

USD #105
RAWLINS COUNTY
Jr. - Sr. High
SCHOOL

2022-2023

STUDENT
HANDBOOK

Rawlins County Unified School District is an Equal Opportunity/Employment Agency

Introduction

This handbook is designed to assist with communicating to students and parents' important issues, whether they are required by law, regulation, Board policy or practice. All provisions set forth in this handbook which discuss or define student conduct are intended to be and shall be regulations for student conduct. This handbook is designed to prevent misunderstandings by students about their responsibilities and privileges. This handbook and all of the provisions in this handbook are adopted and approved by the Board of Education each year for the purposes of defining minimum expectations for student conduct and insuring that all schools maintain the best possible environment for learning and an atmosphere in which students and teachers may work together in harmony. *No student has the right to deny any other student the opportunity to learn or to be in a positive educational environment.*

As a condition of enrollment, students are required to abide by all regulations contained in this *handbook as well as other policies established by the USD #105 Board of Education*. If a student chooses not to abide by the regulations contained in this handbook, any other policy established by the USD #105 Board of Education, or any reasonable request by school authorities, disciplinary action may be imposed, up to and including expulsion from school. USD 105 Board of Education and Administration reserve the right to alter this handbook due to individual circumstances.

Annual Notification and Conditions of Enrollment:

Notifications: Attached to this handbook is a packet that contains the yearly required notification on the following issues:

Nondiscrimination

Interrogation and Investigation Conducted in School

Inoculations

Availability of Asbestos Plan

Drug Free Schools

Weapons

PL 101-476 (I.D.E.A.)

Family Educational Right to Privacy Act (FERPA)

Directory Information

Sexual Harassment

Racial Harassment

Equal Opportunity Employment

Prevention of Bullying Policy

Complaints of Discrimination Policy

WEATHER INFORMATION

During stormy weather, a decision to run regular bus routes, storm routes, hard surface, or no buses will be made by the transportation supervisor and superintendent. The decision will be publicized as soon as possible on:

Power School Announcement KYVZ – 106.1 Atwood

School cancellations will be announced on the above radio stations and also on:

KSN-TV Wichita

KAKE-TV Wichita

KWCH-TV Wichita

Parents should make arrangements for a place for their children to go in the event that weather forces the schools to dismiss early and buses to run early, when there might be no one at home.

SCHOOL CANCELLATIONS WILL BE ANNOUNCED ON THE RADIO STATIONS LISTED ABOVE AND THE FOLLOWING TV STATIONS:

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ACADEMIC DISHONESTY (7-12)

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

ACADEMIC PLACEMENT 9-12

Students will be placed in classes based on the following criteria: Freshman, sophomore - have at least 5 credits, Junior - have at least 11 credits, Senior - have at least 18 credits.

ACTIVITY SCHEDULING (7-12)

All school sponsored events, either curricular or extra-curricular, where teachers, students, and school facilities are involved, shall be cleared with the principal and placed on the calendar in advance. Failure to do so may result in cancellation of the activity. A weekly schedule of school organization meetings will be published each week. Non-School organizations must sign a building use form.

ANIMALS AND PLANTS IN SCHOOL (7-12)

Permission from the principal and supervising teacher must be given before bringing any animals or plants into the school or for any live animal experiments. (Educational purposes only: all vertebrates, invertebrates, toxic plants)

ATTENDANCE POLICY (7-12)

Attendance is a vital factor in determining student success. When a student is absent from class, it is impossible to recreate the situation that existed during his/her absence. Make-up work can't take the place of having been in the classroom when the class discussion was being held. The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences and study in order to reach the goal of maximum educational benefits for each individual student. Attendance is not only important now but it will also be just as important in the working world later in the student's life.

Compulsory Attendance Requirements

There are Kansas statutes which directly address attendance: HB 2752 - states that the Board of Education of each school district will provide 1,116 hours of instruction per year. KSA 72-1111 - states that every parent, guardian or person in charge of any child from age 7 through 18 shall require each child to attend school continuously. Kansas law requires students to attend school until the age of 18. Sixteen or seventeen year olds may be exempt from the requirement if:

- They have attained a diploma or GED, or
 - They are enrolled in an approved alternative education program, recognized by the local Board of Education,
- or
- A court orders exemption, or

- The parent or person acting as parent consents in writing to their child being exempt from the requirement and the child and parent attend a final counseling session conducted by the school to sign a disclaimer. The law requires the disclaimer to include the following information:
 - The academic skills the child has not yet achieved
 - The difference in future earning power between a high school graduate and a high school dropout; and
 - A list of educational alternatives available to the child.

Truancy

Truancy is defined by state law as any three consecutive unexcused absences, any five unexcused absences in a semester, or seven unexcused absences in a school year, whichever comes first. Every child who has reached the age of seven years and is under the age of eighteen years is required to attend continuously each school year. Regular attendance reports are filed as required by law and all student absences are reported. **Students 13 and under shall be reported to the local office of Department of Child and Family Services (DCF) and students over 13 shall be reported to the county or district attorney. Truant children will be returned to school by law enforcement. Parents will be notified.**

Truancy is defined by USD 105 as:

- Not attending school after leaving home to do so
- Leaving school without permission
- Not attending a class the student is enrolled in without a legitimate pass to do so
- Leaving class without permission

Truancy issues: Parents will be notified via a letter and case may be turned over to the county attorney.

Guidelines for Attendance

2) **7-12 parents shall notify the school of absences whether planned or unplanned by 8:10 AM on or before the day of the absence. Direct contact to the office shall be made from the doctor, parent or guardian. Any student missing 5 full days of school may be required to provide a doctors note for each subsequent absence. A student will be considered unexcused if the appropriate conditions are not met. Unexcused absences will be made up before and/or after school, or on a Saturday, as determined by the principal. Students must be in school by 9:00 AM to participate in school activities that day unless excused by the principal in advance.**

Grade 7-12: An absence will be defined as a student not being present in a class. Being present in class is defined as being present for at least 80% of the class period. A student missing 10 minutes or more from a class will be counted absent from that class. When a student has missed any class 5 times, the teacher may make a referral to the Student Improvement Team (SIT). The SIT coordinator will contact the parents to set up a meeting with the Student Improvement Team.

Grades 7-12: USD 105, by board policy, believes that no student should be absent more than **five (5) days in any one class** in a semester, except in the event of extenuating circumstances which are beyond the student's control or with one of the verified approved excused absences. All absences will be excused up to five (5) if it is one on the verifiable excuses. **Once the student has missed 5 days in the semester they will be required to make up the absence with one hour for each class hour missed beyond the allotted 5 absences. Absences beyond five may be excused with verified medical documentation approved by the principal.** Since attendance is primarily the

responsibility of the student and parent, this time will be made up during early mornings, after school, Saturday, or on days school is not regularly in session.

The following is a list of excused absences as set forth in policy JBD-R by the USD 105 Board of Education.

- a. Personal illness and professional appointments.
- b. Serious illness or death of a member of the family.
- c. Emergencies calling for the student's services or presence at home.
- d. Obligatory religious observances.
- e. Participation in a district-approved or school sponsored activity.
- f. Absences pre-arranged by parents and approved by the principal

The principal will make the final determination of excused or unexcused absences.

In-school suspensions (ISS) are *not* considered as absences. Out-of-school suspensions (OSS) are considered "unexcused" absences therefore students will need to make up the time missed. *Students will be allowed to make up all the work missed and the assignments are due upon the students return to school. The student will not be given extended time to make up assignments.*

Any student absent from any given class more than 20% of the total class meeting time will not earn credit for that class during that school year. Medical exceptions may be granted on an individual, case by case, basis by the Principal or Student Improvement Team.

The student may appeal the decision of the process, to the Superintendent of Schools, or other district administrator, depending upon the grade level of the student.

2) Make-up work policy (for excused or unexcused absences or when a student is absent due to school activities and events (Sporting events, field trips, band / vocal, FFA, etc.):

Students are responsible for making up missed work. Students shall get purple sheets from the office and present them to their teachers **before school related activities**. The make up work must be completed by 4:00 PM on the due date. The due date is determined by the number of days missed. **A student will have one day for each day missed, plus one day, to complete make up work.** (Example: Misses Wednesday, Work due Friday by 4:00 PM. Student misses Wednesday & Thursday, Work due Tuesday by 4:00 PM. A "day" shall be a day when school is in session - excluding weekends and holidays.)

Individual teachers may extend due dates at their discretion. Make up work not submitted by the due date will result in a reduced grade or a grade of zero for the missed day or days. Work/tests assigned before the student is absent are due upon the student's return if the student has had the opportunity to be presented the material.

3) Attendance is kept on a semester basis for each class. When a student misses school except for school-sponsored activities, it will be recorded as an absence in each class missed. When a student has missed any class seven (7) times or more, a meeting shall be held with the teacher and parents to determine the student's progress.

4) Under ordinary situations, students will not be permitted to leave the building once they arrive at school for classes. Students shall not leave the building without administration permission and then shall check out of the office with a blue slip if they are returning, or by calling a parent if they need to leave. **Without administrative permission, the departure from school during school hours will be considered truancy / skipping (discipline will be assigned and authorities notified) and an unexcused absence.**

Tardies (7-12)

Students will be counted tardy if they are not in class according to classroom procedure when the final bell rings. Students late to class are expected to have an admit slip issued by the office or a teacher.

7-12: Unexcused tardies will be dealt with through the following discipline procedure each semester:

- 1) **1st - 3rd unexcused tardies** will be served with the teacher in 5 minute increments. Parents notified after 3rd tardy.
- 2) **4th unexcused tardy** - referred to the principal for one hour of detention. Parents notified and a meeting set up between principal, parents and student.
- 3) **5th - 7th unexcused tardy** - referred to the principal for two hours of detention to be served before or after school. Parents notified and a meeting set up between principal, parents and student.
- 4) **8th and additional unexcused tardies** will result in ISS to be served the following school day. Parents notified and a meeting set up between principal parents and student.

Unexcused Absences - Will be made up as determined by the Principal

Excessive Unexcused Tardies - will result in referral to the Student Improvement Team or the IEP Team. Either the SIT coordinator or the IEP team leader will contact the parents to set up a meeting. Continued excessive unexcused tardies will result in further disciplinary action.

BUS REGULATIONS

Bus transportation shall be provided to and from school for those students who qualify. The school district will provide transportation for all school activities. Transportation may be denied to students who are detained after school for disciplinary reasons. Students who use school provided transportation shall be under the jurisdiction of the vehicle driver while in the vehicle. Students shall be subject to the district's student behavior code and other regulations. Regular route buses are provided to students for both before and after school. If a student chooses not to ride the buses, the school is not liable for the students and they become the responsibility of their parents.

Rules and Regulations for Students Riding the Regular Route Busses

- The driver is in charge of the students and the bus. Students must obey the driver promptly and cheerfully.
- The driver may assign a seat to each student.
- Students must be on time. The bus cannot wait for those who are tardy. When going to the bus, students will walk on the far left side of the road.

- While waiting for the bus, students should never stand in the roadway. Wait for the bus off of the traveled portion of the road. Students are reminded to wait for the bus in an orderly manner.
- Unnecessary conversation with the driver is prohibited. Do not talk loudly or distract the driver's attention. Remember, your safety is in the bus driver's hands.
- Outside of ordinary conversation, classroom conduct is to be observed.
- Students should never throw waste paper or other rubbish on the floor of the bus. Help keep your bus clean and sanitary at all times.
- Students are reminded never, at any time, to extend their arms or head out of the bus windows.
- Students are not to get on or off the bus or move about within the bus while it is in motion.
- When leaving the bus, students are to observe directions of the driver. If you cross the road, do so in front of the bus after making sure the highway is clear and the sign is out.
- Any damage to the bus is to be reported to the driver or to the office at once.
- Students riding a bus during the stormy season are advised to listen to their home radio for storm warnings and not attempt to reach school when so forewarned as to unsafe conditions.
- The district will make every effort possible to accommodate student who do not regularly ride a bus. Students should have their parents contact school personnel ahead of time to make arrangements.
- Students who will be getting off of the bus at another destination other than their regular drop off point must have their parents contact the school or bus driver prior to changing route destinations.
- Violations of these rules will be cause to deny student transportation privileges.

Rawlins County Junior-Senior High School: 7-12 bus students will load and unload in front of the school on 8th street. Students need to remain on the sidewalks when moving between busses and the building.

Disciplinary Procedures for Bus Students

The following procedures will be used for bus disciplinary problems:

- **The first time:** a note goes to the parents designed by the bus driver and the school administrator.
- **The second time:** the parents are notified and the student may be barred from riding the bus for one week.
- **The third time:** the parents are notified and the student may be barred from riding the bus for an indefinite time period to be determined by the superintendent and/or administration.

The superintendent may suspend or revoke the transportation privilege of a student who violates any rule or regulation.

Bus Transportation for Athletics and Activities (6-12)

All students participating in a school activity shall ride school transportation. There are definite regulations concerning pupil transportation in Kansas. Bus drivers and sponsors are expected to enforce these rules and any problems with students on buses or school vehicles are to be reported to the building principal. All students on school trips represent our district and poor taste in dress and behavior may cause a student to forfeit such trips in the future.

- 1) Specific time and place of departure set by sponsor / teacher - will leave at set time and from set place.
- 2) If student misses' departure they are to attend regular school.
- 3) On activity bus trips, boys and girls will be seated separately with coaches and/or sponsors sitting in appropriate supervisory locations.
- 4) All students participating in a school activity will ride to and from the activity on the arranged school transportation. Exceptions are as follows:

Students may be released to their parents following the activity.

1. Students will be released only after a **face to face** meeting with the coach, sponsor or administrator, and student and parent, where at that time the parent signs out the student. Students may be released, following the activity, to a person other than parents.

1. Prior to the activity, the parents must write a request to the principal naming the person responsible for their child.

2. Prior to the activity, the parents must also have direct contact, phone or in person, with the principal. The principal will agree or disagree at the time of direct contact if a student is to be released to the non-parent.

3. Students will be released only after a **face to face** meeting with the coach, sponsor or administrator and student and approved responsible party.

BOOK BAGS, BACKPACKS, PURSES

Book bags, backpacks, and large purses are not allowed in classrooms by order of the Kansas State Fire Marshal. Bags hanging on desks and in aisles create a hazard if a room must be evacuated due to an emergency. Small purses and chrome book bags will be allowed unless the privilege is abused due to cell phones or other improper activities. A teacher may designate a specific area in the room for purses or bags to be placed if problems arise.

CAFETERIA / LUNCH (7-12)

1) **OPEN LUNCH FOR 9-12:** Students are allowed to leave campus to eat lunch. ***This is a privilege and can be revoked by the Principal.*** Students are released at the regular time and expected to be back by the next period. After lunch, all students will go directly to the designated area for their grade level until the bell rings to begin the next class. ***Students will not be allowed to loiter outside on school grounds nor sit in vehicles in the parking lot.***

2) **CLOSED LUNCH FOR 7-8, except for card days.**

3) Students will conduct themselves as ladies and gentlemen in the cafeteria.

4) No food or drink is to be taken out of the cafeteria.

5) Applications for free and reduced meals are available in the office. Prices for student and adult lunches are established each year by the Board of Education.

6) If a student takes a school lunch, the student will forfeit their open lunch that day.

CARD INCENTIVE PROGRAM (9-12)

The card program recognizes all students for positive accomplishments per nine weeks. This program is a privilege and will provide opportunities for students if they follow the rules and expectations of the program. Card days shall be requested by completing and submitting a **Card Day Form** to the Principal/HS office at least one day in advance. Completing the form entails 1. Students go to their teachers and get assignments with a purple sheet. 2. Having each teacher sign the form. 3. A parent signature. 4. Submission to the principal/HS office at least one day in advance of the absence. 5. Completion of the assignments upon returning to school. **These forms are located in the office.** The principal will let the student know if that day is acceptable. **A card day may not be taken the last week of the nine weeks.**

GOLD CARD REQUIREMENTS:

4.0 GPA

No unexcused absences

No discipline problem beyond meeting with the teacher or sponsor

At most, one unexcused tardy per 9 weeks (includes late from lunch)

5 or less excused absences per 9 weeks in any class period

GOLD CARD BENEFITS:

Early Lunch every day

Free Activity Period - Tuesday, Thursday
Three homework passes
One free day during each nine weeks (Parent / Principal permission)
Free admission to regular season events (Present card)
Drawing for prizes

RED CARD REQUIREMENTS:

3.50-3.99 GPA
No unexcused absences
No discipline referrals problem beyond meeting with the teacher or sponsor
At most, one unexcused tardy per 9 weeks (includes late from lunch)
All nine weeks grades must be passing (no F's)
5 or less excused absences per 9 weeks in any class

RED CARD BENEFITS:

Early Lunch - Monday, Wednesday, Friday
Free Activity Period - Monday
Two homework passes
Free admission to regular season events (Present card)
One free day during each nine weeks (Parent / Principal permission)
Drawing for prizes

WHITE CARD REQUIREMENTS:

3.0 - 3.49 GPA or raise nine-week GPA by 0.5
No unexcused absences
No discipline problem beyond meeting with the teacher or sponsor
At most, one unexcused tardy per 9 weeks (includes late from lunch)
All nine weeks' grades must be passing (no F's)
5 or less excused absences per 9 weeks in any class

OR

Perfect Attendance (All day everyday)
No discipline referrals of any kind
At most, one unexcused tardy (include late from lunch)
All nine weeks' grades must be passing (no F's)

WHITE CARD BENEFITS:

Early Lunch - Tuesday, Thursday
Free activity period first and third Thursday each month
One homework pass
Free admission to regular season events (Present card)
One free day during each nine weeks (Parent / Principal permission)
Drawing for prizes

WAYS TO LOSE A CARD IMMEDIATELY

ISS

OSS

Any discipline problem beyond meeting with the teacher or sponsor that results in an office referral, at the principal's discretion.

Use card on wrong day or inappropriately

Failure to relinquish a card results in loss of card for the next nine weeks

The card will be taken at the time of any behavior problem that is beyond a meeting with the teacher or the sponsor that results in an office referral. The student will not be eligible for a card for the rest of that nine weeks.

Junior High Card Incentive Program

The card program recognizes junior high students for their positive accomplishments, from the previous nine weeks. This program is a privilege and will provide opportunities for students if they follow the rules and expectations of the program.

GOLD CARD REQUIREMENTS:

4.0 GPA

No unexcused absences

No discipline problem beyond meeting with the teacher or sponsor

At most, one unexcused tardy per 9 weeks

5 or less **excused** absences per 9 weeks in any class period

GOLD CARD BENEFITS:

Early Lunch (5 minutes) three times a month (1st, 3rd, 4th Mondays)

Three homework passes

Free lunch period twice a month (1st, 3rd Thursday) (Parent note & Principal permission)

Free admission to regular season events (Present card)

Drawing for prizes

RED CARD REQUIREMENTS:

3.50-3.99 GPA

No unexcused absences

No discipline problem beyond meeting with the teacher or sponsor

At most, one unexcused tardy per 9 weeks

All nine weeks' grades must be passing (No F's)

5 or less **excused** absences per 9 weeks in any class period

RED CARD BENEFITS:

Early Lunch (5 minutes) two times a month (1st, 3rd Tuesdays)

Two homework passes

Free lunch period once a month (2nd Thursday) (Parent note & Principal permission)

Free admission to regular season events (Present card)

Drawing for prizes

WHITE CARD REQUIREMENTS:

3.0-3.49 GPA or raise nine-week GPA by 0.5

No unexcused absences

No discipline problem beyond meeting with the teacher or sponsor

At most, one unexcused tardy per 9 weeks

All nine weeks must be passing (No F's)

5 or less **excused** absences per 9 weeks in any class period

OR

Perfect Attendance (All day everyday)

No discipline problem beyond meeting with the teacher or sponsor

At most, one unexcused tardy per 9 weeks

All nine weeks' grades must be passing (No F's)

WHITE CARD BENEFITS:

Early Lunch (5 minutes) one time a month (2nd Wednesdays)

One homework pass

Free lunch period once a month (4th Thursday) (Parent note & Principal permission)

Free admission to regular season events (Present card)

Drawing for prizes

WAYS TO LOSE A CARD: IMMEDIATELY

ISS

OSS

Any discipline problem beyond meeting with the teacher or sponsor that results in an office referral, at the principal's discretion.

Use card on wrong day or inappropriately

Failure to relinquish a card results in loss of card for the next nine weeks

Behavior at school or at a school sponsored event which would not be considered appropriate behavior for representation of RC Junior/Senior High School.

The card will be taken at the time of any behavior problem that is beyond a meeting with the teacher or the sponsor that results in an office referral. The student will not be eligible for a card for the rest of that nine week period.

UP Program

The goal of the program is to recognize students that maintain passing grades and to motivate students to perform their best in all curricular and non-curricular areas. The UP list will run the second week of the quarter. Students that meet the criteria will be allowed to leave early on Fridays at 3:10, and will be eligible to attend the activity planned at the end of the nine weeks.

Criteria for the UP list

1. Students that have a 70% or a letter grade of a C in all classes.
2. Students receiving an office referral will lose UP eligibility for three weeks. A second office referral will result in a loss of UP eligibility for 4 weeks.
3. Exceptions may be granted if the teacher of the class the student has a D in writes a recommendation why the student should be allowed to qualify for the weekly UP list.
4. Students will qualify for the quarterly, nine weeks, activity if they are on the UP list for at least 7 of the 9 weeks of the quarter or 6 of the 8 weeks in a short quarter.
5. If students are absent on the UP activity day, it will need to be a medically verified absence.

Students who do not qualify for the UP Program

During the UP time on Friday students will complete assignments they have missing or are not complete. At the end of the quarter during the day students will complete missing and incomplete assignments. If this is completed they will work on a remedial assignment for the classes in which they are struggling. Students are not allowed to use their card day on the Quarter UP Activity. All absences on those days must have prior approval by administration or a signed doctor's note or it will be an unexcused absence.

CELL PHONES AND ELECTRONIC DEVICES (Grades 7-12)

1. Cell phones and personal electronic devices are allowed in the building and may be used by students until 8:05. At that time, students may carry phones during the school day, but they may only be used with a written note by staff in-hand. Otherwise, cell phones are to be turned off or silenced until 3:40.
2. Electronic devices—other than those owned by the school district—are also not allowed in the hallways and other common areas of the building during the school day without a written note by staff in-hand.
3. Students are not allowed to use headphones, ear buds, etc. in the hallways and other common areas of the building during the school day.
4. Use of a cell phone or electronic device that does not follow the electronic device policy, that becomes disruptive, or is used inappropriately will be confiscated. Personal devices may be picked up in the office at the end of the day **only** by a parent or guardian.
5. If a student is using a personal or school-district electronic device or a camera during a test or exam without staff member approval, the student will receive a zero on the exam with no expectation of retaking the exam or making up points, and the device will be confiscated. Personal devices may be picked up in the office at the end of the day **only** by a parent or guardian.
6. Teachers will determine their own classroom policy for cell phones, headphones, ear buds, and electronic devices and shall post that policy in their classrooms.
7. Administration and office personnel may grant permission that overrides the cell phone and electronic devices policy at their discretion. Staff will be informed as deemed necessary.

In the event an electronic device is used inappropriately, for example, posting unwanted pictures, during school hours, first offense will result in 1 day of ISS and subsequent days after for each violation and parents will be notified. If the picture involves any type of nudity, the student will receive a long term suspension and possibly criminal charges.

USD 105 is not responsible for lost, stolen or damaged devices.

The administration reserves the right to review each situation and may deviate from the consequences as deemed necessary. This policy shall not in any way invalidate any other policy including bullying, cheating, or sexual harassment.

CHURCH NIGHT (7-12)

Wednesday night is considered Church Night in our communities. Thus, if at all possible, no school activities are to be scheduled for Wednesday evenings. All athletic/activity practices will be completed and athletes will be showered and out of the building by 6:00PM on Wednesday evenings. Homework will be limited on Wednesday nights due to church activities.

CLUBS AND ORGANIZATIONS (9-12)

The following club and organization activities are offered to students: A-Club, Basketball, Cheerleading, Drama Club, Fall Play, Consort, Band, Creative Arts, FFA, Forensics, Football, Golf, Journalism Club, National Honor Society, SADD, Scholar's Bowl, Spanish Club, Student Council, Track, Wrestling, and Volleyball. The school encourages students to be involved as a member or elected officer. Appropriate conduct is expected by all

students and the Principal, Superintendent from a club or organization, either as a member, or an officer, if the student's conduct is not appropriate.

(7-8): The following club and organization activities are offered to students: Basketball, Cheerleading, Football, Leadership Activities, Scholars Bowl, Student Council, Track, Volleyball, and Wrestling.

COLLEGE VISITATION (9-12)

Juniors and seniors desiring to visit a college campus in order to explore possible enrollment are required to schedule these visits ahead of time. Students are encouraged but not required to schedule these visits through the counselor. The process, along with required form and written parent's/guardian permission, will insure an excused absence and provide for an efficient use of school time by the student and college representatives alike. 1-2 visits for Juniors, 2-3 visits for Seniors. However, administration may approve more visits if needed.

COUNSELING SERVICES (K-12)

The purpose of a comprehensive counseling program is to provide students with knowledge for normal growth and development, to promote positive mental health and to assist them in acquiring and using life skills in the three component areas: personal/social, academic, and career. The following program components of USD #105 counseling program are recognized by the American School Counselor Association and the Kansas School Counselor Association and meet the Kansas Department of Education standards for school counseling programs.

Responsive Services

Coordinate activities to meet needs and concerns of students through consultation, personal counseling, crisis counseling and referral.

Individual Student Planning

Individual Student Planning consists of coordinating activities that assist students, with the help of their parents to develop, monitor and manage their student learning plan. Assist students to evaluate their academic/technical, career, and personal/social goals.

Guidance Curriculum

Structured development experiences presented systematically through classroom and group activities for all students.

DRESS GUIDELINES / OTHER (7-12)

Each student shall be responsible for wearing appropriate school dress and for maintaining personal grooming standards that will result in a neat, clean, and appropriate personal appearance. Students who participate in interscholastic activities will be expected to adhere to the personal appearance standards developed by the sponsors or coaches of those activities and approved by the Principal and Board of Education. Coaches and sponsors have the authority to assign certain dress codes to the groups for which they coach or sponsor. This also includes activities such as Prom and Homecoming attire. *Any appearance, whether extreme, sloppy, inappropriate wording, etc. that is deemed by the Principal to be disruptive to the educational process **will not be allowed**. Students shall be asked to change to appropriate attire and may be sent home to change and / or receive some form of discipline.*

The following guidelines are **not all inclusive** and final judgment by the Principal will be made and handled with discipline appropriate to the infraction.

- 1) Appearance shall be neat and clean
- 2) Hair shall be clean and well-groomed
- 3) Facial hair shall be trimmed and maintained
- 4) Clothing shall not be unreasonably soiled or badly worn (no holes, slits, rips, etc. that expose skin inappropriately)
- 5) Shoes shall be worn at all times
- 6) Spandex or skin-tight shorts or shirts (no see through) shall be accompanied by appropriate outer /under garments. Shirts must have backs in them therefore no racer back tops unless covered.
- 7) Shirts shall cover all skin between the shirt and pants while the student is standing or sitting. (Length that could be tucked in)
- 8) Tank tops will be allowed as long as they are neither too sloppy nor too revealing and with a strap width of at least one and one half inches. No shirts with open, extra -large arm holes.
- 9) Students shall not wear (on their head or face) sunglasses, hats or head coverings in the building.
- 10) Clothing advertising alcoholic beverages, drugs, tobacco or those tending toward immodest, indecent, obscene, risqué, or suggestive implications are not acceptable attire.
- 11) Clothing shall be worn such that no undergarments are exposed, including but not limited to baggy pants, revealing tops, and/or PE clothes.
- 12) PE clothes are **NOT** to be worn to class or Activity Period.
- 13) Bulky winter coats or other bulky clothing shall not be worn in class. Lightweight jackets and hoodies are allowed as long as the hood is not worn on the head.
- 14) No Pajama pants or house slippers
- 15) Prohibited clothing or appearance that is inconsistent with the goals and purposes of RCHS includes items or appearance that: exposes the mid-section, buttocks, or undergarments or be excessively revealing. This may include but not limited to skirts, dresses, shorts or other apparel.

**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.

Discipline for Dress Code Violations:

- | | |
|-----------------|--|
| 1 ST | Opportunity to correct the problem / receive a warning (change or wear alternative clothing provided by Principal) |
| 2 ND | Change or call parent for change of clothing / 15 min detention |
| 3 RD | Change or call parent for change of clothing / 30 min detention |
| 4 TH | Meeting with parent to discuss clothing issues. |

DUAL CREDIT CLASSES (RCHS, Colby Community College & NW Tech)*information subject to change!

Completing college hours during high school, assists students with saving money, having teachers they know and getting general education classes completed early. Students, who meet the criteria, may enroll in the fall or spring of the year. Enrollment criteria: must have a prior semester grade of 80% in the field of study along with meeting any qualifications or additional pre-requisites required by RCHS or the post-secondary education institution. Parents and student will be required to attend a dual credit meeting with administration or the designee and sign required paper work prior to final enrollment. Grades are sent to the college at the end of the school year.

Board Policy #IDCD

Criteria

Be a Sophomore, Junior or Senior

Subject to criteria established by the Kansas Board of Regents

Potential Classes Offered but not limited to (Each class - 3 hours of college credit)

RGHS Course-Colby College dual credit course

Mandatory placement requirements:

ACT = 18+ in English and Reading subtests or Accuplacer Score of 69/Reading Comprehension and 69/Sentence or other required or waved score via the College of enrollment (Example, they may wave the scores of ACT and Accuplacer due to COVID -19)

Composition & Research Writing = Composition I & II

ACT = 22+ in Math subtests or Accuplacer Score of 81 or other required or waved score via the College of enrollment (Example, they may wave the scores of ACT and Accuplacer due to COVID -19)

Algebra III = College Algebra

Calculus = Calculus

American History = American History

Advanced Biology = Anatomy and Physiology

Financial Responsibilities

Pay tuition and fees to the college / Purchase required textbooks/material. Tuition and fees are subject to change.

College Credit

Colby Community College will establish a transcript - student is responsible for requesting a transcript. Limit of 60 transferring credits from one school to another.

ELIGIBILITY / RULES FOR ATHLETICS / ACTIVITIES 6-12

RGHS is a member of the *Kansas State High School Activities Association* and follows the KSHSAA eligibility rules for participation in interscholastic activities. A school never produces a truly championship team unless students, fans and spectators have exhibited good sportsmanship. Good sportsmanship is contagious and is among the top priorities of KSHSAA. Let us strive to insure that our sportsmanship is always of a positive nature. (Citizenship / Sportsmanship Rule 52)

Each student participating in athletics or in a school activity will be given a copy of the district activity policy, and a Code of Conduct and Guidelines for Participation and the Citizenship / Sportsmanship Rule 52, whichever are appropriate for each sport or activity. Each coach or sponsor will review these guidelines and policies with the students and parents. The student shall notify in writing, the coach or sponsor, if they are going to be absent from a scheduled activity. Students must have prior approval in order to have an excused absence.

SPORTSMANSHIP

Kansas State High School Activities Association

Section I - General Regulations (Apply to grades 6-12)

Art. 1: SPORTSMANSHIP is a general way of thinking and behaving. The following

- Sportsmanship policy items are listed below for clarification:
- Be courteous to all. (participants, coaches, officials, staff and fans).
- Know the rules, abide by and respect the officials' decisions.
- Win with character and lose with dignity. Display appreciation for good performance, regardless of the team.
- Exercise self-control and reflect positively upon yourself, team and school.
- Permit only positive sportsmanlike behavior to reflect on your school or its activities.

Art. 2: ENFORCEMENT PROCEDURE

- It is encouraged and recommended by the Kansas State High School Activities Association that local boards of education adopt these regulations and reinforce them as indicated herein.
- The Executive Board of the Kansas State High School Activities Association shall be responsible for the interpretation of these regulations, including "desirable and unacceptable behavior" and shall publish them in the Association's Sportsmanship Manual.

KSHSAA RULE 52

INTRODUCTION— The effective American secondary school must support both an academic program and an activities program. We believe that these programs must do more than merely coexist - they must be integrated and support each other in "different" arenas. The concept of "sportsmanship" must be taught, modeled, expected and reinforced in the classroom and in all competitive activities. Therefore, all Kansas State High School Activities Association members stand together in support of the following sportsmanship policy.

PHILOSOPHY - Activities are an important aspect of the total education process in the American schools. They provide an arena for participants to grow, to excel, to understand and to value the concepts of SPORTSMANSHIP and teamwork. They are an opportunity for coaches and school staff to each and model SPORTSMANSHIP, to build school pride, and to increase student/community involvement; this ultimately translated into improved academic performance. Activities are also an opportunity for the community to demonstrate its support for the participants and the school, and to model the concepts of SPORTSMANSHIP for our youth as respected representatives of society. Sportsmanship is good citizenship in action.

6-12 Students

SCHOLASTIC ELIGIBILITY FOR PARTICIPATION IN ATHLETICS AND PERFORMING GROUPS

Eligibility:

In order to participate in athletic/activity events a student must meet the following requirements in order to be a student in "good standing" at any time. "Good Standing" requirements are as follows:

Kansas State High School Activities Association Regulations:

- All Kansas state high school eligibility guidelines apply.
- Students must pass at least 5 courses in the previous semester and must be currently enrolled in five courses not previously taken.
- Students must have attended Rawlins County Junior/Senior High School for a minimum of 18 weeks, or the student must make a bona fide move as defined by the Kansas State High School Activity Association.

--Students may not be 19 years of age or over by September 1st.

--Students have not been in attendance more than three years or six semesters beyond the ninth grade.

In our school, a student is considered ineligible if he/she has an F in any course or 3 D's in any three courses. Eligibility will be checked **Monday** mornings every week during the school year, beginning the third week of each new semester. If a student is ineligible, the student will not be allowed to participate in any competitions during the current week, however they are allowed to practice. Ineligible or probationary students will use the seminar period to correct their grade with the appropriate teacher. Ineligible students use the beginning of practice as an opportunity to raise their grades by attending after school tutoring.

If students have a D in any class, they will also be placed on the probationary list, but will be eligible to participate.

Eligibility will be run at 8:30 on Monday mornings and students will be notified of their ineligibility.

If teachers have not updated grades for 10 days, the students will be considered eligible. A list will be typed up and released to the teachers and coaches, so they are aware of who is on the eligible list.

Events that are exempt from the eligibility policy include but are not limited to: Prom, homecoming activities, field trip, local music events (show choir dinner), pep band, and events tied to grades for example.

Events that are affected by the eligibility policy but not limited to are all KSHSAA sanctioned **competition** events those included are both athletic and non-athletic competitions. Athletic includes: Baseball, Basketball, Bowling, Cross Country, Football, Golf, Gymnastics, Soccer, Softball, Swim and Dive, Tennis, Track and Field, Volleyball, and Wrestling. Non-Athletic includes: Debate, Kay, Music (including Band), Piano, Scholar's Bowl, Speech and Drama, Spirit Activities, Student Council.

ENROLLMENT / IMMUNIZATION (7-12)

1. Pre-enrollment is conducted in the spring of each year

2. Final enrollment is held in August

3. First time enrollees are required to provide the following: **copy of birth certificate and proof of immunization**

4. If a student is found to be in non-compliance of the proof of immunization, a copy of this requirement shall be given to the student, parent / guardian.

5. Additional inoculations as required by Kansas law shall be required. Students who fail to provide documentation of such inoculations as required by this policy, have 30 days in which to comply or *they will be excluded from school by the superintendent or his designated representative* until State of Kansas requirements are satisfied. Notice of exclusion will be given to student and parent / guardian as required by law. State law lists options for alternative action in the certified matter, and individuals may satisfy the requirements by taking one of the state approved alternative actions.

6. The building Principal shall forward evidence of compliance with health tests and inoculation law to other schools when required by such schools and the student, parent / guardian.

7. All inoculations required by Kansas law, district and board policy, and KSHSAA physical examination forms shall be certified and verified by a physician as defined under Kansas immunization statutes ("Physician" is defined as a person licensed to practice medicine and surgery) or a county health department. (Approved 7-1-03)

8. Changes should be made in the **first two full weeks of classes**, unless prior arrangements are approved by the Principal.

FIRE / TORNADO DRILLS AND INTRUDER/LOCKDOWN DRILLS (7-12)

They will be held regularly according to state regulations. Teachers will inform their classes ahead of time as to the proper procedure to use so that students will pass in a quick and orderly manner to the designated areas.

GRADING SCALE

A four-point system is used to determine grades (A=4.0, B=3.0, C=2.0, D=1.0).

(7-12) 90% to 100% = A, 80% to 89% = B, 70% to 79% = C, 60% to 69% = D, 59% or less = F

PowerSchool abbreviations - () Assignment not completed, (EX) Assignment exempt, (0) zero for the assignment. A grade or a score that is blue indicates a note is attached to that score. Click on the blue score to read the attached note from the teacher. (Please log onto your student's grade to see other icons that represent the activity that is going on with you student's grade/assignment)

Finals

Finals may be given at the conclusion of the 1st and 2nd semester. If a student is unable to take the test during the assigned time he or she will have to make arrangements to complete the test at the convenience of the instructor.

PROGRESS REPORTS / REPORT CARDS (7-12)

Parents may check grades at any time on PowerSchool using the log-on information provided at enrollment. A formal notification will be sent weekly to parents of failing students, or students who are performing at an unsatisfactory level. Teachers are also encouraged to contact the home about positive actions as well as when there is a problem, and set-up conferences when needed. Report cards will be given out at the end of each quarter.

HONOR ROLL - The academic honor categories for all classes 7-12 are:

- 1) Straight A Honor Roll (All A's)
- 2) Honor Roll (combination of A's and B's)

GRADUATION REQUIREMENTS

All students will be required to complete an approved program of study for graduation. Minimum requirement - 25 units of credits (All courses will be counted for graduation unless otherwise limited by policy.) To graduate from RCHS a student must be a full time student. RCHS does not approve early graduation or part-time students except for extreme hardships. On-line courses and/or summer school courses may be used for credit recovery only, unless approved by the administration. Students may not enroll in on-line courses without administrative approval.

Credit recovery classes are offered through NKESC in Oakley at the cost to the student.

Students must successfully complete the designated units of credit in the following subject areas:

Mathematics	3 units
Science	3 units (one of which must be Biology)
Social Studies	3 units (World History, American History, American Government)
Language Arts	4 units (three of which must be English I, English II, and English III)
Phy. Educ. / Health	1 unit
Fine Arts	1 unit
Electives	10 units

Courses taken in 7-8 grades do not count towards the required number of graduation credits.

KANSAS BOARD OF REGENTS REQUIREMENTS

Qualified Admissions Curriculum requirements to attend a 4-year college or university are:

Must complete the Qualified Admissions curriculum with a 2.0 [Ⓢ] in each class and achieve one of the following: ACT Composite score of 21+ or rank in the top 1/3 of their class.

Classes taken in Junior High are not included

Qualified Admissions Curriculum includes:

English - 4 credits - Must include English I, II, & III and IV or Composition/Research Writing

Math - Must complete either option A or B

Option A: 3 credits including Algebra, Geometry and Adv. Algebra and 22+ in math on ACT

OR

Option B: 4 credits - Must include Algebra, Geometry, Adv. Algebra and either Trigonometry Algebra III or Calculus

Natural Science - 3 credits - Must include Physical Science, Biology, and either Chemistry, Physics or Adv. Biology

Social Studies - 3 credits - Must include World History, American History and American Government

Electives - 3 credits - English, Math, Natural Science, Social Studies, Fine Arts, Foreign Language, Personal Finance, Speech, Debate, Forensics, Journalism, Career and Technical Education or Computer Information Systems

Qualified Admissions Regulation 88-29a-10, *Methods for State Educational Institutions to Use when Evaluating Qualifications for Admission*, allows a university admissions officer to count a three to five credit hour college course as a one-unit high school course if it is on the high school transcript and meets QA curriculum requirements. The regulation can also be found

at: http://www.kansasregents.org/qualified_admissions_rules_regulations.

Students who are planning to attend a Board of Regents University directly after high school must meet ONE of the following criteria:

- 1.) ACT Composite Score of 21 or above
- 2.) Rank in top 1/3 of their class
- 3.) Complete pre-college curriculum: with at least a 2.00 on a 4.00 scale

Board of Regents Schools include: Emporia State University
Fort Hays State University
Kansas State University
Pittsburg State University
University of Kansas
Wichita State University

Kansas Board of Regents admission curriculum - 14 credits

English - 4 credits - must include English I, II, III, and either English IV or AP English

Social Studies - 3 credits - must include $\frac{1}{2}$ credit American Government, 1 credit American History, $\frac{1}{2}$ credit World History I, and $\frac{1}{2}$ credit Civics, $\frac{1}{2}$ credit World History II

Natural Science - 3 credits - must include Biology and 2 more credits in Chemistry, Advanced Biology, or Physics
Math - 3 credits - must include Algebra I, Geometry, and Advanced Algebra (Algebra taken during 8th grade does not count towards qualified admissions).

Kansas Board of Regents scholarship curriculum - 17 credits

English - 4 credits - same as above

Social Studies - 3 credits - same as above

Natural Science - 3 credits - must include Biology, Chemistry, and Physics

Math - 4 credits - must include Algebra, Geometry, Advanced Algebra, and Trigonometry

Foreign Language - 2 credits - must include 2 years of the same language

Waiver of Credit (9-12)

Students unable to meet the total unit requirement may request a waiver of elective (non-required) course work, which is submitted to the counselor no later than Feb. 15 of their Senior year, then to the Superintendent. Waiver will be granted only on good and justifiable cause.

Standards for waiver will apply:

1) Disqualified if failed to meet the 25-unit credit requirement (6 years)

2) Transfer students - if a district required less credits (submitted with-in 30 days after enrollment - counselor will notify student in writing of this requirement and the student will sign the appropriate form signifying either intent to request waiver or waiver of the right to request)

Example - Junior transfer 20 units - waiver of 2 elective units if only completed 10 units from the prior district.

If completed 11 units - waiver of 1 elective unit

3) No State of Kansas required units of credit will be waived

4) Failed units in this or any other district - not subject to waiver

5) Units of credit from other districts may be recognized even though they may be more or less than those granted by a similar course

6) Special Education placement, accompanied by IEP or a physically handicapping condition, may be appropriate basis for appeal from certain course requirements.

GRADUATING SENIORS

Students who have completed the requirements for graduation may be allowed to participate in graduation exercises unless participation is denied for appropriate reasons. The students who participate will be required to adhere to an appropriate dress code and school rules.

GRADUATING SENIORS - ACADEMIC HONORS

The Board of Education will recognize graduating seniors who have demonstrated outstanding academic achievement. These recognition levels for students are High Honors and Honors.

Recognition - The student will have notation of this achievement typed, stamped or both conspicuously on each page of their official high school transcript.

Permanent School Plaque - A plaque will list the names and year of graduation of all students who are designated as High Honors Students.

Graduation Ceremony - High Honors students - recognition sash and medallion

Honor students - recognition sash

Academic Honors Qualifications

Grade point for Academic Honors calculations will be determined by officially recorded semester grades. All grades applicable toward graduation, including the semester grade for the last semester the student is officially enrolled, will be used in determining Academic Honors standing.

Student must meet the following grading standards for **High Honors** qualifications:

- a) 3.825 grade point or above on a 4.0 scale for all credit work or;
- b) 3.75 grade point or above on a 4.0 scale if they have taken all courses recommended by the Kansas State Board of Regents for a college admissions curriculum. Students failing to take all courses recommended by the Board of Regents will be governed under (a) above.
- c) Shall have no more than one equivalent unit credit (two semester grades) of a C grade and no grade below a C.

Students must meet the following grading standards for **Honors** qualifications:

- a) 3.35 grade point or above on a 4.0 scale for all credit work and;
- b) Shall have no more than two equivalent unit credits (four semester grades) of a C grade and no grade below a C.

HAZING (7-12)

There will be no hazing and any student found to be intimidating a student in lieu of hazing or for some other reason will be dealt with through disciplinary action by the Principal.

INTERNET / EMAIL (7-12)

Before any student can use the district Internet system, they must have an AUP (Appropriate Use Policy) form signed by their parents and themselves. This covers all the guidelines for the appropriate use of the Internet. There is no expectation of privacy by students using the school system computers or email, and is subject to monitoring by the staff / administration. **Email should be used for educational purposes only and language should be appropriate in all messages.** 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 class rules relating to the computer use are subject to disciplinary action up to and including suspension from school.

KANSAS SCHOOL SAFETY HOTLINE 1-877-626-8203

A 24 hour, 365 days per year statewide hotline is available for reporting impending school violence to the Kansas Highway Patrol. This information will also be shared immediately with local law enforcement and school officials. The purpose of the hotline is to give students an opportunity to report any information that might threaten the safety of the school or students.

LOCKERS (7-12)

At registration students will be assigned a locker and a lock will be issued if requested. Lockers are the property of the district and will be inspected by the administration, when necessary to maintain the integrity of the school environment or to protect other students. Students should lock their lockers for their own protection and should have no expectation of privacy of the lockers or items in the lockers. Only locks provided by the school are acceptable. Students who choose to not lock their lockers assume all risk involved. Students will provide their own lock for their gym lockers. Students are responsible for neatness and appearance. *(Only approved decorations may be placed on or in lockers.) School officials may search a student's locker and seize any illegal materials. Such materials may be used as evidence against the student in disciplinary proceedings. Prior to a search, a student shall be notified and given an opportunity to be present at the search. If, however school authorities have a reasonable suspicion that the locker contains materials that pose a threat to the health, welfare, and safety of students in the school or the school environment, a student's locker may be searched without warning.*

PARKING REGULATION /VEHICLE OPERATIONS (9-12)

Students will park in assigned parking spaces. All school rules and regulations apply to parking areas and maximum speed is 5 mph. These parking areas are part of the city of Atwood and are regularly patrolled by local law enforcement.

In the event of an issue with excessive driving or reckless driving on school grounds, the first offense, parent will be notified. In the event there are subsequent issues, parking privileges on school grounds during normal school hours may be revoked.

PROMOTION / RETENTION (7-8)

Retention of any student is a serious matter. The decision will be made only after careful consideration of the following issues: Academic capability and performance of the child; social development; physical and mental health; general intelligence; and communication skills. Recognizing that retention is most effective in the early years, maximum effort is directed at early identification. When evaluating these basic considerations, a variety of specific factors will be reviewed: social maturity, physical maturity and size, age and grade level, family status and relationship, attendance record, peer relationships, academic expectations, present developmental level, mental or physical handicaps, and school performance history.

Students for whom retention is a possibility should be identified, if possible, before February 1 of each year. Exceptions may include late enrollees, unexpected developments such as injury, and inconclusive performance records. The classroom teacher should provide written notification to the principal on or before February 1st, when possible. Parents will be notified at the earliest practical time following the decision that retention is being considered. A conference involving, at the minimum, the teacher(s), parent(s), or guardian(s); and the principal will be held to discuss identified issues and concerns, with primary emphasis on the student's performance in the classroom. If a broader evaluation of factors governing student basic classroom performance is indicated, the parent will be advised. With concurrence of parents, a special services team will initiate such an evaluation. The team may consist of regular and special education teachers, speech therapist, psychologist and other appropriate personnel. The team will file a written report based on a comprehensive assessment within thirty school days. Following the evaluation report, a second meeting will be held involving at least the classroom teacher, parents or guardians, and the principal. If a psychological profile is developed by the school psychologist, results will be presented to the parents in a separate conference. A decision of whether or not to retain will be made at the earliest practical time following these conferences but no later than May 1st, unless extenuating circumstances are involved.

In 7th and 8th grade, students failing two or more core classes at the end of the school year may be retained in that same grade for another year, subject to the district retention policy.

In accordance with Kansas law, the ultimate decision concerning retention lies with the building principal. Retention may occur with or without parental permission.

SCHOOL DANCE / OPEN DANCE GUIDELINES (7-12)

- High school dances are open to our students and administrators must approve outside dates. Junior high dances are for RCJH students only. **Doors are closed and locked 30 minutes after the stated dance starting time. Students arriving after this time will not be admitted unless prior arrangements have been made with the administration. Students will not be allowed to return to the dance once they have left. The sponsor and/or building principal shall not admit anyone suspected of being under the influence of drugs and/or alcohol. Law Enforcement and Parents of such individuals shall be notified. Misconduct and/or alcohol will not be tolerated. Offenders will be subject to the**

guidelines imposed by the Drug and Alcohol Free policy. The hosting school reserves the right to perform alcohol consumption testing as may be necessary.

9-12

Open Dance Guidelines

- 1) RCHS students can invite out of school dates
- 2) Out of district dates must be in grades 9-12 or have graduated the previous school year
- 3) Any school organization sponsoring a dance, retains the opportunity to accept this open dance policy or reject it and have a closed dance for only RCHS students with faculty sponsor and administration approval (Outside dates may apply only to members depending on sponsor and administration approval)
- 4) Sponsoring organizations may have a dance only for their members
- 5) The appropriate form from the office must be completed and returned within the established time for date approval. The administration reserves the right to agree or deny date approval.
- 6) Junior / Senior Prom dates - only classified Juniors, Seniors or approved graduate dates from the past school year may attend (Sophomore servers may attend the dance)
- 7) *The administration retains the right to discontinue or adopt changes in this open-dance policy at any time they feel the policy is not being run to the satisfaction of the administration.*
- 8) Out-of-school dates must have graduated within the previous year or still be in high school and must have a guest form filled out and on file by the date designated by the sponsor. All out of town dates must be considered a student in good standing at their current school if not graduated.

SIGNS, BANNERS AND POSTERS (7-12)

Any signs, banners, poster, etc. that are to be hung in the high school building or grounds, or property must have the prior approval of the Principal. Failure to adhere to this will result in confiscation of the banner or poster in question and possible disciplinary action.

SIGN-IN / SIGN-OUT (7-12)

Students shall **sign out in the office** before leaving the school premises during the school day. Students must have permission from the office to sign-out for the following: emergency, appointment, parent check out, verbal or written permission from the parent/guardian along with administrator permission. Students shall sign in when returning to school in the office. Students will not be allowed to run personal errands for themselves off school premises during the school day.

STUDENT CONDUCT / DISCIPLINE (7-12)

Public display of affection: Students shall not show affectionate contact during school, on school transportation or during any school related activity. Inappropriate or excessive displays of affection will result in disciplinary action.

As a result of PDA, the first offense will result in a conference with the students. The second offense will result in a 1 hour detention and parents notified. The third offense will result in a day of ISS and parents notified. If the event of a fourth offense, the result will be 3 days of ISS and parents notified.

Classroom behavior: Misbehavior shall include, but is not limited to, such things as disrespect for authority, disobedience, excessive talking, failure to work, or sleeping in class. The student is to be in the appropriate classroom on time (in room and seated when the bell rings) and have the necessary basic materials (pencil, paper, texts, chrome book, etc. as determined by the teacher) when entering the classroom each day.

In the event a student is removed from the classroom for behavior purposes, the student will stay in the office for the rest of the hour and receive a detention after school and the parents will be notified. If the student has a second offense, they will receive 1 day of ISS and parents will be notified. Subsequent issues will result in multiple days of ISS and the parents notified.

Office Referral Process Once a teacher or staff member determines that a student is unable to gain self control and work through the process with the teacher, the student is sent to the office for an office referral. The principal and the student will continue to work through the process and the student will participate in finding a solution which displays that the student owns the behavior. The principal will guide the student through the process to solve the problem and to establish closure with the teacher by creating an apology. Effective consequences will follow which relate to the problem and promote learning. If detention is assigned, the student will meet with the teacher to schedule a before or after school time to serve the detention with the teacher who made the referral. The teacher will log an office referral on PowerSchool and will contact the parent to discuss the incident. Parents will be notified of the scheduled detention time. If the student does not report for the detention with the teacher the Principal will be notified and detention will be served with the Principal.

Hall Passes: There are few reasons for a student to be out of class during class time. If a student is required to be out of class, then they must have a pink pass or use their planner.

Discipline / Disciplinary Action Guidelines

Behaviors that will not be tolerated:

- The use of profane, obscene, or inflammatory language at school, at a school activity, on school transportation, or on school property
- Unauthorized use of a laser pointer
- Disruptive conduct, including defiance or ignoring authority
- Misconduct on the bus
- Hazing, initiations or bullying
- Verbal threat to a teacher, staff member, or other student
- Possession or use of alcohol or illegal drugs at school, a school activity, or on school property
- Theft
- Willful destruction or vandalism of any property
- Fighting
- Assault and /or physical attack of a student or staff member

*Any violations of school regulations, which are of sufficient gravity, justify the removal of the student from class. Building Administrators or the Superintendent are authorized to impose these forms of disciplinary action, as designated by this policy, under the guidelines set forth in the regulation of this policy and in accordance with **Article 89, Kansas Statutes Annotated**. The following shall be a basis of action under this policy:*

- 1) *Willful violation of any published regulation for student conduct adopted or approved by the Board of Education;*
- 2) *Conduct which substantially disrupts, impedes or interferes with the operation of any public school;*
- 3) *Conduct which endangers the safety or impinges upon or invades the rights of others;*
- 4) *Conduct which constitutes the commission of a felony;*
- 5) *Conduct which constitutes the commission of a misdemeanor;*
- 6) *Conduct which has resulted in conviction of the pupil or student of any offense specified in Chapter 21 of the Kansas Statutes Annotated or any criminal statute of the United States; or*

- 7) *Disobedience of an order of a teacher, peace 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 right of others; and*
- 8) *Possession of a weapon at school, on school property, or at school-sponsored activities.*

Types of suspension/expulsion actions:

1) In-School Suspension (ISS)

- a. Special form of detention for students as an alternative to actual out-of-school suspension or expulsion. Such action will be taken in accordance with the regulations established by this policy.
- b. The student will be required to attend school during normal school hours but will be placed in a special supervised setting rather than attend normal classes. The student will remain at this assigned area during the day including lunch. The only exception to this will be specifically authorized absences, all of which will be at the **Principal's discretion**. The student will be under adult supervision at all times. The Principal is authorized to take such action as may be required to assure adequate supervision of students on in-school suspension.
- c. The 7-12 student will lose their card immediately for the remainder of the nine weeks.
- d. All activities participated in during the time of suspension will be revoked. (Example, you are suspended for 3 days and on 2 of those days you have a basketball game and an FFA activity. Both will be missed otherwise the student will miss the next scheduled activity as outlined in the activities/athletics handbook.)
- e. All work assigned by teachers, will be completed during the period of in-school suspension. The Principal, or teachers of classes to which the student is normally assigned, may require additional assignments. All tests will be taken that are normally administered during this time. Student will receive grades for all assigned work. Failure to complete work in a form acceptable to the person making the assignment, may result in additional penalty or placement of the student on out-of-School Suspension or expulsion as provided for in this policy.
- f. Student shall be subject to all rules and regulations established for the conduct of students enrolled in the district plus any special conditions imposed as a result of in-school suspension. Special conditions will include any established for extra-curricular activities and will be in writing and be provided to the student and his/her parents/guardian.
- g. Absence from school due to illness or other normally authorized absences will not count toward the term of in-school suspension.
- h. The student will not be allowed to have their cell phone during ISS.

2) Out-of-School Suspension (OSS) / Expulsion

There are three types of action relate to out-of-School Suspension and expulsion they are:

Short Term Suspension - suspension of five school days or less.

Extended Term Suspension - suspension longer than five school days, but no longer than 90 days.

Expulsion - removal from school for up to 186 days.

- b. Within 24 hours of any suspension, written notice will be given to the student, parent/guardian, informing them of the reasons for and duration of the suspension. If an informal hearing was not held, the notice will be sent to inform the concerned parties that an informal hearing will be held as well as provide information regarding the date, time and place of the informal hearing. The hearing should take place as soon as possible, but must take place no later than 72 hours from the time of the short-term suspension. Written notice should be hand delivered, if possible, with the parent /guardian asked to sign a notice of receipt of the notice. Otherwise, the notice should be sent by certified mail.
- c. Additionally the school official should make a telephone or personal contact with the parent/ guardian advising same of the circumstances of the suspension and providing other appropriate information.

- d. Re-admission to School - Even in the event of parent/guardian decline of a hearing, school officials may require a conference with parents/guardian prior to readmission of the student to school. At the hearing or conference, the school official may impose appropriate restrictions or requirements as conditions for re-admission to school, such as a change in class schedule, probation, counseling, and make-up of missed school work.
- e. The 7-12 student may be put on the ineligibility list from 1-9 weeks as decided by the principal.

Disclaimer - In the event there are, for whatever reason, conflicts between this policy and /or regulation and Article 89, Kansas Statutes Annotated, the provisions of Article 89 shall prevail and the existence of such conflict shall not render other provisions of this policy null or void.

If students and staff are in violation of school policies which are also possible violations of Kansas criminal statutes, district administrators are required to report these possible violations to appropriate law enforcement agencies for investigation. District administrators shall provide such factual information as may be available, consistent with Kansas law and the Constitution of Kansas and the United States.

KSA 72-89c02 provides for suspension or revocation of driving privileges of students over 13 years who have been long-term suspended or expelled for possession of weapons, use, sale or distribution of drugs or controlled substances, or behavior resulting in or substantially likely to have resulted in serious bodily harm. In such cases, the chief administrator of the school is required to notify the Kansas State Division of Motor Vehicles of all such long-term suspension or expulsion situations, and the Kansas Division of Motor Vehicles staff will take appropriate action as required under KSA 72-89c02.

STUDENT PURCHASES (7-12)

No student will be permitted to make purchases of equipment or materials in the name of the school. Failure to follow this process will result in the student having to pay for the purchase. The sale of items or products for personal gain by students is prohibited on school property.

SUBSTANCE ABUSE POLICY (7-12)

The possession or use of tobacco/alcohol/non-prescribed drugs/electronic or vapor cigarettes is prohibited on school property or at a school sponsored event. **If established at any time during the school year that a student has consumed or possessed illegal drugs, alcohol, or tobacco products they will be subject to the following sanctions. The school year begins with fall sports equipment checkout for the purposes of this policy. Offenders will be subject to the guidelines imposed by the Drug & Alcohol Free policy and reported to the law if it violates KS statutes.**

First Offense

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

- Punishment up to and including short-term suspension (ISS for 3 days).
- The issue will be referred to local law enforcement as appropriate. (Board Policy JDDB)
- Students will miss the next event in whatever sport they participate, and/or students will miss the next event they were scheduled to participate in.
- An evaluation from an acceptable drug and alcohol program. Name(s) of acceptable program(s) are on file with the Superintendent.

Second and Subsequent Offense

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

- Punishment up to and including short-term suspension (ISS for 3 days).
- The issue will be referred to local law enforcement as appropriate. (Board Policy JDDB)

- Suspension from all student activities for the remainder of the year. For an athlete, permanent dismissal from the team with no honors or awards allowed to be received.
- A student placed on long-term suspension and/or suspended from all activities under this policy may be readmitted/reinstated on a probationary status if the student shows evidence of completion of a drug and alcohol rehabilitation program. Name(s) of acceptable program(s) are on file with the Superintendent.

In the event a student agrees to enter into and complete a drug education or rehabilitation program, the cost of such program will be borne by the student and his or her parents or guardian.

Students who are suspended or expelled under the terms of this policy shall be afforded the due process rights contained in Board policies and state statutes. Nothing in this policy is intended to diminish the ability of the District to take *other disciplinary action* against the student in accordance with other policies governing student discipline.

Expectations for School Sponsored Activities

All school-sponsored functions, including those held at sites other than the school, shall be drug and alcohol free. Possession, distribution or sale of drugs, drug paraphernalia, inhalants, alcohol, tobacco or any materials (facsimiles) that give the appearance of alcohol, tobacco, or other controlled substances or other illegal substances is not permitted.

Students, parents, fans, and other guests, regardless of age, are to arrive free of these substances. Those who disregard these expectations will be excluded from the event and will be subject to disciplinary actions that may include one or more of the following:

- parent notification;
- police involvement;
- suspension or expulsion; and/or
- exclusion from future extracurricular activities.

WEAPONS

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.

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

- any item being used as a weapon or destructive device;
- any facsimile of a weapon, including a starting pistol
- 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 or more than 1/2 inch in diameter;

- any combination of parts either designed or intended for use in converting any device into a destructive device described in the two immediately preceding examples and from which a destructive device may be readily assembled;
- any bludgeon, sand club, metal knuckles or throwing star;
- any knife, commonly referred to as a switchblade, which has a blade that opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife or any knife having a blade that opens, 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.

The weapon will be impounded, parents notified, and local law enforcement authorities called in for investigation and possible prosecution. If the violator is a juvenile, the SRS or Commissioner of Juvenile Justice will be contacted.

PENALTIES FOR POSSESSIONS

Possession of a weapon and/or destructive device listed under the "Weapons and Destructive Devices" heading of this policy shall result in expulsion from school for a period of one calendar year, except the superintendent may recommend this expulsion be modified on a case-by- case basis.

Possession of, handling of, and/or transmitting a weapon of a type other than described under the "Weapons and Destructive Devices" heading above, an item being used as a weapon or destructive device, or a facsimile of a weapon may result in disciplinary action up to and including suspension and/or expulsion. Expulsion hearings for weapons violations shall be conducted by the superintendent or the superintendent's designee.

Students violating this policy shall be reported to the appropriate law enforcement agency(ies) and, if a juvenile, to the Secretary for DCF or the Secretary of KDOC as appropriate.

Possession of an air gun at school, on school property, or at a school supervised activity will not be prohibited for students participating in an air gun-related activity sponsored by an organization held at school or when in transit to or from such activities held off district property.

TEXTBOOKS AND FEES (7-12)

All basic textbooks are rented to students for their use during the school year. A technology fee for 7-12 students of \$40, \$30 and \$20 will be assessed to students based on the student's qualifications for the school lunch program. Workbooks and other supplies are paid for by the student. Art, Woodshop and Ag-Ed fees are determined by the type of student projects or supplies actually used by the student. Students must pay half of their projects cost before they can begin the project. Final payment must be made before taking the project home. Any project not paid for before the end of school will be sold to regain the costs. (7-12) Payment of all fees should be made in the office during enrollment. Students will be billed full replacement costs for any lost or damaged books, locks, or other school property.

VISITORS (7-12)

Parents/guardians of students are encouraged and invited to visit school to become acquainted with our programs. All visitors are requested to notify the office and sign-in. Persons desiring to relay messages to students, teachers or other employees shall make arrangements in the office. Any student not enrolled and requesting to visit classes must have prior approval by administration in order to attend classes.

VOCATIONAL / OTHER WORK EXPERIENCE (9-12)

A student who works in a Board-approved vocational or other work-experience program shall have a schedule developed cooperatively by the employer, counselor, and the supervising teacher and approved by the administration prior to beginning the work activity.

WITHDRAWAL FROM SCHOOL (7-12)

Students who are leaving to enroll in another school during the school year must withdraw officially. The student must report to the office at least one day before the student's last day in school to secure a withdrawal slip. All books, materials, and fees must be returned or paid before any refunds can be made.

VANDALISM (7-12)

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

Addressing a Concern (7-12)

Occasionally a parent may have a concern or an issue which needs attention. We believe in open lines of communication to ensure the issues important to parents, teachers, and students are addressed. In the event a parent has an issue which needs to be addressed, the following procedure shall be followed.

For the purpose of the policy:

A "**concern**" is an issue of interest (because of its importance and effect) which is raised informally in order to improve or change a situation. Example: A parent has a question (concern) regarding a grade or assignment. A parent has concerns about the number of games during a season.

To address your concern contact the staff member listed on the first level. Questions can be asked through email. To request a meeting, contact the staff member at the first level.

Area of Concern	First Level	Second Level	Third Level	Fourth Level	Fifth Level
Athletics	Coach	Athletic Director	Principal	Superintendent	Board of Education
Athletic Facilities	Athletic Director	Principal	Superintendent	Board of Education	
Curriculum/ Academic/ Instruction	Teacher	Principal	Superintendent	Board of Education	
Discipline	Teacher	Principal	Superintendent	Board of Education	

Facilities	Principal	Superintendent	Board of Education		
Guidance	Counselor	Principal	Superintendent	Board of Education	
Special Ed.	Teacher	Principal	Superintendent	Service Center	Board of Education
Student Concern	Teacher	Principal	Superintendent	Board of Education	
Computer/Technology	Teacher	Technology Director	Principal	Superintendent	Board of Education
Transportation	Driver	Transportation Director	Principal	Superintendent	Board of Education

A "complaint" is an expression of grievance or resentment where the complainant is seeking redress or justice.

1. Contact principal
2. Principal will consult with staff member
3. If resolution cannot be reached during this process, a Rawlins County USD 105 Patron Complaint Form can be filled out and must contain the name and address of the complainant.
4. Rawlins County USD 105 Patron Complaint Forms are available at both building office.
5. The staff member shall have the right to respond to the complaint in writing and/or meet with the complainant within fifteen (15) days. Where appropriate, the staff member's written response will be communicated to the complainant. Any written response from the staff member shall be attached to the complaint and placed in the staff member's personnel file.

SCHEDULES

RGHS Bell Schedule -- 7-12 Class Schedule

1 st Period	8:10 - 9:05
2 nd Period	9:08 - 9:58
3 rd Period	10:01 - 10:51
4 th Period	11:01 - 11:51
5 th Period (HS)	11:54 - 12:44
Jr. High Lunch	11:54 - 12:21

Jr. High 5 th Period	12:24 - 1:14
HS Lunch	12:47 - 1:14
6 th Period	1:17 - 2:09
7 th Period	2:12 - 3:07
Seminar Period	3:10 - 3:40
Bus Bell	3:35

RCJH - HS students should report to the designated area until the first bell rings unless meeting with a teacher or involved in an activity.

7-12 CLASS SCHEDULE - Early Dismissal on In-service Days

1 st Period	8:10 - 8:50
2 nd Period	8:53 - 9:28
3 rd Period	9:31 - 10:06
4 th Period	10:09 - 10:44
5 th Period	10:47 - 11:22
6 th Period	11:25- 12:00
7 th Period	12:03 - 12:38
Lunch	12:38 - 1:00
Staff Development	1:15 - 4:00

Buses will run at 1:00pm

Rawlins County Unified School District #105 is an Equal Opportunity/Employment Agency and does not discriminate on the basis of race, color, national origin, sex or disability.