original ideas or writing without giving credit to the true author, are both prohibited practices. Materials taken from electronic sources are covered by this policy. A student who engages in any form of academic dishonesty will be subject to consequences stated in classroom rules and teacher expectations.

Appeals and concerns should be directed to building administration.

Approved: January 2009

PROMOTION/GRADUATION REQUIREMENTS

Promotion and/or graduation activities will be conducted once per year. Promotion and/or graduation exercises will be under the guidance and control of the building principal. Only students who have completed the academic requirements, attendance requirements, and are in good standing with the school shall be entitled to participate in the appropriate ceremony. Promotion exercises will be in honor of junior high students; graduation exercises are held in honor of high school students.

VALEDICTORIAN AND SALUTATORIAN

The Valedictorian and Salutatorian shall be identified based upon their cumulative grades earned up to, and including, the fall semester of their senior year.

CLASSIFICATION OF HIGH SCHOOL STUDENTS

High school students will be classified for grade level purposes based upon the number of credits earned rather than on number of years attended. The following scale will be used: Freshmen, 0 - 5 credits; Sophomores, 6 - 11 credits; Juniors, 12 - 17 credits; and Seniors, 18+ credits. The classification of a student at the beginning of the school year will remain that student's classification for the entire school year.

DEADLINE FOR DROPPING A COURSE—APPROVED JANUARY 2008

Deadline to drop a class 1st Semester – 1 week following the 1st day of the Fall Semester.

Deadline to drop a class 2nd Semester – 1 week following the 1st day of the Spring Semester.

Approved January 2008

ACT TESTING

The Board of Education encourages all junior and/or senior students to take the ACT test. Most Kansas post-secondary institutions require an ACT score for admission.

HIGH SCHOOL GRADUATION REQUIREMENTS

Each student must successfully complete twenty-five (25) units of credit for graduation. A unit of credit is the credit given for the successful completion of a two-semester course. A half credit is the credit given for the successful completion of a semester class. The following classes must be completed:

1. Four (4) units of English: English 9, English 10, English 11, and English 12/College Prep
2. Three (3) units of social science: American Government, American History, and World History/Geography**
3. Three (3) units of mathematics*
4. Three (3) units of science: Biology and two (2) elective*
5. One (1) unit of consumer economics
6. One (1) unit of computer applications
7. One-half (1/2) unit of health, and one-half (1/2) unit of physical education
8. Eleven (11) units of elective courses
9. One (1) unit of fine arts*

*These reflect one additional credit required by the state of Kansas for the class of 2009.

**World History/Geography will be required for graduation beginning with the class of 2013.

Updated: June 2009

SUGGESTED REGENTS QUALIFIED ADMISSIONS CURRICULUM REQUIREMENTS*

Freshman Year	Sophomore Year
English 9	English 10
Algebra I	Geometry
Physical Education/Health	Computer Science
Computer Applications	Foreign Language
General Science	Biology
Foreign Language	Social Science Elective
Junior Year	Senior Year
English 11	English 12/College Prep Eng.
Algebra II	Col. Alg./Trig/Pre-Cal/Calc
Chemistry/Adv. Biology	Physics
American History	American Government
Foreign Language	Consumer Economics

*These are only guidelines and the courses listed may not correspond to the course titles being used this year. Check with your Counselor to verify that you are on track for the Qualified Admissions Curriculum.

Kansas Board of Regents has approved the following additional requirements for admission to any state college or university:

- A "C" average or 2.0 on a 4.0 point grading scale, in the Qualified Admissions curriculum; or
- Achieve a composite score of 21.0 or higher on the ACT; or
- Rank in the upper one third of the graduating class

HIGH SCHOOL EARLY GRADUATION

Any high school student requesting early graduation must complete all state and local requirements at their local school in order for consideration to be given to any request. A student, for vocational or sound educational reasons, may request early graduation. The students and parents will consult with the high school administration and guidance counselor in order to develop a graduation plan. The students shall request in writing to the Board of Education stating reasons for early graduation. The students and parents must meet with the board to review the request.

REQUIREMENTS FOR ADDITIONAL CREDITS

Before students can take any outside courses (correspondence courses, internet, etc.) to fulfill the graduation requirements, they must meet with the principal or their designee to develop an individualized learning plan.

If a senior is taking additional courses through any outside agency in order to graduate, these courses must be completed and the counselor at the Rural Vista USD 481 schools must have a copy of the transcript indicating completion of these courses and grades earned **no later than May 1**.

REPEAT COURSES

For classes that are repeated, both grades will remain on the transcript, but only the higher grade will be figured in the final GPA.

JUNIOR HIGH PROMOTION

All junior high students who have met the specified number of units in the core classes and other requirements as recommended by the administration and approved by the Board of Education shall be entitled to participate in the exercises unless participation is denied for an appropriate reason. The following requirements and USD 481 Board Policy JFCB-R pertain only to participation in the promotional ceremony—not for promotion to the 9th grade.

Required Units	Possible Units
12 units in core areas	15 units
6 units in electives areas	11 units
18 TOTAL	26 TOTAL
<u>CORE AREAS</u>	<u>ELECTIVES</u>
Reading	Vocal Music
English	Instrumental Music
Math	Physical Education
Science	Study Skills
Social Studies	Health
	Keyboarding

Each passing semester grade will earn 1/2 unit of credit in both the core areas and in the electives.

GRADE REPORTS

Report cards are distributed quarterly, with a progress report issued at the mid-term of each quarter. Progress reports are mailed home. Report cards are distributed either at parent/teacher conferences or mailed home.

HONOR ROLL

Junior high and high school students will be honored for their academic accomplishments each nine weeks and each semester based upon the following Honor Roll criteria: Distinguished Honor Roll, 4.0 GPA; High Honors, 3.50-3.999 GPA; Honor, 3.0-3.49 GPA.

DISTRICT GRADING SCALES

GRADES K-2

- E – Highly successful/excellent
- S – Satisfactory
- N – Needs improvement
- U – Unsatisfactory
- Blank – Not yet taught

In addition to the above grading scale, grades K-2 may use the following scale to reflect performance expectancy: 1 – Below level; 2 – At level; 3 – Above level

GRADES 3-12

Letter Grade	Percentage Score
A+	100-98
A	95-97
A-	94-92
B+	91-89
B	88-86
B-	85-83
C+	82-80
C	79-76
C-	75-72
D+	71-68
D	67-64
D-	63-60

Grades 3-12 will utilize the grading to the left except for Writing, Music, and Physical Education/Health.

Each teacher will explain the grading scale, announced and unannounced tests, and any other means used to determine grades.

SEMESTER TESTING

GRADES 6-12 STUDENTS WILL BE REQUIRED TO TAKE SEMESTER TESTS. TESTING WILL OCCUR THE LAST TWO DAYS OF EACH SEMESTER. THE SEMESTER TEST WILL ACCOUNT FOR 15% OF THE STUDENT'S FINAL AVERAGE FOR THE SEMESTER.

APPROVED: APRIL 2009

STUDENT RECORDS

The general public does not have the right to inspect a student's records. Parents or legal guardians of the student may inspect their student's records. Directory Information Release Forms will be available at enrollment.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

1. The right to inspect and review the student's education records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record, as requested by the parent or eligible student, they must be advised of the decision and their rights to a hearing regarding the request for amendment. Additional information regarding the hearing process will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosures without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member, a person serving the school board, a person or company with whom the district has contracted to perform a special task. A school official has a legitimate education interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records, without consent, to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue, SW, Washington, DC 20202-4605.

TECHNOLOGY USE

USD 481 Internet & School Network Acceptable Use Policy

WHY THE INTERNET?

Internet access is available to students and teachers in the school district. We are very pleased to bring this access to USD 481 and believe the Internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service to students and teachers is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication.

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Families should be aware that although the teachers and staff of USD 481 will attempt to monitor use of the Internet, there is always a possibility that students could access a site that might be illegal, defamatory, inaccurate, or potentially offensive. Although these sites exist and cannot totally be blocked, we feel the benefits of Internet access far outweigh the negative access that could occur.

INTERNET & SCHOOL NETWORK GUIDELINES

USD 481's purpose in providing access to the Internet is to support research and education by providing access to unique resources and the opportunity for collaborative work. The use of an account must be in support of education and research and consistent with the educational objectives of the school district. Sending or receiving of any material in violation of any U.S. or state regulation is prohibited.

The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrators will deem what is inappropriate use and their decision is final. Also, the system administrators may close an account at any time as required. The administration, faculty, and staff of USD 481 may request the system administrator to deny, revoke, or suspend specific user accounts.

Before access is granted, each user must receive training. **Parents have the option of denying their child individual access to the Internet.**

The following agreement and guidelines are provided so everyone is aware of the responsibilities that come with using the Internet. If a USD 481 user violates any of these provisions, his or her account will be terminated and future access could be denied.

COMPUTER PRIVACY

Students shall have no expectation of privacy when using district e-mail or computer systems. E-mail messages shall be used only for approved educational purposes. Students must use appropriate language in all messages. Students are expected to use the system following guidelines approved by teachers and/or the administration.

Any e-mail or computer application or information in district computers or computer systems is subject to monitoring by the staff and/or administration. The school retains the right to duplicate any information created by students in a computer system or on any individual computer. Students, who violate these rules, or any other classroom rules relating to computer use, are subject to disciplinary action up to and including suspension from school.

Rural Vista USD 481

Computer Agreement and Guidelines

The issued computer and related equipment, along with materials produced by such equipment, are the property of Rural Vista USD 481. This computer is on loan to the student and must be used in accordance with district policies and state/federal law. The use of district owned equipment is a privilege and not a right. This computer is provided for educational purposes to support the learning objectives of Rural Vista USD 481.

Expectations for Laptop Use

Parent Responsibilities*

- I will supervise my child's use of the computer per the policies and procedures of USD 481 Rural Vista and will have full access to their workstation.
- I will seek school officials to clean, maintain, or repair the computer.
- I will report to the school any problems with the computer.
- I will seek district officials to download, load or delete any software from the computer.
- I will make sure my child recharges the computer battery nightly.
- I will make sure my child brings the computer to school every day.
- I know that if my child comes to school without his/her computer I may be called to bring it to school.
- I will attend an orientation session for both Parents and Students.

Student Responsibilities*

- I will follow the Rural Vista USD 481 policies and procedures and abide by state and federal law at all times (i.e. care for laptop everyday, no defacing of laptop, authorized access only, abide to copyright laws, access, etc.).
- I will access materials which are educationally relevant and fit within memory guidelines provided (i.e. downloading music, pictures; no vulgar or obscene materials, appropriate email, etc.)
- I will treat the computer with care and transport it in the supplied case (i.e. I will not drop it, get it wet, leave it outdoors or in a car, subject it to extreme temperatures or use it with food or drink nearby, bury under heavy objects, etc.).
- I will always use my computer on a sturdy, flat and still surface (i.e. I will not attempt to use it while I am walking or riding in a vehicle.)
- I will keep the computer in my possession at all times (i.e. I will not loan the computer to friends or family or leave unsecured).
- I will seek school officials to maintain hardware and software (i.e. I will not download, load or remove programs; I will not take apart or repair myself).
- I will protect personal information about me and others from being published (i.e. passwords, publishing personal information, etc.).
- I will attend an orientation session for both Parents and Students.

***Parent and student expectations are meant to provide examples and may not be all inclusive. Call the school if you have questions.**

**Rural Vista Public Schools USD 481 Rural Vista
Computer Loan Agreement by Student and USD 481**

Student: _____ Address: _____
 Grade: _____ Home Phone: _____
 Date issued: _____ Email: _____

Item Description	Barcode or Serial No.	Condition
Computer Name		New/Good
Power Supply		New/Good
Carrying Case		New/Good

The above computer and case is being loaned to me and is in good working order unless otherwise indicated. It is my responsibility to care for the computer and ensure that it is retained in a safe environment. A manufacturer warranty will cover the cost of defects in materials. A \$50.00 technology fee will be assessed to cover associated costs and if there is a claim or loss the student and/or parent may be responsible for the \$250.00 deductible, per occurrence. If the loss or damage is not covered by insurance the full replacement value of the equipment will be paid to USD 481 by the student or parent/guardian.

This equipment is the property of Rural Vista Public School USD 481 and is herewith being loaned to the student for educational purposes only for the academic school year. Students may not deface or destroy this property in any way. Inappropriate material on the machine may result in loss of privileges and/or criminal prosecution. The equipment will be returned to the school on a date to be requested or sooner if the student is discharged from the school prior to the end of the school year.

I understand and will abide by the above policy and guidelines. I further understand that any violation is unethical and may result in the loss of my network and /or laptop privileges as well as other action. I have attended an orientation session for both Parents and Students.

Student Name: _____
 (Please Print)

Student Signature: _____

Date: _____ Graduating Class: _____

As the parent/guardian of this student, I have reviewed and discussed the USD 481 school laptop policy /guidelines with my child. I understand that network access is designed for educational purposes. I recognize that, even though the school network has an Internet filter, it is impossible to entirely restrict access to controversial materials. I understand that my child's photo and/or work (writings, drawings, etc.) may occasionally be published on the Internet and may be accessible on a World Wide Web server unless I specify otherwise. I have attended an orientation session for both Parents and Students.

Signature of Parent/Guardian _____

Date: _____ Receipt of the sum \$ _____

Signature of District Supervisor _____

STUDENT CONCERNS

EMERGENCY DRILLS

The state law requires that all schools hold a minimum of one (1) fire drill per month and three (3) tornado drills during the year. It is important that you become familiar with the fire drill, tornado drills, and other drills. The teaching staff will give proper instruction on the procedures to follow during any of the above drills. In case of an actual emergency when there is less than one hour to warn parents, the school will keep all students under school jurisdiction and supervision. The staff will remain on duty with the students during such emergencies until all parents have been notified. Each building principal will develop a plan for all emergency drills. Staff members will be assigned to permanently or temporarily disabled individuals and will escort them to a safe area during emergencies or drills.

All students and staff members will follow the escape routes as determined by the building principal prior to start of school in the fall. All students and staff members will meet in “gathering” areas as determined by the building principal prior to the beginning of school in the fall. Escape routes and “gathering” areas will be shared by the building principal during the first week of school.

LIBRARY SERVICES

The school library is available for your use. The atmosphere of the library is to encourage the student to enrich his/her education both through study and research. The library has at least one Internet connection for student use. Audiovisual materials are also located in the library.

SCHOOL FOOD SERVICE

The district will provide each student with the opportunity to participate in the school food program. Meals will be eaten in a designated area. Meals may be purchased or brought from home. Meal tickets are purchased in the school office.

OPEN LUNCH PROCEDURES

Students in grades 9-12 have the privilege of leaving the school grounds during Lunch Hour. Since the school district is responsible for the students during normal school hours, and the parents expect us to know where their children are, it is important that we know when the students leave the grounds. In order to leave the grounds the following requirements are to be met: At enrollment, the parents sign a permission slip indicating their approval for the student to leave. Each day that the student leaves, he/she signs out of the building. Signing back in is understood by attending the next hour class.

DRINKS/SNACKS IN THE CLASSROOM

NO drinks or snacks are allowed in classrooms during classes. Exceptions will be made for special occasions that have been approved in advance by the building principal.

STUDENT APPEARANCE

The school has an obligation to require certain standards of conduct and behavior that is upgrading to the community. The staff supports clean and wholesome appearance for all Rural Vista USD 481 students. General guides for student dress will involve consideration of (1) Health and Safety, (2) Distractive and Disruptive Nature, and (3) Conducive to a Learning Environment.

Appearance does affect the learning atmosphere of the school. Neatness, decency, and good taste are emphasized as guidelines for the interpretation of this dress code. The code is not intended to place a financial hardship upon any student or family; neatness and good taste are emphasized, not expensive clothing.

The universal dress code for school days and school activities at Rural Vista USD 481 schools is as follows:

A. Appearance must be neat and clean.

1. Hair must be clean and well-groomed.

2. Clothing must not be unreasonably soiled or badly worn.
- B. Decency and good taste are required.
1. Wearing apparel must meet administration and staff approval.
 2. Wearing apparel that is excessively short, excessively tight, excessively low-cut is not acceptable. No short shorts, tank tops with baggy arm holes, open weave mesh shirts without a T-shirt underneath, spaghetti strap tops without a shirt over top, halter tops, midriffs, sports bras, etc. Pant waistbands are to be no lower than the hipline. All underwear is to be covered at all times.
 3. Writing or pictures on clothing shall not display alcoholic beverages, tobacco, illegal drugs, suggestive or obscene language, or violent acts.
 4. Hats will not be worn in the building. They should be kept in lockers, except when the student is entering or leaving the building. Hats promoted by the student council to encourage school spirit, and approved by the administration, may be worn at athletic contests that occur in the home gym; however, hats must be removed when paying tribute to the flag.
- C. Any student involved in extra- or co-curricular activities in which the student represents USD 481 schools in activities outside school, must dress in accordance with the sponsor's requirements, subject to approval of the administration.

VIOLATIONS—Students in violation of the dress code will be given the option of (a) going home to correct the situation, or (b) correcting it at school. A student who goes home to correct the situation will make up all missed time he/she is absent from school.

PUBLIC DISPLAY OF AFFECTION (PDA)

Any public display of affection beyond hand holding is unacceptable. Anything beyond hand holding will be referred to the building principal.

CELL PHONE USAGE

Cell phones may be used before school, at lunch and after school. Phones should be turned off at all other times to reduce the disruption of learning.

BICYCLES

Bicycle racks will be provided for the parking of bicycles while on school property. The school will not be responsible for lost or stolen bicycles.

BUS RIDERS

Any student who uses school transportation will be under the jurisdiction of the vehicle driver and will be subject to all rules and regulations developed to cover such activity. Riding a bus is a privilege. Students are to follow the behavior rules as established by the driver. Students can be denied the privilege of riding the bus.

COMPLAINTS AND GRIEVANCES

A student may file a complaint with the principal against any school employee or any school rule and regulation. Said complaint must be in writing, and it must be filed within twenty (20) days of the act or event about which the complaint arose. Said complaint must be in detail as to the nature of the complaint, when this act occurred, where this act occurred, and etc. Complaints will be shared with the superintendent, and if needed, with the Board of Education.

DISTRIBUTION OF MATERIALS

The building principal or superintendent reserves the right to refuse distribution of any materials by outside individuals or groups to the students. No student shall be forced to participate in the distribution of any non-school materials. Distribution of religious materials, bound or unbound, is prohibited on school grounds or in school vehicles during or after school hours or at any school activity.

DRUG FREE SCHOOLS

Listed below is the USD 481 Board Policy on Drug Free Schools.

JDDA DRUG FREE SCHOOLS

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

Approved: June 2007

K-5 ATTENDANCE AT SCHOOL SPONSORED EVENTS

All K-5 students who attend U.S.D. 481 activities must be accompanied by a parent/legal guardian or otherwise responsible adult. Older siblings in school are not an acceptable substitute for a parent/legal guardian.

Approved: April 2009

INITIATION AND/OR HAZING

No type of initiation or hazing will be allowed on school property or in school vehicles.

MEDICATIONS

All medications must be kept in the school office. Medication brought to school must be in the original container. If a student needs to keep an inhaler or other medication prescribed by a doctor in their possession due to emergency conditions, a release form from the doctor must be provided.

POLICE INVESTIGATION

Police officers are not to arrest students on school grounds except in case of emergency. There will be an attempt to notify parents before police are allowed to question students while on school grounds. During any questioning by police, the building principal will be in attendance to protect the school's and the student's rights.

SEARCHES OF LOCKERS, AUTOMOBILES AND STUDENTS

General searches of lockers by school officials can be conducted at any time without the students being present. School lockers are the property of the school; therefore, students should have no expectation of privacy.

No law enforcement officer may search a locker without a search warrant unless he/she has the consent of the building principal and is accompanied by the building principal. The building principal or law enforcement officer may search a vehicle of any student while such vehicle is on school property when there is a reasonable suspicion that the vehicle contains: weapons, explosives, alcohol, drugs, or other substances prohibited by law or school regulations.

In order to protect the health, safety, or welfare of students, the building principal is authorized to search students. No strip search shall be conducted by school authorities. All the above searches shall be carried out in the presence of an adult witness.

USE OF MOTORIZED VEHICLES

There is a need for some students to drive to school. There is also a need for safety rules for these drivers to follow while driving. Failure of student drivers to observe safe driving rules may cause the loss of the use of a motorized vehicle on school property.

WALKERS

Students who walk to and from school are urged to become familiar with traffic safety laws governing vehicles and walkers.

STUDENT ACCIDENTS

Any school employee or student who discovers an accident involving a student on school property shall report the accident to the building principal. After examining the extent of the injury the school may call the parent or call for medical assistance.

INSURANCE

The school will not purchase any School/Athletic insurance for students/athletes. Insurance information will be available during enrollment for the parents' and students' benefit. **It is the responsibility of the parent/guardian to provide insurance for the student.**

EMPLOYMENT OF STUDENTS

Students may be employed by the district for certain positions that conform to budget limitations and personnel requirements. Students will not be excused from class for employment purposes.

KEYS

School building keys are not to be handled by or be in the possession of students. Staff members are not to loan their keys to anyone.

LOCKS

Students will pay a deposit when issued a school lock. Students are expected to secure their personal belongings in a locked locker at all times (i.e. school or gym locker).

SCHOOL PHONE USAGE

Students must obtain authorization to use the school phone from the principal or school office personnel.

Approved: May 2008

PARENTAL INVOLVEMENT ELEMENTARY TITLE I READING

Parents may request information about the elementary schools' Title I Reading Programs. Information about curriculum and testing are also available for parents. All parents of Title I students shall be invited to all Title I events and meetings and may request additional meetings if desired. The U.S.D. 481 Board of Education encourages parental involvement in the Title I programs at both elementary schools.

Parental input concerning the Title I program and its policies are welcome. Parents with questions or ideas concerning the Title I program are encouraged to contact each elementary school's Title I teacher or building/district administration. The complete U.S.D. 481 Title I policy is located in each attendance center and the district office. Parents and district patrons may view it any time upon request.

Approved: April 2009

EXTRA-CURRICULAR ACTIVITIES

EXTRA-CURRICULAR ACTIVITIES

At the Rural Vista Schools various extra-curricular activities are recognized. The following activities are available for various grade levels: Scholar's Bowl, Cheerleading, Forensics, FCCLA, FBLA, FFA, National Honor Society, Vocal Music, School Plays, Student Council, Dance Team, Track, Basketball, Football, and Volleyball. These activities are geared toward student success. Parents, we would enjoy having your student in these activities.

Participants are expected to ride to and from out-of-town activities with the group, unless prior approval is given for other arrangements.

SCHOOL ACTIVITIES/EVENTS

All school activities or events must be well planned and the proposed date cleared through the principal's office. It is the responsibility of the faculty sponsor to contact the building principal for a date, make transportation request (if needed), and visit with the building principal concerning the nature of the activity. All school activities or events must have at least one faculty member as a sponsor. It is highly encouraged to have a parent as a second sponsor. Behavior of high caliber is expected at all school events. The principal has the authority to request anyone not acting in a reasonable manner to leave.

JUNIOR HIGH AND HIGH SCHOOL ATHLETIC/ACTIVITY ELIGIBILITY GUIDELINES

To be eligible for participation or attendance at extracurricular activities, a student must be passing in all classes from the beginning of the **quarter** to the close of the week immediately preceding the activity. Extra curricular activities would include but not be limited to athletics, organizational contests, and other school sponsored events such as dances. **IF PARTICIPATION IN THE ACTIVITY IS A REQUIREMENT FOR A CLASS GRADE, THIS CRITERION DOES NOT APPLY.**

Eligibility will be based on grades figured from Friday morning to Thursday night for the following week. Each district school runs the eligibility report on Friday morning or the last school day of the week. When a student's name appears on the Academic Difficulty List, the student is ineligible for the entire school week. The student and coaches will be notified on Friday. **Parent notices will be sent on Friday.** Eligibility rules will affect participation from Monday morning to the following Monday morning. The student will continue to be ineligible until his/her name is removed from the Academic Difficulty List. Under special circumstances (i.e., inclement weather days), a student may request a hearing with a review board consisting of three (3) teachers and the principal. The requested hearing will be conducted by the end of the following school day.

Credit recovery courses are checked weekly and fall under the Rural Vista Eligibility guidelines.

Approved: April 2009

The week following each **quarter** is considered a new beginning for eligibility. There will be no carryover ineligibility—even for incomplete work. Students must also meet the requirements of the KSHSAA. (A student must have passed five (5) courses of unit weight during the last semester, be enrolled in at least five (5) new courses and be in good standing.)

A student must be in attendance at school the entire day in order to participate in that day's activity. Any exception (i.e., doctor or dentist appointment, family emergency, etc.) must have the approval of the principal.

FUND RAISING

Organizations and classes are allowed to participate in fund raising activities when needed. Prior authorization from administration is required if an organization needs more than two fund raising activities. No public dances will be sponsored by the schools.

Revised, Approved: January 2009

STUDENT CONDUCT

CLASSROOM RULES

All teachers are expected to explain their classroom rules during the first full week of school. The parents will receive a set of these rules during the first full week of school.

STUDENT BEHAVIOR

JCDA BEHAVIOR CODE JCDA

The principal of each school shall develop such rules and regulations to govern student conduct consistent with board policies. The rules shall be reviewed by the board and adopted as policy by reference. The rules of conduct shall be published in student handbooks. Violation of any provision of behavior code may result in disciplinary action up to and including suspension and/or expulsion.

TEACHER AUTHORITY

Students are under the authority of any teacher at any time they are on school grounds or at a school sponsored activity. Any student who is insubordinate to a teacher or creates any disturbance which restricts or alters the learning process of themselves or other members of the class or activity is subject to disciplinary action by the teacher. Teachers have the right to detain students as a disciplinary measure.

DISMISSAL FROM CLASS

Teachers have the authority to follow a disciplinary procedure for students who disrupt the classroom learning environment. The process may result in student's permanent suspension from class.

NOTIFICATION OF PARENTS CONCERNING STUDENT BEHAVIOR

The instructional staff is expected to call parents or guardians of disciplinary problems created by their student. School personnel have the authority to discuss with students and act on disciplinary problems if deemed in the best interest of the student or school without parents present. The instructional staff is also expected to notify parents and guardians of exceptional work received from the student.

Revised, Approved: January 2009

GENERAL GUIDELINES FOR STUDENT DISCIPLINE

LEVEL 1 (TEACHER LEVEL)

This procedure is to be utilized when students are consistently uncooperative, unproductive or disruptive in the classroom. Please note: students may still be removed from a class or from school in the case of serious disruption, insubordination, vandalism, etc. without going through these steps upon agreement of the teacher and administrator or upon administrative decision.

STEP 1-Teacher has had conferences with student to try to get him or her to alter behavior. Parent contact is optional.

STEP 2-Teacher conference with student and assignment of discipline such as detention. The matter is reported to the administration. Parent contact is required.

STEP 3-Student is referred to the LEVEL 2 (PRINCIPAL LEVEL)

LEVEL 2 (PRINCIPAL LEVEL)

The building principal has the authority to administer disciplinary action as circumstances warrant.

The following table lists examples of misbehaviors that are more serious and very likely will have more serious consequences. This list below is not all inclusive. Consequences for misbehavior are determined by a variety of factors including the particular child's discipline history, the seriousness of the incident, the age of the child, etc.

When it is determined that a student will be disciplined with suspension or expulsion, the number of days will be determined by the administration.

1. Disorderly Conduct

In school suspension, out of school suspension and/or expulsion from school; Communication with parents and appropriate authorities.

2. Threatening physical harm to a teacher, staff member or student

Out of school suspension and/or expulsion from school; Communication with parents and appropriate authorities. .

3. Assault or physical attack of a student, teacher or staff member

Out of school suspension and/or expulsion from school; Communication with parents and appropriate authorities. .

4. Assault or physical attack of a teacher, staff member, or student with a weapon

Expulsion from school; Communication with parents and appropriate authorities.

5. Destruction or defacing of personal property belonging to a teacher, staff member, student or the school

In school suspension, out of school suspension and/or expulsion from school; Communication with parents and appropriate authorities..

6. Theft of property from teacher, staff member, student or the school

In school suspension, out of school suspension and/or expulsion from school; Communication with parents and appropriate authorities. .

7. Possession of a knife, firearm, explosive or other weapon (such as bludgeon, sand club, metal knuckles, throwing star, stun gun) on school premises or at school sponsored activities

Expulsion from school; Communication with parents and appropriate authorities.

8. Possession or use of tobacco, other nicotine products, alcohol or drugs on school grounds, at school activities, or in school vehicles

In school suspension, out of school suspension and/or expulsion from school; Communication with parents and appropriate authorities.

9. Bullying of students in the classroom, at a school sponsored event, or on school property (including cyberbullying that impacts other students and/or cyber bullying using district owned technology or infrastructure)

In school suspension, out of school suspension and/or expulsion from school; communication with parents and appropriate authorities. (Cyber bullying is defined as bullying by use of any electronic communication device through means including, but not limited to, e-mail, instant messaging, text messages, blogs, mobile phones, pages, online games and websites.)

10. General/Racial/Sexual Harassment or Inappropriate language, i.e. profanity or vulgarity, toward a teacher or staff member—

In school suspension, out of school suspension and/or expulsion from school; Communication with parents and appropriate authorities.

Revised, Approved: January 2009

SUSPENSION PROCEDURES

IN-SCHOOL SUSPENSION (ISS)

Because we believe that it is important for our students to be in attendance at school, in-school suspension (ISS) will be used for most cases in lieu of out-of-school suspensions. Students serving ISS will be isolated from the

student body during the suspension time. Students are required to make up all school work missed while serving ISS. Rules for in-school suspension are:

1. Absolutely no communication with other students.
2. Students are to remain in their seats.
3. No food, gum, or drink is allowed except during lunch.
4. Students are to work on school assignments. Should school assignments be completed before the end of the day, the student is to use the remainder of the time for silent reading.
5. Finished work must be approved by the in-school suspension supervisor before it is considered completed.
6. Students will receive one five (5) minute break in the morning and one five (5) minute break in the afternoon. There will be a 25 minute lunch period under continuous supervision of the in-school supervisor and held at a time when no other student body members are at lunch.
7. Any violation of these rules will result in an immediate out-of-school suspension or additional in-school suspension days as determined by the building principal.

OUT-OF-SCHOOL (OSS)

Out-of-school suspensions (OSS) are intended to deter serious behavior problems. Students assigned an OSS will not be admitted to school or to any school activity during the suspension time. Students will be allowed to make up assignments given during the suspension time and are solely responsible for designating someone to collect those assignments. If a student needs help to complete an assignment, the student may telephone the school between 3:30 p.m. and 3:45 p.m. for a conference with the teacher. All make up work will be due the day the student returns to school.

Parents must accompany the student to school on the day he/she may be readmitted to classes. Students who have been assigned an OSS will not be readmitted to classes until he/she and his/her parents attend a conference with the building principal and/or counselor.

SUSPENSION HEARINGS

A student may be assigned a **short-term suspension** (1-10 days) with an informal hearing between the principal, student and parent. An informal hearing is a discussion of the behavior in question and how it relates to handbook or policy.

In the case of a **long-term suspension** (over 10 days) or expulsion, a formal hearing shall be conducted by a hearing officer who will hear all parties concerned—student, parents, witnesses, and counsel. The hearing officer will listen or read other information that may be presented. After hearing and reading all evidence, the hearing officer will make a decision to either support the long-term suspension, expulsion, or determine another form of disciplinary action. A student who is 18 years of age or older, or the parents or guardian of a student under age 18, may appeal the hearing officers decision to the Board of Education.

WEAPONS

Listed below is the USD 481 Board Policy on WEAPONS.

JCDBB

WEAPONS

JCDBB

A student shall not 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.

Weapons and Destructive Devices

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

- any item being used as a weapon or destructive device;
- any facsimile of a weapon;
- any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
- the frame or receiver of any weapon described in the preceding example;
- any firearm muffler or firearm silencer;
- any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one-fourth (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 one-half (1/2) inch in diameter; any combination of parts either designed or intended for use in converting any device into a destructive device described in the two (2) 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 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 JDC). 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 reported as having a felony or misdemeanor and also 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, 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 EBC and KGD)

STUDENT HEALTH AND SAFETY

STUDENT INSURANCE

The Board of Education recommends that all students be covered by some type of accident insurance. Such insurance may be provided by each student’s parent through personal insurance coverage. Insurance forms are available at each building during enrollment. **USD 481 does not provide insurance coverage for your student. It is the parents/guardians responsibility to provide adequate insurance on their student.**

STUDENT HEALTH SERVICE

The building principal will cooperate with local, county, and state health agencies in disseminating materials designed to encourage students and their parents to maintain a high standard of health. The district health nurse will be responsible for the general conduct of such health programs that are deemed advisable by the board. The building principal may require proof of physical examination for any student engaged in activities covered by the board policy.

SCHOOL PHYSICALS

Students that participate in certain K.S.H.S.A.A. activities must have a physical on file in the school office before participation will be allowed. The expense of such physical will be the responsibility of the student's parents or guardian.

COMMUNICABLE DISEASES

Students noted by a physician as having a communicable disease may be required to withdraw from school for the duration of the illness. The board reserves the right to require a written statement from the student's physician indicating that the student is free from all symptoms of the disease. No information regarding students with communicable diseases shall be released by district employees without the student or parent's consent.

HEADLICE

School personnel will perform periodic head lice checks. When head lice are discovered on a student, parents and/or guardians will be notified and the student will be sent home. The county health department will also be notified. A student will not be allowed to attend school until treatment is initiated with an antiparasitic drug and school personnel have determined he/she is free of head lice.

Approved: May 2008

INOCULATIONS

State law requires all children entering Kansas schools for the first time to provide proof of immunization for certain diseases. It is strongly encouraged that students entering kindergarten either have completed, or be in the process of completing, the series of Hepatitis B vaccinations. The board of education may exclude students who do not comply with all inoculation laws.

EXCLUSION FROM SCHOOL FOR NON-IMMUNIZED STUDENTS

Non-immunized students, including those with a religious, medical, or other statutory exemption, shall be excluded from attending school during an outbreak of a vaccine-preventable disease in their attendance building. This will be determined on a case-by-case by a license employee. Recommendations from a licensed physician and/or local health department official shall determine the duration of exclusion from school. Vaccine-preventable diseases may include but are not limited to the following diseases: diphtheria, tetanus, pertussis, poliomyelitis, measles, mumps and rubella.

Any such child may be readmitted earlier to school upon the written authorization of the parent/guardian. The parent/guardian's signature on the prescribed release form signifies knowledge of the outbreak and risks to the child.

Approved: January 2009

STUDENT PSYCHOLOGICAL SERVICES

Psychological services are available to students through the Special Education Cooperative. Results of such psychological services, testing, or consultation shall be kept in strict confidence by district employees.

STUDENT SAFETY

The district will endeavor to provide a safe environment for student while in school or while attending school-sponsored functions. Notifying the building principal of any potential safety problems is the responsibility of the students and staff.

TOBACCO PRODUCTS

Use of tobacco products and/or the possession of any tobacco products by students is prohibited in any attendance center, at school sponsored functions, in school vehicles, or on school grounds. Names of students abusing this rule will be given to the law enforcement officers.

ALCOHOL AND DRUG USE

The use of alcohol and drugs and or the possession of any alcohol and drug products is prohibited in any attendance center, at school sponsored functions, in school vehicle, or on school grounds. District personnel may refer students to social service when a student is reasonably believed to be abusing or incapacitated by the use of alcohol or other drugs. Names of users will be given to law enforcement officers and SRS.

<h2>MISCELLANEOUS</h2>

ASBESTOS NOTICE

There may have been friable materials used in the construction of these buildings.

ANIMALS AND PLANTS IN THE SCHOOL

Before bringing an animal or plant into the school you must receive prior permission from the supervising teacher and the building principal. **Under no circumstances are animals to be transported on school buses.** Teachers are to check with the school nurse regarding any known allergies existing among students prior to granting permission for having an animal or plant in the classroom. If allergies exist, parents must be notified for further directions. Teachers must assume full responsibility for the proper humane treatment of any animal in the classroom. Teachers must be aware of federal and state laws regulating the handling of animals. If animals are to be kept in the classroom during days when classes are not in session, the teacher must make arrangement for their feeding, care, and safety. All experiments using live animals must have permission of the principal. Dissection of deceased animals shall be limited to those preserved in formaldehyde or alcohol. If a student or staff member has been bitten by an animal and the skin was pierced, the incident must be reported to the principal. The principal will attempt to notify the parent.

GIFTS

Because of potential for abuse, the giving or receiving of gifts between faculty members, staff, and students shall be discouraged. Students shall be discouraged from collecting money or allocating activity funds for purchasing gifts for faculty members. Faculty members are not to give gifts to individual students or to classes during school hours or on school property. A gift is defined as any donation, present, or endowment in the form of cash, merchandise, or personal favor.

RACIAL HARASSMENT

The board of education is committed to providing a positive and productive working and learning environment, free from discrimination, including harassment, on the basis of race, color, or national origin. Racial harassment will not be tolerated in the school district. Racial 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.

Racial harassment is unlawful discrimination on the basis of race, color, or national origin under Titles VI and VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of racial harassment are prohibited at school, on school property, and at all school-sponsored activities, programs, or events. Racial harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

No student, employee, or third party (visitor, vendor, etc.) shall racially harass another student, employee, or other individual associated with the school. It shall further be a violation for any employee to discourage a student or another employee from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy. Violations of this policy by any employee shall result in disciplinary action up to and including termination.

Racial harassment is racially motivated conduct which: (1) affords a student different treatment, solely on the basis of race, color, or national origin, in a manner which interferes with or limits the ability of the student to participate in or benefit from the services, activities, or programs of the school; (2) is sufficiently severe, pervasive, or persistent so as to have the purpose or effect of creating a hostile academic environment; or (3) is sufficiently severe, pervasive, or persistent so as to have the purpose or effect of interfering with a student's academic performance or ability to participate in or benefit from the services, activities or programs of the school.

Racial harassment may result from verbal or physical conduct or written or graphic material.

The district encourages all victims of racial harassment and persons with knowledge of such harassment to report the harassment immediately. Complaints of racial harassment will be promptly investigated and resolved. To the extent possible, confidentiality will be maintained throughout the investigation of a complaint.

Any student who believes he or she has been subjected to racial harassment should discuss the problem with the building principal, another administrator, guidance counselor, or another certified staff member.

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes racial harassment under the definition outlined above. Unacceptable conduct may or may not constitute racial harassment, depending on the nature of the conduct and its severity, pervasiveness, and persistence. Behaviors which are unacceptable, but do not constitute harassment, may provide grounds for discipline under the code of student conduct

SEXUAL HARASSMENT

No district employee or student shall sexually harass another employee or student, or permit sexual harassment of an employee or a student. If an employee's immediate supervisor is the object of an harassment, the employee may bypass the supervisor and report directly to the superintendent. Any employee who believes he or she has been subjected to sexual harassment shall discuss the problems with his/her supervisor. The initiation of a complaint shall not adversely affect the job security or status of an employee until a finding of fact determined that the person acted improperly. To the extent possible, strict confidentiality shall be maintained throughout the complaint procedure. Behaviors which are unacceptable, but do not constitute harassment, may also result in employee discipline.

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 made by a member of the school staff to a student or when made by any student to another student when:

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

Sexual harassment may result from verbal or physical conduct or written or graphic material. Sexual harassment may include, but not be limited to:

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

**WHITE CITY HIGH SCHOOL
FIGHT SONG**

Fight on White City
Fight boys for your fame.
Fight, Huskies, fight
And we will win this game

We're cheering for you
Cheering till the end.
Fight, Huskies, Fight
And we will win, win, win!

**WHITE CITY HIGH SCHOOL
SCHOOL SONG**

Faithful and true-hearted
Let us boost White City High (Fight!
Fight!)
We revere her and defend her
As her colors proudly fly (Red! White!)
We will stand for her united
Of her deeds we gladly tell
Her colors streaming
Glad faces beaming
So here's a cheer for her
That we all love so well.
Joyous and ever loyal,
Let us boost White City High (Fight!
Fight!)
Let every heart sing
Let every voice ring
There's no time to grieve or sigh (Grieve or
Sigh)
Forever onward our hearts pursuing,
May defeat ne'er our ardor cool,
But united we will boost for her
Our old high school.
Hey!

**HOPE HIGH SCHOOL
FIGHT SONG**

Fight on Hope Lions
Fight boys for your
fame.
Fight, Lions, fight
And we will win this
game

We're cheering for
you
Cheering till the end.
Fight, Lions, Fight
And we will win, win,

**HOPE HIGH SCHOOL
SCHOOL SONG**

H-O-P-E R-H-S
Hail to our dear school,
We sing to thee,
Fairest our Rural High,
Show her fidelity. Rah! Rah!
Rah!

Long may we cherish her,
Faithful we'll be
To this the school
That's loved by you and me.