

## **INTRODUCTION**

The faculty and staff of Andover Central High School would like to welcome you to the 2021-2022 school year. Our mission is to help you grow academically, physically and socially. We are eager to aid you as you make decisions concerning your education and opportunities for activity involvement. Please seek out the administrators, counselors, and teachers as you move through the school year. Their knowledge, experience, and concern will be of great benefit to you.

As a member of the student body, your attitudes concerning school will help shape a school climate that will define our school for years to come. If we are to become a school that stresses academic success and demonstrates an attitude of caring, it will require the dedicated efforts of every one of us.

The Andover Board of Education and the community have provided a tremendous opportunity for us. Together we can demand and will establish the high standards that will enable Andover Central High School to become a school that we can truly be proud of.

## **BOE POLICY**

The rules and regulations of the Andover High Schools are regulated by the Board of Education approved policies. Board Policy may change during the year. Consequently, current board policy may supersede what is printed in the handbook.

Board policies are regularly reviewed and revised. Any policy printed in this handbook is accurate as of the printing date. Should policies change, the most recent adopted policy of the Board of Education will be followed regardless of what is printed in this handbook.

## **NONDISCRIMINATION**

Discrimination against any student on the basis of race, color, national origin, sex, disability, or religion in the admission or access to, or treatment in the district's programs and activities is prohibited. Dr. Russ Miller, Assistant Superintendent, has been designated to coordinate compliance with non-discrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990. Any student who believes he/she has been discriminated against may file a complaint with the building principal or the district compliance coordinator at 1432 N. Andover Road, 218-4660.

## **DISTRICT MISSION STATEMENT**

Andover Public Schools prepares learners for a changing world by creating meaningful educational opportunities that equip and empower students to lead successful and fulfilling lives.

## **SCHOOL MISSION STATEMENT**

The Andover Central High School Mission Statement is to prepare students to function as competent, responsible and respectful adults in the diverse global workplace of the 21st century. Teachers, administrators, support staff, parents, students and community are encouraged to reach their highest potential and to share the responsibility for advancing the school's mission and beliefs.

The Andover Central High School community believes in the value of:

- Literacy and critical thinking, problem solving and communication.

- Respect, integrity and unity within the school community.
- Self-management & student accountability for choices and actions.
- Creative thinking, decision making and a strong work ethic.
- Technology and information literacy skills.
- Academic proficiency, intellectual curiosity and creativity.
- A caring and safe educational environment.
- Physical and emotional lifetime fitness.
- Interpersonal skills including teamwork and leadership.

## **HIGH SCHOOL STAFF NAMES**

Bacon, Grant – Social Studies	Leivian, Sarah – Mathematics
Below, Kara – Social Studies	Loibl, Melissa - Counselor
Bentley, Darren – Science	McGill, Angel – Resource
Brightup, Kevin – Instrumental Music	McMahon, Alexander-Instrumental Music
Brittain, Jacob – Science	McNemee, Deborah – Language Arts
Brubaker, Cliff – Industrial Arts	Miller, Julia – Vocal Music
Chaffin, Mary Ellen - Science	Randolph, Brett – Mathematics
Conley, Cassandra – Drama	Reid, Julie - Resource
Coppoc, Aren – Health/PE	Rothwell, Johnny - Mathematics
Craig, Allison – Language Arts	Ruggles, Brent – Social Studies
Davis, Crystal - Mathematics	Rummery, Sydney – Foreign Language
Evans, Amanda – Language Arts	Schopper, Austin – Language Arts
Fleske, Mark – Gifted/ELP	Shirley, Danielle - FACS
Frakes, Jason – Industrial Arts	Sims, Fred - Resource
Frakes, Rita – Art	Smith, Roxanna – Resource
Garcia, Stephanie – Foreign Language	Snyder, Doug – Science/ PE
Goforth, Sherri – Business	Sprague, Lori – Art
Hager, Ernie - Science	Stenholm, Adrienne – Language Arts
Hawkins, Heather – Library Media	Stevens, Abigail – Health/PE
Hermreck, Raegan - Business	Stinson, Lisa – Counselor
Herrmann, Jesse – Mathematics	Taylor, Dean – Weights
Hewitt, Greg – Computer Programming	Thrash, Abby - Counselor
Hill, Alison – Language Arts	Tuttle, Derek – Language Arts
Jefferson, Stana – Science	Tyndall, Bethany – Mathematics
Kallenbach, Nicole – Social Studies	Vogel, Tricia – Mathematics
Kobbe, Julie – Debate & Forensics/Speech	Ward, Leah – Foreign Language
Kirk, Bryan – Instrumental Music	Wiebe, Kevin – Social Studies
Kucera, Anthony - Journalism	Wilborn, Sarah – Study Skills/ESOL
Lehning, Andrea – Resource	Woods, Lacey - FACS

## **BOARD OF EDUCATION MEMBERS**

Bob Baier

Susan DeVaughn

Carly Haynes  
Andrew Chaney  
Jennifer Seymour

Josh Wells  
Melinda Fritze

**ADMINISTRATION & SECRETARIES**

Brett White ..... Superintendent  
Jill Lachenmayr ..... Assistant Superintendent  
Russell Miller ..... Assistant Superintendent  
Amanda Grier ..... Principal  
Chad Gerwick ..... Assistant Principal/Athletic Director  
Steen Danielsen ..... Assistant Principal/Activities Director  
Lance Parker ..... SRO  
Megan Ediger ..... Office Manager  
Katrina Nesler ..... Attendance, Athletics Administrative Ass't  
Vicki Goertzen ..... Registrar  
Jenn Klein ..... Administrative Ass't  
Jennifer Casteel-Wade ..... Nurse Aide  
Shannon Norton ..... Library Aide

**IMPORTANT PHONE NUMBERS**

High School Administration ..... 218-4412  
High School Athletics/Activities ..... 218-4700(1)  
High School Counselors or messages ..... 218-4700(2)  
District Transportation ..... 218-4621  
District Food Service ..... 218-4603  
District Office ..... 218-4660

**ELECTED STUDENT COUNCIL MEMBERS  
2021-2022**

StuCo Officers

President – Abbie Lester  
Vice-President – Anna Strickland

Class Officers

**Seniors**

President – Makayla Allison  
Representatives  
-Campell Corini  
-Abbie Hoglen  
-Trevor Hopkins  
-Kai Kunz

**Sophomores**

President – Willow Deckinger  
Representatives  
-Izzy Cole  
-Ashlyn Davis  
-Katie Engle  
-Lauren Mclvain

**Juniors**

President – Trey Niemberger  
 Representatives  
 -Jordan Fleske  
 -Samantha Jones  
 -Cameron Strickland  
 -Savannah Weidler

**Freshmen**

President – Georgia Ward  
 Representatives  
 -Matthew Baldwin  
 -Emma Cooper  
 -Lucy Hartschen  
 -Ava Sizemore

**CLASS SCHEDULES**

<b>Regular Schedule</b>			
<b>Mon/Tues/Thurs</b>		<b>Wed/Fri</b>	
0 Hour	7:00 – 7:45	0 Hour	7:00 – 7:45
1 <sup>st</sup> Hour	8:00 – 8:50	1 <sup>st</sup> Hour	8:00 – 8:45
2 <sup>nd</sup> Hour	8:55 – 9:45	2 <sup>nd</sup> Hour	8:50 – 9:35
Break	9:45 – 9:55	Seminar	9:40 – 10:20
3 <sup>rd</sup> Hour	9:55 – 10:45	3 <sup>rd</sup> Hour	10:25 – 11:10
4 <sup>th</sup> Hour	10:50 – 12:15	4 <sup>th</sup> Hour	11:15 – 12:30
A lunch	10:50-11:20	A lunch	11:15-11:45
B lunch	11:15-11:45	B lunch	11:35-12:05
C lunch	11:45-12:15	C lunch	12:00-12:30
5 <sup>th</sup> Hour	12:20 – 1:10	5 <sup>th</sup> Hour	12:35 – 1:20
6 <sup>th</sup> Hour	1:15 – 2:05	6 <sup>th</sup> Hour	1:25 – 2:10
7 <sup>th</sup> Hour	2:10 – 3:00	7 <sup>th</sup> Hour	2:15 – 3:00

<b>Pep Assembly Schedule</b>	
0 Hour	7:00 – 7:50
1 <sup>st</sup> Hour	8:00 – 8:45
2 <sup>nd</sup> Hour	8:50 – 9:35
3 <sup>rd</sup> Hour	9:40-10:25
5 <sup>th</sup> Hour	10:30 – 11:15
4 <sup>th</sup> Hour	11:20 – 12:35
A lunch	11:15-11:45
B & C lunch	12:05 – 12:35
6 <sup>th</sup> Hour	12:40 – 1:25
7 <sup>th</sup> Hour	1:30 – 2:25
Pep Rally	2:30 – 3:00

Finals Day 1		Finals Day 2		Finals Day 3	
1 <sup>st</sup> hr Review	8:00 – 8:35	Make-up	8:00 – 8:55	Make-up	8:00 - 8:45
2 <sup>nd</sup> hr FINAL	8:40 – 10:10	1 <sup>st</sup> hr FINAL	9:00 – 10:30	3 <sup>rd</sup> hr FINAL	9:00 -10:30
Break	10:10 – 10:20	4 <sup>th</sup> hr FINAL Lunch	10:35 – 12:35 A: 10:35-11:05 B/C: 12:05-12:35	Locker Clean-up	10:30 -10:50
3 <sup>rd</sup> hr Review	10:20 – 10:55	5 <sup>th</sup> hr FINAL	12:40 – 2:10	7 <sup>th</sup> hr FINAL	10:50 -12:20
4 <sup>th</sup> hr Review Lunch	11:00 – 12:05 A: 11:00-11:30 B/C: 11:30-12:00	Make-up	2:15 – 3:00	Make-up	12:25 – 3:00
5 <sup>th</sup> hr Review	12:10 – 12:45			Lunch	12:20 - 1:00
6 <sup>th</sup> hr FINAL	12:50 – 2:20				
7 <sup>th</sup> hr Review	2:25 – 3:00				

## **SECTION I**

### **ENROLLMENT/WITHDRAWAL FROM SCHOOL**

#### **ENROLLMENT-JBC**

All “resident students” shall be admitted to attend school in the district unless they have been expelled. A resident student is any child who has attained the age of eligibility for school attendance and lives with a parent or a person acting as a parent who is a resident of the district.

All students enrolling in the district for the first time shall provide required proof of identity. Students enrolling in kindergarten or first grade shall provide a certified copy of their birth certificates or other documentation, which the board determines to be satisfactory. Students enrolling in grades 2-12 shall provide a certified transcript or similar pupil records.

The enrollment documentation shall include a student’s permanent record card with a student’s legal name as it appears on the birth certificate, or as changed by a court order and the name, address, and telephone number of the lawful custodian. The records shall also provide the identity of the student as evidenced by a birth certificate, copy of a court order placing the student in the custody of Kansas Department of Children and Families, a certified transcript of the student, a baptismal certificate or other documentation the board considers satisfactory.

#### **PUPIL INFORMATION FORM**

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

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

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

## **ADDRESS/PHONE NUMBER CHANGE**

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

- Home or parents' work phone numbers;
- Mailing or street address; or
- Emergency contacts.

## **ASSIGNMENT TO SCHOOL**

Students are expected to attend the school determined by their primary residence. Any student desiring to attend a school outside the attendance area in which the student resides must follow the guidelines of the school district's transfer policy.

## **COLLEGE CLASSES/DUAL CREDIT-IDCE**

With parental permission, juniors and seniors who can complete graduation requirements prescribed by the board are eligible to be released during the school day to attend college classes.

The district may enter into an agreement with a college for the purpose of allowing these students to receive dual credit.

## **OUTSIDE EMPLOYMENT-JJ**

A student who needs to work on a regular basis during the school day shall file a written request with the principal. If the request is approved, the student shall file a work schedule with the principal. The student shall report changes in the schedule to the principal. The student shall not begin the new schedule unless the principal approves the change.

## **FEES, FINES AND CHARGES-JS**

Students may be assessed fees for the following (not an inclusive list):

- Materials for class projects;
- Membership dues in student clubs;
- Voluntarily purchased pictures, publications, class rings, graduation announcements, etc;
- Voluntarily purchased student accident insurance;
- Musical instrument rental and supplies; personal apparel used in extracurricular activities that become the property of the student; and
- Activity trip fees
- Technology fees
- Pay to participate fees

Students may be charged for lost, stolen or damaged books and other school property. All fees must be collected in full prior to commencement ceremony or students will not be allowed to participate.

## **TRANSFERRING CREDIT-JBC**

In the high school, full faith and credit shall be given to units earned in other accredited schools, unless the principal determines there is valid reason for not doing so.

## **TRANSFERS FROM NON-ACCREDITED SCHOOLS-JBC**

The principal will place students transferring from non-accredited schools in the appropriate grade level. The principal will make initial placement after consultation with parents or guardians and guidance personnel. Final placement shall be made by the principal based on the student's documented past educational experiences and performance on tests administered to determine grade level placement.

## **RECORDS-JR**

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

Under the provisions of the Family Educational Rights and Privacy Act (FERPA) parents of students and eligible students (those who are 18 or older) are afforded various rights with regard to educational records which are kept and maintained by the school. In accordance with FERPA, you are required to be notified of those rights, which include:

- The right to review and inspect all educational records except those which are specifically exempted.
- The right to request your educational records be amended if you believe the records are misleading, inaccurate, or otherwise in violation of your rights. This right includes the right to request a hearing at which you may present evidence to show why the record should be changed if your request for an amendment to your records is denied in the first instance.
- The right to file a complaint with the Family Policy and Regulations Office at the U.S. Department of Education if you believe USD #385 has failed to comply with FERPA's requirements. The address of this office is 400 Maryland Avenue SW, MES, Room #4074, Washington, D.C. 20202.
- The right to obtain a copy of USD #385 policies for compliance with FERPA. A copy may be obtained from USD #385 District Office, 1432 N. Andover Road, Andover, KS 67002.
- The right to prevent disclosure of personally identifiable information contained in your educational records to other persons with certain limited exceptions.

Disclosure of information from your educational records to other persons will occur only if:

- We have your prior written consent for disclosure;
- The information is considered directory information and you have not objected to the release of such information (see "Directory Information"); and
- Law permits disclosure without consent.

## **DIRECTORY INFORMATION-JRB**

For purposes of FERPA, USD #385 has designated certain information contained in educational records as directory information that may be disclosed for any purpose without your consent.

Directory Information categories may include the following: the student's name, address, telephone number, picture, parent or guardian, date and place of birth; major field of study; weight, height, participation in and eligibility for officially recognized activities and sports; dates of attendance or grade placement; honors and awards received; and the most recent educational agency or school attended by the student.

You have a right to refuse to permit the designation of any or all of the above information as directory information. If you refuse, you must file written notification to this effect with USD #385 at 1432 N. Andover Road, Andover, KS 67002, on or before 8/31. If refusal is not filed, USD #385 assumes there is no objection to the release of the directory information designated.

## **PICTURES**

School pictures are taken at the beginning of school for use in the school yearbook. You are not required to purchase a picture packet; however, seniors will pay a \$10 Senior Photo Composite Fee for their picture to appear on the senior class hall panel.

# **SECTION II**

# ACADEMICS

## CLASS CHANGE POLICY

Class changes will be made only in unusual and necessary circumstances. Only one schedule change per student per semester will be allowed. Any additional changes must be approved by the principal. Changes must be made within three days after the beginning of each semester. If a student wants to drop a class after three days, but before five weeks, permission from the principal is needed and a "WD" (withdrawn) will be placed on the transcript. These changes must also have the signatures of the dropping and adding teachers and parent(s).

Students should realize that any class dropped after the fifth week will result in an "F" being recorded on the transcript for that class for the current semester (this includes any class taken for college release time).

The school may initiate schedule changes if it is in the student's best interest. The school may also initiate schedule changes based on disciplinary reasons. Any such changes must have the approval of the principal. If a student is removed from a class for disciplinary reasons, credit will not be awarded and an "F" will be recorded on the transcript for the current semester.

## TESTING PROGRAM-II

The district educational testing program shall consist of multiple assessments. These assessments shall include, as a minimum, individual teacher subject matter tests, district group achievement tests, and any state required tests. The comprehensive testing program is an aid for students, parents and teachers in appraising student progress and making decisions about future educational and post-educational activities. The school-testing schedule will be issued in the district newsletter and is available in the high school office.

## GRADING CLASSIFICATION

"A"-Superior, "B"-Above Average, "C"-Average, "D"-Below Average, "F"-Not Passing. (Plus and minus will not be used on transcripts). A "pass" (P), "fail" (F) grade will be issued for student aides, work-study and community service courses. Only semester grades will be reflected on student transcripts. Consortium classes and study skills may have an alternate grading scale as outlined in teacher syllabus.

All classes taken and the grades recorded on an individual's transcript shall be included in the determination of a grade point average(GPA). This includes all summer school courses. The only exception to this would be any class graded as pass/fail or satisfactory/unsatisfactory. Students GPA's do not reflect a pass grade in pass/fail courses. However, the GPA's will reflect a grade of "F".

Letter Grade	Percentage	4.0 Grading Scale	4.5 Grading Scale	5.0 Grading Scale
A	90%-100%	4 points	4.5 points	5 points
B	80%-89%	3 points	3.5 points	4 points
C	70%-79%	2 points	2.5 points	3 points



D	60%-69%	1 point	1.5 point	2 points
F	Below 60%	0 points	0 points	0 points

Incomplete is not a passing grade. Grades transferred from other institutions will be computed on a four-point, non-weighted basis.

Incomplete grades for unfinished course requirements must be removed within one week after the close of the grading period, unless the teacher and administration approve prior arrangements. If the material is not handed in, the final grade will be computed according to the work submitted at that time. For eligibility purposes, at the end of each semester, an "incomplete" is considered as an "F" per Kansas State High School Activities Association(KSHSAA) regulations. Incomplete grades cannot be made up for eligibility purposes after the close of the semester.

## **REPORT CARDS**

Periodic reports to parents can be delivered in writing, via telephone, or individual conference during the interim between formal reports being issued. Staff shall contact parents of students who are failing to master the learning objectives or whose grades have shown a decrease since the last formal reporting period. Students and parents are reminded that grades, attendance and discipline can be accessed at any time through PowerSchool. Please call your school office if you have difficulty accessing the information.

Final semester grades are available at any time in PowerSchool. If you require a hard copy of the semester grades, please contact your school's registrar office.

## **TRANSCRIPTS**

Transcripts marked "Unofficial" are given to students. All "Official" transcripts are electronically sent or mailed to the school requested by the student or parent. Students are encouraged to request a transcript through the on-line transcript process on the school website.

## **PARENT/STUDENT/TEACHER CONFERENCES-**

Parents and students are encouraged to request a conference with teachers at any time convenient to all parties. School-wide parent-teacher conferences will be scheduled once each semester.

## **HONOR ROLL**

The categories are Principal's Honor Roll, Gold Honor Roll. To be on the Principal's Honor Roll, a student must take 6 classes and have a 4.0 GPA. The Gold Honor Roll will be for students having a minimum GPA of 3.5 and receiving no grades lower than a "C".

## **GRADUATION HONORS LATIN SYSTEM**

All GPA's used will be on the weighted scale: Summa Cum Laude 4.0+ GPA, Magna Cum Laude 3.80-3.999 GPA, Cum Laude 3.60-3.799 GPA

## **NATIONAL HONOR SOCIETY**

The National Honor Society was established to recognize the academic achievement of students while developing other characteristics essential to citizens in a democracy. Scholarship, Character, Service and Leadership are the characteristics used to determine membership. To gain membership, the student must display outstanding achievement in all of the areas.

To become a member, a student must be at least a second semester sophomore and have been in attendance at USD #385 Schools for a least one semester. Those students with a cumulative grade point average of 3.5 will be prospective candidates. A faculty council consisting of 5 members reviews

the student activity information forms completed by the eligible students. In addition, the council reviews faculty recommendations and determines which students meet the criteria for membership in National Honor Society(NHS). Specific information about National Honor Society and the membership process is available through the NHS sponsor.

**ACADEMIC LETTERS**

Students may earn an academic letter by meeting one of the following criteria:

- 1. Earning recognition on the Principal’s Honor Roll for three semesters (4.0).
- 2. Earning recognition on the Gold Honor Roll for four semesters (3.5-3.9).

**CLASS RANKS**

Class rankings are only provided upon request for scholarships or admissions criteria, if required.

**GRADUATION REQUIREMENTS-IHF**

To be eligible for graduation from Andover USD. #385, students **are required to** meet the following minimum requirements before the Board of Education may grant a diploma.

- 1. A student must earn a minimum of twenty-five (25) credits (from one or more accredited high schools in grades 9, 10, 11 and 12). The Board of Education reserves the right to accept or reject credit from non-accredited schools based on course description, course content and other criteria as may be determined by the principal. The following is a list of credits students are required to earn.

a. Language Arts	-4 credits (one credit must be taken each year)		
b. Social Studies	-3 credits (World Geography-1/2 credit, Modern World History (or Honors Modern World History) -1/2 credit, U.S. History-1 credit, U.S Govt-1/2 credit, Electives-1/2 credit)		
c. Fine Arts	-1 credit	d. Speech	-1/2 credit
e. P.E	-1/2 credit	f. Mathematics	-3 credits
g. Science	-3 credits	h. Health	-1/2 credit
i. Computer Studies	-1/2 credit	j. Electives (minimum)	-9 credits

- 2. To help students progress toward graduation the following guidelines have been established.
  - a. To be classified as a freshman, a student must have completed the eighth grade successfully at an accredited school. Courses completed in the eighth grade in USD 385 do not count for high school credit. However, students transferring from another school district may receive high school credit if that district’s high school had accepted and recorded these credits on the student’s high school transcript.
  - b. To be classified as a sophomore, a student must have earned a minimum of six (6) credits from an accredited school in grade 9.
  - c. To be classified as a junior, a student must have earned a minimum of twelve (12) credits from an accredited school in grades 9 and 10.
  - d. To be classified as a senior, a student must have earned a minimum of eighteen (18) credits from an accredited school in grades 9, 10 and 11.

**EARLY GRADUATION**

Students who complete all state and local graduation requirements may request permission to graduate early. A student who wishes to graduate from high school early may request permission to do

so. The student and parents shall consult with high school administrative and/or guidance personnel in order to develop a graduation plan. The Superintendent shall approve or deny each request based on the circumstances of the individual student. The student's request shall be in writing to the superintendent, state the reasons supporting the request, and include a copy of the graduation plan and a letter of support from the student's parents

## **SENIOR TRANSFER GUIDELINES**

Senior students must enroll as full-time students at the high school they wish to graduate. Any exception must be approved in advance by the principal.

## **REDUCED SCHEDULE FOR SENIORS**

Second semester seniors are required to enroll in a full course schedule. They can then apply for early release via the counseling office. Seniors can be considered for up to 2 hours of early release in their schedule, if approved by their building administration-Students need to work closely with their counselor to help explore personal interests or to further develop the skills necessary for their future success. Seniors out for activities or athletics must maintain 5 credit hours to be eligible under the KSHSAA rules and regulations.

## **QUALIFIED ADMISSIONS**

<b>Qualified Admission Curriculum</b>		
Accredited High School Graduate	Accredited High School Graduate	Accredited High School Graduate
ESU, PSU, FHSU, and WSU	K-State	KU
ACT: 21+ <u>or</u> Cumulative GPA of 2.25	ACT: 21+ <u>or</u> Cumulative GPA of 3.25	Cumulative GPA of 3.25 and ACT 21+ <u>or</u> Cumulative GPA of 3.0 and ACT 24+
Units (but not specific courses) are recommended; units are not required.	Units (but not specific courses) are recommended; units are not required.	Units (but not specific courses) are recommended; units are not required.
2.0 cumulative GPA on any college courses taken while in high school	2.0 cumulative GPA on any college courses taken while in high school	2.0 cumulative GPA on any college courses taken while in high school

For more information, contact the Kansas Board of Regents at [www.kansasregents.org](http://www.kansasregents.org)

## **REGENTS RECOMMENDED CURRICULUM FOR SCHOLARSHIP CONSIDERATION**

The Kansas Scholars' Curriculum provides students with the opportunity to apply for scholarships provided by the State of Kansas. Students wanting information on this scholarship are encouraged to visit the counselors.

1. English – 4 credits
2. Math – 4 credits – Algebra I and above (Algebra 1 in 8<sup>th</sup> grade is accepted)
3. Science – 3 credits – Biology, Chemistry and Physics required
4. Social Studies – 3 credits – 1 credit US History, ½ credit government, ½ credit World Studies  
and 1 credit of other elective
5. Foreign Language – 2 credits (one language)

## **HOMEWORK-IHB**

Students are expected to complete homework assignments on time. Students are also responsible

for bringing materials such as pencil, paper and textbooks to class regularly. The use of homework to discipline a student is prohibited. Homework shall be assigned as needed to reinforce lessons introduced in the classroom.

### **MAKE-UP WORK-JBD & IHEA**

It is the student's responsibility to obtain make-up assignments from teachers following an excused or unexcused absence. In general, two days are given to complete daily work missed for each day of excused absence. For unexcused absences, all work missed must be turned in the day the student returns to class. For extended illness, the student will be limited to a total of 5 school days following their return to make-up work missed. Exceptions to this rule can be made through special arrangements with the teacher or administration. Tests that have been scheduled in advance and long-term assignments need to be completed within a reasonable period of time per an agreement with all parties. Teachers may establish specific guidelines related to long-term assignments on an individual class basis.

### **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 the loss of credit for the work in question, as well as other disciplinary measures.

### **AIDS AND SEXUALITY CURRICULUM INSPECTION-IKCA**

The human sexuality and AIDS curriculum is available for inspection. It is available for the public at the high school administrative office.

### **OPT-OUT-IKCA**

A parent or guardian (or student eighteen years of age or older) may use the district opt-out provision to remove the student from some portion or all of human sexuality and AIDS classes included in the district's required curriculum.

### **VOCATIONAL OR OTHER WORK EXPERIENCE-JJ**

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

## **SECTION III ATTENDANCE**

### **COMPULSORY ATTENDANCE REQUIREMENTS-JBE**

The administration will enforce the Kansas State Law on Compulsory Attendance. Kansas's law requires students to attend school until the age of 18. Students who are hospitalized or suffering from a long-term illness, as determined by the administration and while under the care of a licensed physician, will be exempt for this provision. Sixteen and seventeen-year-olds may be exempt from the compulsory attendance requirement if:

- They have attained a diploma or General Education Diploma(GED); or
- They are enrolled in an approved alternative education program recognized by the local board of education; or

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

The law requires the disclaimer to include the following information:

- The academic skills the child has not yet achieved;
- The difference in future earning power between a high school graduate and a high school dropout; and
- A list of educational alternatives available to the child.

Students age 16 or 17 who are not exempt shall be reported as truant. See "Attendance/Truancy".

## **TRUANCY-JBD, JBE**

Unless reporting would violate the terms of any memorandum of understanding between the district and the authority to which reports would be made, 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. Students who are absent for a significant part of any school day shall be considered truant. When law enforcement officials return a truant child to school, the principal shall notify the parent or guardian.

## **EXCUSED ABSENCES-JBD**

When a student is absent from school, an attempt shall be made to contact the parent or guardian to determine the reason for the absence. The principal has been designated to determine the acceptability and validity of excuses presented by the parent(s) or the student. Procedures for notifying parents on the day of a student's absence shall be published in the student handbook.

### **Excused/Unexcused Absences**

The definition of "excused absence" includes the following:

- Personal illness;
- Health-related treatment, examination, or recuperation;
- Serious illness or death of a member of the family;
- Obligatory religious observances;
- Participation in a district-approved or school sponsored activity or course;
- Absences prearranged by parents and approved by the principal;
- Students of active duty military personnel may have additional excused absences at the discretion of the principal for visitations relative to leave or deployment;
- Car trouble, once per semester with parental verification, per board policy

All absences which do not fit into one of the above categories would be considered an unexcused absence. Absences during a period of suspension or expulsion from the district shall not be considered as excused absences.

All vacations must be prearranged with the office at least 5 days prior to the student leaving. The vacation will be excused only in as much as it falls within the 7-day absence limit. Any days, which exceed the 7-day limit, will be counted as unexcused. The student will be responsible for notifying each teacher and completing all assigned work prior to leaving.

## **DEFINITION OF UNEXCUSED ABSENCES-JBD**

A student is unexcused when he/she is absent without a valid excuse for absence. When school is in session, leaving the building/leaving a classroom without receiving permission will be counted as unexcused and could result in additional disciplinary action.

## **CONSEQUENCES FOR UNEXCUSED ABSENCES**

For unexcused absences, all work missed must be turned in the day the student returns to class. Students will be assigned 1 hour detention for each hour of unexcused, IF THE ENTIRE DAY IS MISSED STUDENTS WILL BE ASSIGNED 7 HOURS.

## **SIGNIFICANT PART OF SCHOOL DAY**

For purpose of all attendance rules, a significant part of the school day is 2 hours or more. Every 7 hours of individual unexcused absences will be considered a school day.

## **ATTENDANCE PROCEDURES**

If the student is absent, we ask that the parent call the high school and ask for the Attendance Secretary. Please do so as early as possible on the day of the absence. (The office phones are in operation beginning at 7:30 a.m.) Parents who do not contact the school by phone need to send a written excuse with the student when he/she returns to school. Any student not excused by a phone call on the day of absence or by a written note on the day they return to school will be classified as unexcused until the parent contacts the school. Students have two school days from the time of the absence to clear up unexcused absences. Once detention has been assigned for an absence, the absence can no longer be excused.

## **SIGN IN/SIGN OUT**

All students must enter the building through the secured entrance once school is in session. Students must sign in when arriving at school. Students must sign out in the office before leaving school premises during the school day.

## **RELEASE OF STUDENT DURING SCHOOL-JBH**

Students shall not be released during the school day except upon a written or verbal request from the student's parent or person acting as a parent. Before releasing a student during the school day, the building principal shall verify the identity of the person seeking release of the student. If the principal is not satisfied with the identification provided by the person seeking release of a student, the student's release may be refused.

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

## **LEAVING CAMPUS-JBD**

Students are not allowed to leave the building at any time without receiving permission from the office, under the direct supervision of a staff member or in case of an emergency. If a student goes to the parking lot without permission, it will be considered willful disobedience.

## **TARDIES**

When a student is tardy to 1st hour, they must report to the office before going to first hour. The office will record the tardy and issue a pass to the student for admittance to 1st hour.

Any student who is late without a pass to any class is considered tardy. Students who are more than 10 minutes late to class will be considered unexcused for the hour. Students are tardy if they are not in the classroom when the bell begins to ring. Building Staff may further stipulate what constitutes

a tardy, (i.e. must be in the seat when the bell rings).

Students are allowed 1 excused tardy to 1<sup>st</sup> hour, each semester. Any tardies to classes during the day will be assigned a 30 minute detention.

## **COLLEGE VISITS**

Juniors and seniors will be allowed an appropriate number of days for college visitations. In addition, these days can only be excused if the student is within the semester's seven-day absence limit. Exceptions must be pre-arranged with the administration.

All college visitations are to be completed before May 1st and will be discouraged for the last week of first semester. (Exceptions to be approved by a counselor and the principal).

# **SECTION IV**

## **STUDENT CONDUCT/DISCIPLINE**

### **BEHAVIOR/CONDUCT-JCDA, JDD & EBC**

Students are expected to assume their share of responsibility in maintaining an atmosphere conducive to learning in all classes and activities in which they participate under the sponsorship of the school. The specific acts of behavior applicable to students in respect to school activities or on school property, which are deemed to be grounds for detention, suspension or expulsion are on the following pages.

Student self-discipline is essential in the operation of a school. Students are expected to conduct themselves in a manner that will not interfere with the rights of others and are expected to be responsible for their own behavior. Administrators and/or teachers are willing to discuss any questions you may have about what is expected of a student. It is not our intent to provide a list of all behavioral guidelines that are to be followed. In general, good common sense will help dictate the appropriate behavior necessary to have a satisfactory experience in high school. On the other hand, some policies and regulations need to be provided to give you a guideline with current building and board of education policies.

Students may be disciplined for any of the following reasons:

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

The district shall cooperate with law enforcement in security matters and shall, as required by law, report criminal acts committed at school, on school property or at school-sponsored activities.

## **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 weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
- The frame or receiver of any weapon described in the preceding example;
- Any firearm muffler or firearm silencer;
- Any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than 1/4 ounce, mine or similar device;
- Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant-and which has any barrel with a bore of more than ½ 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 open, 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 Weapon Violations**

Possession of a firearm or other weapon listed under the “Weapons and Destructive Devices” heading above 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 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 or expulsion. The superintendent or the superintendent’s designee shall conduct expulsion hearings for weapons violations. Students violating this policy shall be reported as to the appropriate law enforcement agency (ies) and, if a juvenile to the Secretary for DCF or the Secretary of KDOC as appropriate.

## **VANDALISM-EBCA**

The USD 385 high schools and the district shall seek restitution according to law for loss and damage sustained by the district.

When a juvenile is involved in vandalism of district property, the principal shall contact the parents and explain their legal responsibility. The parents shall be notified in writing of the dollar amount of loss or damage.



Juveniles or their parents shall make restitution payments 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.

**SENIOR PRANKS/PRE/POST GRADUATION DISRUPTION**

Any student participating in a senior prank or a large group school day disruption in any district facility shall be subject to disciplinary action up to removal from graduation ceremonies, law enforcement involvement and potential prosecution.

**HAZING, HARASSMENT, INTIMIDATION, BULLYING & MENACING**

The high schools are committed to providing a positive and productive learning and working environment. Hazing, harassment, intimidation, menacing or bullying by students, staff or third parties is strictly prohibited and shall not be tolerated in the district and all school sponsored activities. Reports can be made to the administration, the counselors, online reporting and/or the reporting boxes in the library and counseling offices.

**BULLYING**

The district prohibits bullying in any form, by any student, staff member, or parent towards a student or a staff member on or while using school property, in a school vehicle, or at a school-sponsored activity of event. For the purposes of this policy, the term "bullying" shall have the meaning ascribed to it in Kansas law. The administration shall propose, and the board shall review and approve a plan to address bullying as prohibited herein.

The plan shall include provisions for the training and education of staff members and students and shall include appropriate community involvement as approved by the board. Students who have bullied others in violation of this policy may be subject to disciplinary action, up to and including suspension and expulsion. If appropriate, students who violate the bullying prohibition shall be reported to local law enforcement.

USD 385 Bullying Plan

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

- Harming a student or staff member, whether physically or mentally;
- Damaging a student's or staff member's property;
- Placing a student or staff member in reasonable fear of harm; or
- Placing a student or staff member in reasonable fear of damage to the student's or staff member's property.

Bullying also includes cyberbullying. "Cyberbullying" means bullying by use of any electronic communication device through means including, but not limited to, e-mail, instant messaging, text messages, blogs, mobile phones, pagers, online games, and websites.

Additionally, bullying means any form of intimidation or harassment prohibited by the board of education of the school district in policies concerning bullying adopted pursuant to K.S.A. 72-6147 or

subsection (e) of K.S.A. 72-1138, and amendments thereto. USD 385 will not tolerate these actions by students, staff, or parents.

For the purposes of this plan and its authorizing policies, "parent" includes a biological, adoptive, or step-parent; guardian; custodian; or other person with authority to act on behalf of a student.

Similarly, a "staff member" means any person employed by the district.

Any act of bullying by either an individual student or group of students towards a student or staff member of the district is prohibited on or while utilizing school property, in a school vehicle, or at school-sponsored activities, programs, and events. This policy applies to students who directly engage in an act of bullying, to students who, by their behavior, support another student's act of bullying, and to all staff members and parents who engage in similar behaviors.

Training concerning identifying, reporting, investigating, and preventing bullying behaviors as outlined in district policies and this plan shall be provided to students and staff members using district resources available for such purpose and shall be provided through school assemblies, staff development, or other appropriate forums at least annually.

The board or the district administration on behalf of the board may seek student, staff, parent, and/or community input on the adoption, revision, and/or implementation of the board's bullying policies or plan as directed or approved by the board.

No teacher, administrator, or school district employee shall engage in, permit, or tolerate bullying.

Retaliation against a victim, good faith reporter, or a witness to bullying is prohibited. A student or staff member who engages in an act of bullying, reprisal, retaliation or false reporting of bullying, shall be subject to discipline in accordance with school district policy and procedures. The school administration and/or board may take into account the following factors when determining an appropriate disciplinary action for such prohibited conduct: the ages of the parties involved; the developmental and maturity levels, special education needs of the parties involved, and the severity of the behavior.

Discipline guidelines for student bullying may be found in student and employee handbooks. Offenses over time or single offenses which are severe in nature may result in discipline up to and including suspension and/or expulsion or termination from employment. Parents participating in prohibited bullying conduct aimed at district students and/or staff members may jeopardize their access to district facilities; district property; school sponsored activities, programs, and events; and/or district students and/or staff members through the district's communication systems. As appropriate, reports to local law enforcement will be filed to report criminal bullying behaviors.

## **SEXUAL HARASSMENT-(SEE GAAC, GAAD, GAF, KN, JGEC)**

The district is committed to providing a positive and productive learning and working environment, free from discrimination on the basis of sex, including sexual harassment. Sexual harassment shall not be tolerated in the school district. Discrimination on the basis of sexual harassment of employees or students of the district by board members, administrators, licensed and classified personnel, students, vendors, and any others having business or other contact with the school district is strictly

prohibited.

Sexual harassment is unlawful discrimination on the basis of sex under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events within the United States. Sexual harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

It shall be a violation of this policy for any student, employee or third party (visitor, vendor, etc.) to sexually harass any student, employee or other individual associated with the school. It shall further be a violation for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy.

Sexual harassment shall include conduct on the basis of sex involving one or more of the following:

1. A district employee conditioning the provision of an aid, benefit, or service of the district on an individual's participation in unwelcomed sexual conduct;
2. Unwelcomed conduct determined by a reasonable person to be so severe, pervasive, or objectively offensive that it effectively denies a person equal access to the district's educational program or activity; or
3. Sexual assault, dating violence, domestic violence or stalking.

Sexual harassment may result from verbal or physical conduct or written or graphic material. Sexual harassment may include, but is not limited to: verbal harassment or abuse of a sexual nature; pressure for sexual activity; repeated remarks to a person, with sexual or demeaning implication; unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participation in extra-curricular activities, etc.

The district encourages all victims of sexual harassment and persons with knowledge of such harassment to report the harassment immediately. Complaints of sexual harassment will be promptly investigated and resolved. Any person may make a verbal or written report of sex discrimination by any means and at any time. Any students who believes that he or she has been subjected to sexual harassment should ~~discuss~~ report the alleged harassment ~~with~~ to the building principal, another administrator, the guidance counselor, the Title IX Coordinator, or another licensed staff member. All employees receiving reports of sexual harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall notify the Title IX Coordinator.

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes sexual harassment under the definition outlined above. Unacceptable student conduct may or may not constitute sexual 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. If discrimination or harassment has occurred, the district will take prompt, remedial action to prevent its reoccurrence.

When a complaint contains evidence of criminal activity or child abuse, the building coordinator or district coordinator shall report such conduct to the appropriate law enforcement or SRS DCF authorities. (See GAAD)

To the extent possible, while still following district procedures, confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the district's obligation to conduct a thorough investigation, to provide supportive measures to both parties, to take appropriate corrective action ~~of~~ and to provide due process to the complainant and the

respondent.

The filing of a complaint or otherwise reporting sexual harassment shall not reflect upon the individual's status or grades. Any act of retaliation against any person who has filed a complaint or testified, assisted, or participated in an investigation of a sexual harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including expulsion for a student or termination of employment for an employee. False or malicious complaints of sexual harassment may result in corrective or disciplinary action against the complainant.

## **RACIAL OR DISABILITY HARASSMENT-JGECA**

All forms of harassment on the basis of race or disability are prohibited at school, on school property and at all school-sponsored activities, programs or events.

Racial Harassment is racially motivated conduct which:

1. Affords an individual different treatment, solely on the basis of race, color or national origin, in a manner which interferes with or limits the ability of the individual 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 environment or
3. Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of interfering with an individual's work performance and opportunities.

Any student who believes he or she has been subjected to racial or sexual harassment should report the problem to the principal, guidance counselor or another staff member. When acts of harassment are substantiated, appropriate action will be taken against the offender. Disciplinary actions may include but are not limited to reprimand, probation, suspension and expulsion or other actions as determined to be appropriate by the administration.

## **DRESS CODE**

Neatness and decency are emphasized as guidelines for the dress code. Clothing that is worn to school should not violate the rules of decency, offend the standards of other students, promote unsafe conditions, or detract from the educational process. The principal shall make the final determination regarding the appropriateness of a student's appearance. A student who is inappropriately dressed will be required to change his/her clothing and may be subject to disciplinary action.

1. Student dress should not distract from the learning environment
2. Student Dress should not advocate or promote illicit or illegal activity, including but not limited to obscene language or suggestions, alcohol, drugs or drug paraphernalia.
3. Apparel items posing a threat to the safety of school community members should not be worn.
4. Excessive exposure of skin or allowing under garments to show is prohibited.
  - Bare midriffs
  - Revealing necklines
  - Extremely short shorts, skirts or sagging pants
  - Skirts with revealing slits or shirts with large arm holes.
5. Hoods, hats, caps and/or beanies are not to be worn in the building

*It should be noted that these rules are not all inclusive. Attire, which disrupts the normal educational environment, will be dealt with according to individual merit. In all instances, students must not infringe upon the rights of others.*

## **ELECTRONIC DEVICES & CELL PHONES**

The use of cell phones and Personal Electronic Devices(PED) should not interfere with teaching and learning during the school day and should only be used in the classroom at teacher discretion. The school assumes no liability for theft, loss, or damage of cell phones and/or other PEDs possessed by students on school property or held by school officials during the confiscation period.

### **DEFINITIONS:**

1. "Cell phone" includes, and is not limited to, iPhones, "smart" phones, Internet enabled phones and other PEDs that are capable of placing and/or receiving telephone calls (including personal listening device such as earphones, ear buds, "Bluetooth", etc.), text messages, creating and distributing videos, taking photographs, and the like.
2. "Electronic communication" means a communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer, or pager.
3. "Personal Electronic Device" is an electronic device that emits an audible signal, visual signal, vibration, displays a message, or otherwise summons the possessor, including, but not limited to, paging devices, electronic emailing devices, radios, tape players, CD players, DVD players, video cameras, iPods or other MP3 players, laser pointers, portable video game players, laptop computers, personal digital assistants (PDAs), cameras, and any device that provides a connection to the Internet.
4. "School Hours" means the time a student enters the school bus or school property until the end of the school's designated "school day." "School Day" means the regular school day with a designated starting time and ending time as defined by the local school building.
5. "School property" includes parking lots, school buses, and outside or inside all areas of the school building.
6. "Turned off" or "powered off" means the device is not activated. Devices in quiet vibrate or other modes, except off, are not considered turned off or powered off.

*"Use" includes carrying or possessing a cell phone or PED that is either visible or can be heard, with or without a personal listening device such as earphones, ear buds, "Bluetooth", etc. A cell phone set on "vibrate" or "manner mode" shall be considered to be in use. A cell phone or PED that emits an audible signal, vibrates, displays a message or otherwise summons the possessor shall be deemed "in use." A cell phone or PED, even if placed in an "off" position but visible to others, may be deemed "in use." A cell phone or PED in an "off" position and stored out-of-sight in a back-pack, book bag, pocket, purse, vehicle, locker, etc. shall be not be deemed "in use."*

### **PROCEDURES:**

Students are permitted to use cell phones and PEDs only during the following times:

1. Before school hours on school property (as directed by school administration).
2. After school hours on school property (as directed by school administration).
3. Lunch period (high school students only).
4. Passing periods (high school students only).
5. At evening or weekend activities on school property.
6. An emergency situation with the permission of the teacher, instructor, coach, program director, or administrator.
7. For approved instructional use by the student's teacher.

Building administration will have the discretion to determine the use of cell phones and PEDs for students participating in an after school and/or extracurricular activities while on school property or

while attending school sponsored or school related activities on or off school property.

**Prohibited Use of Cell Phones and PEDs:**

- The use of cell phones and PEDs at any time other than those specified.
- The sharing or electronic posting of images and/or videos taken or stored on cell phones or PEDs during school hours and/or on school property.

**If guidelines for use are not followed, then the Personal Electronic Device (PEDs) and/or cell phone may be confiscated:**

When a PED and/or cell phone is confiscated the device should be turned over to the designated staff member. The individual who confiscated the item shall take reasonable measures to secure the item until such time the PED and/or cell phone is given to the building administration by the end of the day. Once the device is turned over to the designated staff member, the staff member shall take appropriate action to store the device in a secured location within the school building. Return of the device will occur according to building policy, which may include communication with parents and possible disciplinary action.

**Noncompliance with Attempted Confiscation:**

Students committing repeated violations of this Procedure shall be subject to additional disciplinary action consistent with the Student Code of Conduct. Students who refuse to comply with a request to turn over their cell phone and/or PED shall be subject to discipline for insubordination and such other disciplinary action consistent with the Student Code of Conduct.

**DRUG FREE SCHOOLS -JDDA**

Maintaining drug free schools is important in establishing an appropriate learning environment for the district's students. The unlawful possession, use, sale or distribution of illicit drugs, and/or being under the influence of illicit drugs, controlled substances drug paraphernalia - and/or alcohol by students at school or on school property 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.

**Student Conduct:** As a condition of continued enrollment in the district, students shall abide by the terms of this policy. Students shall not unlawfully manufacture, distribute, dispense, possess or use illicit drugs, abuse prescription or non-prescription drugs, or any substance for the intent of obtaining a drug induced effect, controlled substances or alcoholic beverages on school district property, or at any school activity. Any student violating the terms of this policy shall be reported to the appropriate law enforcement officials, and shall be subject to any one or more of the following sanctions:

1. First offense. A first time violator shall be subject to the following sanctions:
  - a. A punishment up to and including long-term suspension, up to 90 school days; or an expulsion, which could be up to 186 school days
  - b. Suspension from all student activities for the period of suspension or expulsion from school.
2. Second offense. A second time violator shall be subject to the following sanctions:
  - a. A punishment up to and including long-term suspension, up to 90 school days; or an expulsion, which could be up to 186 school days
  - b. Suspension from all student activities for a period of not less than the term of school suspension or expulsion from school or for one semester or four months, whichever is longer.
  - c. A student placed on long-term suspension or expulsion under this policy may be readmitted on a probationary status if the student agrees to complete a drug and alcohol rehabilitation program.

3. Third and Subsequent Offenses. A student who violates the terms of this policy for the third time, and any subsequent violations, shall be subject to the following sanctions:
  - a. A punishment up to and including long-term suspension, up to 90 school days; or an expulsion, which could be up to 186 school days
  - b. Suspension from participation and attendance at all school activities for up to one year,
  - c. A student who is expelled from school under the terms of this policy may be readmitted during the term of the expulsion only if the student has completed a drug and alcohol education and rehabilitation program at an acceptable program.

### **TOBACCO-GBRAB**

Use and possession of any tobacco product or nicotine delivery device by students is prohibited in any district facility; in school vehicles, school-sponsored activities, programs or events and on school owned or operated property. Administrators may report students who are in violation of this policy to law enforcement as appropriate. For the purpose of this policy, "nicotine delivery device" means any device that can be used to deliver nicotine to the person inhaling from the device. Such definition shall include, but may not be limited to, any electronic cigarette, cigar, cigarillo, pipe, or personal vaporizer. Administration and counselors can provide information and supports to students who develop an addiction to nicotine and additional information to families.

### **BUS REGULATIONS-JGG**

Bus transportation shall be provided to and from school for those students who qualify. The district may 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 must conduct themselves in an orderly fashion and follow the safety rules and regulations provided by the bus driver. Students shall be subject to the district's student behavior code and other regulations while riding the bus.

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

### **GANGS-JHCAA**

Gang activities which threaten the safety or well-being of persons or property on school grounds or at school activities, or which disrupt the school environment are prohibited.

### **HARASSMENT PHYSICAL/EMOTIONAL**

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

### **SRO OFFICER/POLICE/SECURITY**

USD #385 in partnership with the City of Andover, may contract for a School Resource Officer. This officer will act as an employee of the school district until such time as any incident rises to the level of a crime, requires a criminal investigation or until such time that the school administration notifies the officer that he is in a law enforcement capacity. The school administration reserves the right to use police/security at school functions. USD #385 crime stoppers can be reached at 734-9638 or e-mail [crimestopper@usd385.org](mailto:crimestopper@usd385.org).

### **SEARCHES-JCAB, JCABB**

Principals and other appointed school personnel are authorized to search students if there is reasonable suspicion that district policies, rules or directives are being violated. School authorities shall

not conduct strip searches. All searches by the principal shall be carried out in the presence of another adult witness.

Students have no expectation of privacy while in school or on school property. The administration may, at will, search a student locker, bag, purse, backpack or other personal property of a student including their vehicle when it is on school property. The student shall be told why a search is being conducted. The student shall be requested to empty items such as, but not limited to: pockets, purses, shoulder bags, book bags and briefcases.

### **USE OF TRAINED DOGS IN CONDUCTING SWEEPS-JCAB**

At the request of the principal or on a schedule agreed upon by the service provider and the principal, law enforcement officers or licensed private agencies contracting with the school for such service, may use trained dogs on school premises to identify student property which may contain illegal or illicit materials and to determine whether materials, such as drugs, weapons, or other materials which may threaten the general health, welfare and safety of the students and/or staff are present in the district parking lot, hallways, lockers, classrooms and/or locker rooms.

### **INTERROGATIONS AND INVESTIGATIONS-JCAC**

Building administrators and others designated by the superintendent may conduct investigations and question students about infractions of school rules or the student conduct code. If there is reason to believe a violation of a criminal law has been committed, the principal shall notify the appropriate law enforcement agency and may request further investigation of the alleged violation.

When law enforcement officers, including parole officers, enter the high school, they are required to check in with the administration. Prior to speaking with a student, the administration will make every effort to contact the parent/guardian unless the parent or guardian is part of the investigation. The administrator involved shall document notification or attempted notification of parent, guardian or representative. If a student's parent, guardian or representative is not present during questioning of a student, the principal or certified school staff member shall be present. Parents will also be notified prior to any search done by law enforcement officials.

## **SECTION V DISCIPLINE MEASURES**

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

Also see discipline measures listed under "Unexcused Absences," "Tardies," "Gangs," "Weapons," "Vandalism," "Sexual Harassment," "Dress Code," "Drug Free Schools," "Bus Regulations," "Computer Use," and "Food Service".

### **DETENTION-**

Students assigned detention time will be required to make-up the time as assigned by the administrator or the teacher. Failure to serve a detention within a reasonable time may result in doubling of the time or OSS/ISS.

Assigned time will be completed in the assigned detention room unless other arrangements are made with an administrator. Detentions may be served during detention times only; which are before 8:00 a.m. and after 3:00 p.m.



## **FRIDAY OR SATURDAY DETENTION SCHOOL**

Detention time may be assigned on Saturday mornings from 8:00 a.m. until noon. Students serving in Saturday detention must stay busy on schoolwork, work assigned by the supervisor, or some other academic project. Any disruptions will result in the student being sent home immediately and the loss of all time served. Students arriving late will not be admitted to Saturday detention.

## **SUSPENSION AND EXPULSION PROCEDURES-JDD**

A student may be suspended or expelled for reasons set forth in Kansas law by the following certified personnel: superintendent, principal and assistant principal.

A suspension may be for a short term not exceeding ten school days or for an extended term not exceeding 90 school days. An expulsion may be for a term not 186 school days. During the time a student is suspended or expelled from school, the student **may not**:

- Be on school property or in any school building without the permission of the principal.
- Attend any school activity as a spectator, participant or observer.

## **SHORT-TERM SUSPENSION PROCEDURES-JDD**

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

At the informal suspension hearing, the student shall be:

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

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

## **LONG-TERM SUSPENSION OR EXPULSION PROCEDURES-JDD**

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

- The student and parents or guardians shall be given written notice of the time, date and place of the hearing.
- The notice shall include copies of the suspension/expulsion law, and appropriate board policies, regulations and handbooks.
- Either a certified employee or committee of certified employees may conduct the hearing.
- Expulsion hearings for weapons violations shall be conducted in compliance with Kansas law by persons appointed by the board.
- The person or committee conducting the hearing shall prepare findings required by law.
- Records of the hearing shall be available to students and parents or guardians according to Kansas's

law.

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

### **STUDENT RIGHTS DURING A LONG-TERM SUSPENSION/EXPULSION HEARING-JDD**

The student shall have the right:

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

### **APPEAL TO THE BOARD-JDD**

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

- Written notice of the appeal shall be filed with the clerk within 10 calendar days of the hearing.
- The board shall schedule an appeal with the board or a hearing officer appointed by the board within 20 calendar days.
- The student and the student's parent shall be notified in writing of the time and place of the appeal at least 5 calendar days before the hearing.
- The hearing shall be conducted as a formal hearing using the same rules noted earlier for expulsion hearings.
- The board shall provide a certified court reporter to transcribe the hearing.
- The board shall render a final decision within 5 calendar days after the conclusion of the appeal hearing.

### **CORPORAL PUNISHMENT-JDA**

Corporal punishment shall not be used in the district.

### **PROBATIONARY STATUS-JDC**

Any Punishment, suspension or expulsion, may be deferred by the superintendent, principal or designee. The student involved may be placed on probation for a set period of time. See "Suspension/Expulsion".

The punishment, suspension or expulsion shall remain deferred so long as the student meets the conditions of the probation. If a student is placed on probation, written notification shall be sent to the student's parent or guardian.

A student placed on probation shall be given a written list of the terms and conditions of the probation. The student shall sign a statement that: the terms and conditions have been explained, the student understands the conditions, the student agrees to abide by the conditions and failure to abide by the conditions may be reason to reinstate the original punishment.

The superintendent shall handle any probation arrangements resulting from violations of the weapons policy. See "Weapons".

**BEHAVIOR CONSEQUENCES**

The following chart is used by the administrator as a guide in determining consequences for improper behavior. The administration may skip levels of consequences due to the severity of a given disciplinary problem. The level and frequency of the behavior are also used to determine discipline consequences.

Incident	WARNING	30 minute detention	1-hour detention	2-hour detention	Friday/Saturday School/ISS	1-day suspension	3-day suspension	5-10 day suspension
Tardy		1						
Unexcused 1 hr.			1					
Unexcused significant part of day			1 per hr.					
Possession, use under the influence or peddling of alcoholic beverages or cereal malt beverages								1*
Possession, use, under the influence of or peddling of drugs or narcotics, abuse of prescription or non-prescription drugs or any substance for the intent of obtaining a drug induced effect								1*
Possession of drug paraphernalia							1*	2*
Dress Code		1	2	3	4			
Extortion						1*	2*	3*
Failure to comply with a reasonable request			1	2	2	3	4	5
Fireworks and stink bombs, possession or use of							1	2
Possession of pornography						1*	2*	3*
Weapons, possession or use of								1*
Biohazard								1*

Profanity			1	2	2	3*	4*	5*
Stealing						1*	2*	3*
Tobacco, possession or use of, or facsimile							1	2
Disrespect to staff				1	1	1	2	3
Unruly conduct that disrupts school/school event			1*	2*	2*	3*	4*	5*
False fire alarm or false bomb alarm								1*
Vandalism				1*			2*	3*
Other acts of misbehavior/discipline								
Bullying - require the student to complete a behavior reflection packet								
Outside school activities that are brought to school	1					2		3
Taunting, gestures, teasing, rumors, gossip, isolation, name calling & note writing			1	2	2	3	4	5
Minor incident – poking, flicking, shoving, bumping & elbowing				1			2	3
Fighting							1*	2*
Harassment					1*	2*	3*	4*

\*These items may result in a long term suspension or expulsion. It should be noted that this list is not all-inclusive.

Other acts that disrupt the normal educational environment will be dealt with according to individual merit. Disciplinary action may be accumulative (i.e. students who have received a 3-day suspension for an infraction may receive a 5-day suspension for any further infractions). Additional consequences may be recommended by the administration for any of the above infractions.

**DISCIPLINE ACCUMULATION**

The high schools believe that it is important to deal consistently and firmly with students that habitually cause discipline problems. To accomplish this goal, a clearly stated series of discipline measures will be used. If a student receives 4 separate short-term out-of-school suspensions within the same year, they will be considered for long-term suspension if further discipline measures are necessary.

**SECTION VI  
ACTIVITY PARTICIPATION**

## **PHILOSOPHY**

The athletic/activity programs of USD #385 are an integral part of the educational program. Participation in these programs is a privilege.

We believe that a comprehensive program of inter-scholastic competitive athletics and activities provides a vital learning experience for all students. It is our belief that participation in these activities promotes principles of leadership, competitiveness, fair play, self-discipline, and prepares students for life after school. The pursuit of personal and team goals is vital for perpetuation of a healthy democratic society.

## **ACTIVITIES DEFINED:**

All KSHSAA sanctioned athletic/activity programs and/or events sponsored by USD #385, both on or off school property. This includes but is not limited to: Athletics, Music, Debate/Forensics, Student Council, Drama, National Honor Society, and school clubs.

## **ACTIVITIES REGULATIONS**

School rules apply to all students that participate in athletic/activity programs, both on and off school grounds. Students who are suspended from school are not eligible to participate in practice or an activity during the period of their suspension. (A suspension begins when the penalty is imposed and continues through reinstatement in school).

In order to participate in athletic/activity a student must meet the following requirements in order to be a student in **"good standing"**. Any student who quits a team after cuts are made may not join another team in the current season without the approval of the coach of the team he quit. Coaches, directors and administrators may declare a student not in "Good Standing" at any time. **"Good Standing" requirements are as follows:**

### *Eligibility:*

- 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 Andover High School, Andover Central High School or a USD #385 Middle 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 failing to meet the eligibility requirements listed above are not considered to be in "good standing" and are not eligible to participate.

### *Academics:*

- Students involved in athletic/activity program must maintain a 2.0 grade point average during the school year.
- Students may not fail more than one class.

If a student does not meet the academic minimums listed above, the student will lose their good-standing status and may not participate in any athletic/activity competition unless one of the following is met:

- Satisfactory attendance in an activity study hall. (A minimum of two hours of study hall per week).
- Satisfactory progress in a Student Assistance Program.
- Satisfactory progress in a Special Education Program.

### *Behavior:*

Students participating in an athletic/activity program are expected to conduct themselves as responsible representatives of their school. Behavior of participants will be monitored by coaches, sponsors, and school officials for the duration of the activity, whether on or off campus. Participants will be subject to disciplinary action if they violate any of the regulations listed below, in addition to all other Board of Education Policies:

#### Level I

- Commission of any offense that would bring discredit to the school.
- Conduct which constitutes the commission of academic fraud.
- Use of or possession of tobacco at any time.
- Conduct which endangers the safety of or substantially infringes upon the rights of others.

#### Level II

- Possession of a weapon at school, on school property, or at a school sponsored event.
- Theft or vandalism on or off school property.
- Conduct which constitutes the commission of a misdemeanor.
- Conduct which constitutes the commission of a felony.
- Use or possession of alcohol at any time.
- Use or possession of illegal drugs at any time.
- Abuse of any prescription/non-prescription drug and/or substance.

Any violation of the regulations listed above will result in the following consequences for the current activity or applied to the future activity.

#### First Violation:

- Suspension from all activity programs and/or events for one week or one event (whichever is greater). If a student is not currently in an activity it will be applied to the next activity the student participates in if the student had participated in that activity in the past.
- A mandatory conference will be arranged with the coach and/or sponsor and also a school administrator before the participant can practice.
- Voluntary admission of an infraction of a rule regarding substance abuse will not result in a suspension when outside the jurisdiction of USD #385, but will count as a first offense.
- Any blatant violation that directly affects a team activity, practice or game may be treated as a second offense and the participant will lose eligibility for the remainder of the season.
- Any student with a previous violation and entering a new season is on probation. Any new violation will be treated as a second violation and the participant will not be eligible for the remainder of the season.
- The student will be on probation for 365 days from the date the infraction is addressed by administration.

#### Second Violation:

After confirmation of a second violation within the next 365 days from the first offense cycle the following shall occur:

- Second violation level I, Student will be on suspension from all activity programs and/or events for one week or one event (whichever is greater). If a student is not currently in an activity it will be applied to the next activity the student participates in if the student had participated in that activity in the past.

- Second violation level II, student will lose eligibility for a 365 day cycle.

Any participant, who loses eligibility in more than one activity during the school year, will not be eligible to participate in a third activity.

### **ATTENDANCE AT SCHOOL**

Students absent due to illness must be in attendance the majority of that student's school day in order to participate in activities held that same day. Students are also required to attend school all day following a week night activity. Exceptions to this policy must be approved by the building administration.

- First violation-warning from administration
- Second violation –one week suspension from the athletic/activity program
- Third violation-dismissal from the athletic/activity program

### **DUAL PARTICIPATION/CONFLICT OF ACTIVITIES:**

Dual participation in activities requires the approval of the school administration. Students that participate in more than one activity should understand the time commitments involved and be aware that schedule conflicts may occur. For a student to be allowed dual participation, the student, parent, school administration, and the coaches/sponsors must agree to follow a written participation plan. If a conflict should occur, the following guidelines will be followed:

- If one of those activities is a state-sponsored competition/performance, the state-sponsored activity/performance will always take precedence.
- If one of the activities is a practice and the other a competition, the competition/performance will always take precedence.
- The student will be allowed to choose between the two activities in all other instances, provided they have informed the coaches and/or sponsors at least one week prior to the conflict.

Coaches and sponsors shall not use undue influence to persuade a student to choose one activity over another.

### **ELIGIBILITY OF ANDOVER ECADEMY STUDENTS**

Students enrolled in Andover eCademy will be eligible for activities providing they meet all KSHSAA guidelines as noted above and

- They reside in the USD #385 school district,
- They are enrolled and attending at least one class in the Andover USD #385 school district in their assigned building. If the student desires participation in vocal or instrumental music, debate, or speech activities, they must be enrolled and attending in that academic course at the school.

### **RULE 52 CITIZENSHIP/SPORTSMANSHIP**

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 teach and model SPORTSMANSHIP, to build school pride, and to increase student/community involvement; this ultimately translates 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 youth as respected representatives of society. Sportsmanship is good citizenship in action!

**ALL ACTIONS are to be FOR, NOT AGAINST; POSITIVIE, NOT NEGATIVE OR DISRESPECTFUL!**

\*It should be noted that these guidelines are not meant to be all inclusive and are not intended to replace any rules that coaches and/or sponsors have in place for specific activities.

## **SECTION VI-A**

### **ACTIVITY GUIDELINES**

#### **SECURED ENTRY**

Student groups desiring special meetings or activities must present a request to the Assistant Principal/Activity Director one week in advance of the activity showing details of plans, management, transportation and supervision. This includes parties, dances and activities not on the regular schedule. The sponsor shall be responsible to clear dates on the school calendar.

#### **SCHEDULING ACTIVITIES**

Student groups desiring special meetings or activities must present a request to the Assistant Principal/Activity Director one week in advance of the activity showing details of plans, management, transportation and supervision. This includes parties, dances and activities not on the regular schedule. The sponsor shall be responsible to clear dates on the school calendar.

#### **DANCES**

Unless prior permission is granted, students will not be permitted to leave, and then return to the building during dances or other similar school functions. A student may not bring a guest not enrolled at our high school unless the principal gives prior permission. To be eligible to attend a dance, students must be in good standing (passing 5 classes and no detentions) and have a valid student ID to enter. To be eligible as Royalty candidate for Fall and Winter Homecoming or Prom, a student must be enrolled in 5 courses and considered in good standing (no detentions and passing all classes).

#### **TRANSPORTATION TO AND FROM ACTIVITIES-JGG**

Any student making an athletic or activity trip sponsored by the high/middle school will be required to use transportation provided by the school. Exceptions to this rule shall be made only at the request of the parent and with the approval of the coach/sponsor and as authorized by the school administration. Students that participate in activities that regularly occur off school grounds will be required to have a transportation wavier signed by the student and the parent or legal guardian on file with the activity secretary.

#### **SCHOOL SPONSORED CLUBS-JHC**

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



## **NON-SCHOOL SPONSORED STUDENT CLUBS-JHC**

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

## **ASSEMBLIES, PEP RALLIES, SCHOOL PLAYS AND MUSICAL PROGRAMS**

Students are expected to be courteous, treat others with dignity and respect and follow all codes of conduct. Some of these activities will be held during school hours while others will be held after school. When such programs are held during school hours, all students are required to attend unless excused by the principal. Students, parents and interested patrons of the school are encouraged to attend school activities.

## **FIELD TRIPS**

Students may participate in a field trip if the parental consent form for the trip has been turned in.

## **STUDENT PUBLICATIONS-JHCA**

School-sponsored student publications shall be under the supervision of the building principal or designated faculty representative. Non-school sponsored publications may not be distributed without prior permission. No student shall distribute any publication which:

- Is obscene according to current legal definitions;
- Is libelous according to current legal definitions; or
- Creates a material or substantial interference with normal school activity or appropriate discipline in the operation of the school.

# **SECTION VII HEALTH AND SAFETY**

## **WELLNESS POLICY -JGCA**

Andover Public Schools USD #385 is committed to providing school environments that promote and protect children's health, well-being and ability to learn by supporting healthy eating and physical activity. Therefore, it is the policy of Andover Public Schools USD #385 that:

- Wellness guidelines will be implemented as specified in the Kansas State Department of Education's Wellness Policy Report for each school level.
- Students, parents, teachers, food service professionals, health professionals and other interested community members will be engaged in developing, implementing, monitoring and reviewing district-wide nutrition and physical activity policies.
- All students in grades K-12 will have opportunities, support and encouragement to be physically active on a regular basis.
- Foods and beverages sold or served during the school day will meet the nutrition recommendations of the *U.S. Dietary Guidelines for Americans*.
- Qualified child nutrition professionals will provide students with access to a variety of affordable, nutritious and appealing foods that meet the health and nutrition needs of students.
- Students will be provided with adequate time to eat in settings that are clean and safe.
- To the maximum extent practicable, all schools in our district will participate in available federal

school nutrition programs.

- Schools will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity and will establish linkages between health education, school nutrition programs and related community services.

### **COMMUNICABLE DISEASES-JGCC**

Any student noted by a physician or the school nurse as having a communicable disease may be required to withdraw from school for the duration of the illness. The student will be readmitted to regular classes upon termination of the illness, as authorized by the student's physician or as authorized by a health assessment team.

The board reserves the right to require a written statement from the student's physician indicating the student is free from all symptoms of the disease. USD #385 complies with the Kansas Department of Health and Environment's "Kansas Classroom Handbook of Communicable Diseases" for school attendance.

### **FIRST AID-JGFG**

If a student has an accident that requires medical treatment, an employee shall not take any action except the following:

- send for medical help;
- make the student as comfortable as possible while waiting for competent medical assistance to arrive and;
- notify the principal.

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

See "Accident, Reporting of" below.

### **ACCIDENTS, REPORTING OF-JGFG**

Students should report any injury incurred at school or a school-sponsored activity to the principal or appropriate sponsor.

When appropriate the student's parents shall be notified of the injury as soon as possible to determine appropriate action. If the student needs medical treatment and the parents cannot be reached, the principal shall seek emergency medical treatment. Parents or guardians are responsible for these health care expenses.

### **HEALTH ASSESSMENTS-JGC**

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

### **HEALTH SCREENINGS-JGC**

Health histories are updated during the 9th and 11th grade. Vision and hearing screenings are completed at least every 2 years. Dental cards are utilized for the Kansas mandated dental screening program. Scoliosis, depression, eating disorders, and substance abuse screens are completed as indicated or requested by parents or guardians. Athletic physicals must be updated annually after May 1, using the KSHSAA Pre-Participation Physical Evaluation Form.

## **INOCULATIONS-JGCB**

All students enrolling in any district school shall provide the building principal with proof of immunization (2 MMR, 3 Oral Polio and 4 DT-Diphtheria & tetanus-with at least one DT being within the last 10 years) of certain diseases or furnish documents to satisfy statutory requirements. Legal exemptions must be presented in writing as defined by Kansas's law.

Once enrolled, students have 30 days to be in compliance with Kansas's immunization requirements. The superintendent or principal may exclude students who fail to provide the documentation required by law from school until statutory requirements are satisfied. Notice of exclusion shall be given to the parents/guardians as prescribed by law. Students who are not immunized against a particular disease (es) may be excluded from school during any outbreak.

## **MEDICATIONS. ADMINISTERING-JGFGB**

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

In certain explained circumstances when medication is necessary in order that the student remains in school, the school may cooperate with parents in the supervision of medication the student will use. The parents must submit a written request to the building administrator requesting the schools cooperation in such supervision and releasing the school district and personnel from liability.

School personnel shall not be required to be custodians of any medication except as required by a written order of a licensed medical person.

The school employee administering the medication shall examine medication to determine if it appears to be in the original container, to be properly labeled and to be properly authorized by the written order of licensed medical person. Two containers, one for home and one for school should be requested from the pharmacist.

Changes in type of drugs, dosage and/or time of administration should be reported to the nurse. Such changes should be accompanied by new physician and parent permission signatures and a newly labeled pharmacy container.

The building administrator may choose to discontinue the administration of medication provided he/she has first notified the parents or medical person in advance of the date of such discontinuance with the reasons therefor. In the administration of medication, the school employee shall not be deemed to have assumed to himself any other legal responsibility other than acting as a duly authorized employee of the school district.

## **PHYSICALS-JGC**

Students participating in athletics, cheerleading and dance team must have a physical on file before participating.

## **HIPAA-ECA**

The district shall comply with all applicable Health Insurance Portability and Accountability Act (HIPAA) provisions ensuring the confidentiality of protected health information.

## **SAFETY**

Kansas Law requires all students to wear safety goggles when working with any material that involves chemicals, flying particles or a possible explosion. Safety goggles are available in the high school industrial arts department and science classrooms.

**SAFETY UNIT**

Teachers that instruct in hazardous curriculum areas will teach a unit each year or semester dedicated to safety rules inherent in the particular subject matter. Appropriate safety signs, slogans, or other safety items shall be posted on or in the near vicinity of potentially dangerous devices or machinery. No student will be permitted to participate in the class until satisfactory knowledge of the safety rules is demonstrated to the teacher. Teachers will conduct periodic reviews of safety rules during the school year.

**DRILLS-EBBE**

Building principals shall be responsible for scheduling and conducting emergency drills as required by law and for ensuring students are instructed in the procedure to follow during the drills and in an actual emergency.

**WEATHER EMERGENCIES-**

When the superintendent believes the safety of students is threatened by severe weather or other circumstances, parents and students shall be notified of school closings or cancellations by announcements made over the following radio stations: AM-KFH, KFDI, KQAM; FM-KWSJ, B98, OASIS, KZSN, KEYN and KFDI and television stations-KSNW, KAKE & KWCH.

If an emergency occurs with less than one hour of warning time, the district will keep all students under school jurisdiction and supervision. Staff will remain on duty with the students during the emergency period. Parents may come to school and pick up their children. Students shall be released according to board policy for release of students during the school day. See "Release of Student during the School Day".

**ASBESTOS**

An asbestos management plan has been developed for the school district. A copy of the management plan is available from USD #385 District Office.

**PEST CONTROL**

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

**EMERGENCY SAFETY INTERVENTIONS (SEE GAO. JRB & KN)GAAF**

The Board of education is committed to limiting the use of Emergency Safety Interventions ("ESI"), such as seclusion and restraint, with all students. The board of education encourages all employees to utilize other behavioral management tools, including prevention techniques, de-escalation techniques and positive behavioral intervention strategies.

This policy shall be made available on the district website with links to the policy available on any individual school pages

**Definitions** (See K.A.R. 91-42-1)

"Emergency Safety Intervention" is the use of seclusion or physical restraint, but does not include physical escort or the use of time-out.

"Incident" means each occurrence of the use of an emergency safety intervention.

"Law enforcement officer" and "police officer" mean a full-time or part-time salaried officer or employee of the state, a county, or a city, whose duties include the prevention or detection of crime and the enforcement of criminal or traffic law of this state or any Kansas municipality. This term includes a campus police officer.

“Legitimate law enforcement purpose” means a goal within the lawful authority of an officer that is to be achieved through methods or conduct condoned by the officer’s appointing authority.

“Seclusion” means placement of a student in a location where all of the following conditions are met: (1) the student is placed in an enclosed area by school personnel; (2) the student is purposefully isolated from adults and peers; and (3) the student is prevented from leaving, or reasonably believes that he or she will be prevented from leaving- the enclosed area.

“Chemical Restraint” means the use of medication to control a student’s violent physical behavior or restrict a student’s freedom of movement.

“Mechanical Restraint” means any device or object used to limit a student’s movement.

“Parent” means: (1) a natural parent; (2) an adoptive parent; (3) a person acting as a parent as defined in K.S.A. 72-3112(d)(2), and amendments thereto; (4) a legal guardian; (5) an education advocate for a student with an exceptionality; (6) a foster parent, unless the student is a child with an exceptionality; or (7) a student who has reached the age of majority or is an emancipated minor.

“Physical Restraint” means bodily force used to substantially limit a student’s movement, except that consensual, solicited or unintentional contact and contact to provide comfort, assistance or instruction shall not be deemed to be physical restraint.

“Physical Escort” means the temporary touching or holding the hand, wrist, arm, shoulder, or back of a student who is acting out for the purpose of inducing the student to walk to a safe location.

“Campus police officer” means a school security officer designated by the board of education of any school district pursuant to K.S.A 72-6146, and amendments thereto.

“School resource officer” means a law enforcement officer or police officer employed by a local law enforcement agency who is assigned to a district through an agreement between the local law enforcement agency and the district.

“School security officer” means a person who is employed by a board of education of any school district for the purpose of aiding and supplementing state and local law enforcement agencies in which the school district is located but is not a law enforcement officer or police officer.

“Time-out” means a behavioral intervention in which a student is temporarily removed from a learning activity without being secluded.

### Prohibited Types of Restraint

All staff members are prohibited from engaging in the following actions with all students:

- Using face-down (prone) physical restraint;
- Using face-up (supine) physical restraint;
- Using physical restraint that obstructs the student’s airway;
- Using physical restraint that impacts a student’s primary mode of communication;
- Using chemical restraint, except as prescribed treatments for a student’s medical or psychiatric condition by a person appropriately licensed to use such treatments; and
- Use of mechanical restraint, except:
  - Protective or stabilizing devices required by law or used in accordance with an order from a person appropriately licensed to issue the order for the device
  - Any device used by a certified law enforcement officers to carry out law enforcement duties; or
  - Seatbelts and other safety equipment when used to secure students during transportation.

### Use of Emergency Safety Interventions

ESI shall be used only when a student presents a reasonable and immediate danger of physical harm to such student or others with the present ability to affect such physical harm. Less restrictive alternatives to ESI, such as positive behavior interventions support, shall be deemed inappropriate or ineffective under the circumstances by the school employee witnessing the student's behavior prior to the use of any ESI. The use of ESI shall cease as soon as the immediate danger of physical harm ceases to exist. Violent action that is destructive of property may necessitate the use of an ESI. Use of an ESI for purposes of discipline, punishment or for the convenience of a school employee shall not meet the standard of immediate danger of physical harm.

### ESI Restrictions

A student shall not be subjected to ESI if the student is known to have a medical condition that could put the student in mental or physical danger as a result of ESI. The existence of such medical condition must be indicated in a written statement from the student's licensed health care provider, a copy of which has been provided to the school and placed in the student's file. Such written statement shall include an explanation of the student's diagnosis, a list of any reasons why ESI would put the student in mental or physical danger, and any suggested alternatives to ESI. Notwithstanding the provisions of this subsection, a student may be subjected to ESI, if not subjecting the student to ESI would result in significant physical harm to the student or others.

### Use of Seclusion

When a student is placed in seclusion, a school employee shall be able to see and hear the student at all times.

All seclusion rooms equipped with a locking door shall be designed to ensure that the lock automatically disengages when the school employee viewing the student walks away from the seclusion room, or in case of emergency, such as fire or severe weather.

A seclusion room shall be a safe place with proportional and similar characteristics as other rooms where students frequent. Such room shall be free of any condition that could be a danger to the student and shall be well-ventilated and sufficiently lighted.

### Training

All staff members shall be trained regarding the use of positive behavioral intervention strategies, de-escalation techniques, and prevention techniques. Such training shall be consistent with nationally recognized training programs ESI. The intensity of the training provided will depend upon the employee's position. Administrators, licensed staff members, and other staff deemed most likely to need to restrain a student will be provided more intense training than classified staff who do not work directly with students in the classroom. District and building administration shall make the determination of the intensity of training required by each position.

Each school building shall maintain written or electronic documentation regarding the training that was provided and a list of participants, which shall be made available for inspection by the state board of education upon request.

### Notification and Documentation

The principal or designee shall notify an emergency contact person for such student, the same day as the incident. The same-day notification requirement of this subsection shall be deemed satisfied if the school attempts at least two methods of contacting the parent. A parent may designate a preferred method of contact to receive the same-day notification. Also, a parent may agree, in writing, to receive only one same-day notification from the school for multiple incidents occurring on the same day. Documentation of the ESI used shall be completed and provided to the student's parents no later than the school day following the day of the incident. Such written documentation shall include:

(A) The events leading up to the incident; (B) student behaviors that necessitated the ESI; (C) steps taken to transition the student back into the educational setting; (D) the date and time the incident occurred, the type of ESI used, the duration of the ESI, and the school personnel who used or supervised the ESI; € space or an additional form for parents to provide feedback or comments to the school regarding the incident; (F) a statement that invites and strongly encourages parents to schedule a meeting to discuss the incident and how to prevent future incidents; and (G) email and phone information for the parent to contact the school to schedule the ESI meeting. Schools may group incidents together when documenting the items in subparagraphs (A), (B) and (C) if the triggering issue necessitating the ESI's is the same.

The parent shall be provided the following information after the first and each subsequent incident during each school year: (1) a copy of this policy which indicates when ESI can be used; (2) a flyer on the parent's rights; (3) information on the parent's right to file a complaint through the local dispute resolution process (which is set forth in this policy) and, the complaint process of the state board of education; and (4) information that will assist the parent in navigating the complaint process, including contact information for Families Together and the Disability Rights Center of Kansas. Upon the first occurrence of an incident ESI, the foregoing information shall be provided in printed form or, upon the parent's written request, by email. Upon the occurrence of a second or subsequent incident, the parent shall be provided with a full and direct website address containing such information.

Law Enforcement, School Resource and Campus Security Officers Campus police officers and school resource officers shall be exempt from the requirements of this policy when engaged in an activity that has a legitimate law enforcement purpose. School security officers shall not be exempt from the requirements of this policy. If a school is aware that a law enforcement officer or school resource officer has used seclusion, physical restraint, or mechanical restraint on a student, the school shall notify the parent the same day using the parent's preferred method of contact. A school shall not be required to provide written documentation to a parent, as set forth above, regarding law enforcement use of an emergency safety intervention, or report to the state department of education any law enforcement use of an emergency safety intervention. For purposes of this subsection, mechanical restraint includes, but is not limited to, the use of handcuffs.

#### Documentation of ESI Incidents

Except as specified above with regard to law enforcement or school resource officer use of emergency safety interventions, each building shall maintain documentation any time ESI is used with a student. ~~Such~~ The documentation ~~must~~ shall include all of the following:

- Date and time of the ESI,
- Type of ESI
- Length of time the ESI was used,
- School personnel who participated in or supervised the ESI,
- Whether the student had an individualized education program at the time of the incident,
- Whether the student had a section 504 plan at the time of the incident, and whether the student had a behavior intervention plan at the time of the incident.

All such documentation shall be provided to the building principal, who shall be responsible for providing copies of such documentation to the superintendent or the superintendent's designee on at least a biannual basis. At least once per school year, each building principal or designee shall review the documentation of ESI incidents with appropriate staff members to consider the appropriateness of the use of ESI in those instances.

## Reporting Data

District administration shall report ESI data to the state department of education as required.

## Parent Right to Meeting on ESI Use

After each incident, a parent may request a meeting with the school to discuss and debrief the incident. A parent may request such meeting verbally, in writing, or by electronic means. A school shall hold a meeting requested under this subsection within 10 school days of the parent's request. The focus of any such meeting shall be to discuss proactive ways to prevent the need for emergency safety interventions and to reduce incidents in the future.

For a student with an IEP or a Section 504 such student's IEP team or Section 504 plan team shall discuss the incident and consider the need to conduct a functional behavioral assessment, develop a behavior intervention plan, or amend the behavior intervention plan if already in existence

For a student with a section 504 plan, such student's section 504 plan team shall discuss and consider the need for a special education evaluation. For students who have an individualized education program and are placed in a private school by a parent, a meeting called under this subsection shall include the parent and the private school, who shall consider whether the parent should request an individualized education program team meeting, If the parent requests an individualized education program team meeting, the private school shall help facilitate such meeting.

For a student without an IEP or Section 504 the school staff and the parent shall discuss the incident and consider the appropriateness of a referral for a special education evaluation, the need for a functional behavioral assessment, or the need for a behavior intervention plan. Any such meeting shall include the student's parent, a school administrator for the school the student attends, one of the student's teachers, a school employee involved in the incident, and any other school employees designated by the school administrator as appropriate for such meeting.

The student who is the subject of such meetings shall be invited to attend the meeting at the discretion of the parent. The time for calling such a meeting may be extended beyond the 10-day limit if the parent of the student is unable to attend within that time period. Nothing in this section shall be construed to prohibit the development and implementation of a functional behavior assessment or a behavior intervention plan for any student if such student would benefit from such measures.

## Local Dispute Resolution Process

If a parent believes that an emergency safety intervention has been used on the parent's child in violation of state law or board policy, the parent may file a complaint as specified below. The board of education encourages parents to attempt to resolve issues relating to the use of ESI informally with the building principal and/or the superintendent before filing a formal complaint with the board. Once an informal complaint is received, the administrator handling such complaint shall investigate such matter as deemed appropriate by the administrator. In the event that the complaint is resolved informally, the administrator must provide a written report of the informal resolution to the superintendent and the parents and retain a copy of the report at the school. The superintendent will share the informal resolution with the board of education and provide a copy to the state department of education.

If the issues are not resolved informally with the building principal and/or the superintendent, the parents may submit a formal written complaint to the board of education by providing a copy of the complaint to the clerk of the board and the superintendent within thirty (30) days after the parent is informed of the incident.

Upon receipt of a formal written complaint, the board president shall assign an investigator to review the complaint and report findings to the board as a whole. Such investigator may be a board member, a school administrator selected by the board, or a board attorney. Such investigator shall be



informed of the obligation to maintain confidentiality of student records and shall report the findings of fact and recommended corrective action, if any, to the board in executive session. Any such investigation must be completed within thirty (30) days of receipt of the formal written complaint by the board clerk and superintendent. On or before the 30th day after receipt of the written complaint, the board shall adopt a report containing written findings of fact and, if necessary, appropriate corrective action. A copy of the report adopted by the board shall be provided to the parents, the school, and the state board of education and shall be mailed to the parents and the state department within 30 days of the board's receipt of the formal complaint. If desired, a parent may file a complaint under the state board of education administrative review process within thirty (30) days from the date a final decision is issued pursuant to the local dispute resolution process.

## **SECTION VIII GENERAL INFORMATION**

### **ANNOUNCEMENTS**

The daily bulletins provide a means for the administration, the staff and students to communicate. All announcements are due in the office by 3:00 p.m. the day prior to date to be read.

### **COMPLAINTS ABOUT POLICY-JCE**

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

### **DISTRIBUTION OF MATERIALS-KI**

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

### **STUDENT GIFTS TO STAFF MEMBERS-JL**

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

### **STUDENT ORGANIZATION GIFTS TO THE SCHOOL-KH**

Student organizations, with prior approval of the organization sponsor and building principal, may donate a portion of the organization's funds to the district. These donations shall require prior board approval. Any student organization gift to the district shall become district property when accepted by the board.

### **INSURANCE-JGA**

The board of education recommends that some form of accident insurance cover all students. Such insurance may be provided by each student's parents through personal insurance coverage or through the student group insurance program available from each school office. Any additional medical expense not covered by the student's accident insurance, the KSHSAA catastrophic activity insurance and any voluntary, optional basic accident insurance is the responsibility of the parent. Injuries suffered in practice or during games must be reported to the Activities Office at once. Injuries suffered in other activities or in the classroom are to be reported to the School Nurse.

### **PERSONAL PROPERTY**

The district is not responsible for students' personal property and does not provide insurance on

students' personal property. If a student's personal property is broken, damaged or stolen, repair or replacement is the student's responsibility.

**POSTERS**

The principal must approve posters, drawings or other materials before posting in the school. All unauthorized posting will be removed immediately and become the property of the school.

**STAFF-STUDENT RELATIONS**

Staff members shall maintain professional relationships with students, which are conducive to an effective educational environment. Teachers are expected to maintain proper school atmosphere. This responsibility extends beyond their own classrooms and their particular assignment of pupils. Pupils who refuse to comply with reasonable request of any teacher discharging this responsibility will be subject to appropriate disciplinary action.

**TELEPHONE CALLS**

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

**MESSAGES TO STUDENTS**

Classes will not be interrupted to give messages to students except in emergencies. Non-emergency messages from parents will be delivered to students whenever possible.

**USE OF PERSONAL VEHICLE-JGFF**

Students who drive to school shall park in the designated student parking areas. A student who is observed driving recklessly on or near school property shall be reported to the building principal. The principal shall review the violation with the student at the first opportunity and sanctions including but not limited to the following may be applied:

- The student may be prohibited from parking or driving on school property;
- A letter may be sent to the student's parents;
- The student may be disciplined according to the disciplinary code.

Students who drive vehicles to school are to register their vehicle with the office and display the appropriate parking permit on the vehicle. Students who fail to register their vehicle with the office may be subject to disciplinary measures. The administration reserves the right to restrict or prohibit students from driving to or parking on to campus.

**VISITORS-KM**

Patrons and parents are encouraged to visit the district facilities. All visits shall be scheduled with the building principal. To ensure safety and security, all visitors must check in at the office before proceeding to contact any other person in the building or on the grounds. Visitors' badges will be issued and worn at all times.

**SECTION IX  
SCHOOL PROPERTY**

**APPROPRIATE USE OF EQUIPMENT AND SUPPLIES**

Use of equipment and supplies is for the performance of official and approved assignments only. Use of district equipment or supplies for personal projects is prohibited without prior permission of the teacher.

Students shall handle all school equipment and supplies carefully. Students shall be responsible for any damage they cause to school equipment or supplies.

## **CONSEQUENCES OF VIOLATION OF TECHNOLOGY POLICIES**

All of the policies and handbook procedures for acceptable use of computers and network are intended to make the computers and networks more useful to students and teachers. They are also intended to minimize the burden of administering the networks, so more time can be spent enhancing services. Use of the computers for programs, software, e-mail and to access telecommunications resources is a privilege, not a right. Violations of the policies and procedures of USD #385 concerning use of computers and networks will result in disciplinary action.

Three levels of punishment may be enforced by the administration. While the levels may be implemented in order, nothing prevents the administration from selecting any step depending on the facts and the severity of the violation.

### **Level 1: Warning:**

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

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

Student who, after a Level 1 warning, continues to engage in serious or persistent misbehavior by violating the district's previously communicated written standards of conduct may be removed from any computer/Internet privileges for the remainder of the school year or remaining school years and recommended for suspension.

### **Level 3: Suspendable Offense:**

Student could be suspended from school (removal for five days or more) if he/she engages in conduct that violates the USD #385 Andover Computer and Network Acceptable Use Policy.

## **LOCKERS-JCAB**

Lockers in the district schools shall be under the supervision of the building principal and assigned to the student to store necessary school materials and clothing.

The combinations and/or keys to all locker locks shall be in the sole possession of the principal and stored in a place designed to guard against unauthorized access or use. The principal may search any locker at any time without notice to the student to whom the locker is assigned if there is reason to believe the locker contains matter prohibited by law or school regulations. Students shall not place locks, other than those issued by the school, on any locker.

## **TEXTBOOKS-IF**

Textbooks are issued to students with the following privileges and responsibilities:

- Each student shall be issued his/her own set of books.
- The student may take the books home for study.
- Each student is responsible for lost books and replacement must be made with the teacher.
- Fines and penalties will be assessed for damage and excessive wear of the book.
- NO books will be issued until book rental requirements are met and all back fines assessed in a previous year are paid.
- Book issues will be on a first come, first served basis. However, a student, through lack of care of a book, may not be given this consideration. All students may use texts on a rental basis. The cost to the students for a lost or destroyed text will be the replacement value of the book. At the end of the year, students must return the book (by the number) that was issued to them.

- Some classes may use classroom sets of books and textbooks may not be issued.

## **SECTION X**

### **STUDENT SERVICES**

#### **ACADEMIC COUNSELING**

Students are encouraged to talk with school counselors, teachers and principals in order to learn about the curriculum, course offerings, graduation requirements, qualified admissions for Regents Universities and other academic issues. The counselor can provide information about vocational training schools, colleges and universities, careers and financial aid.

#### **PERSONAL COUNSELING**

The counselor is available to assist students with personal concerns. The counselor may make available information about community resources to address personal concerns. Students who wish to meet with the counselor should sign in at the counselor's office.

#### **FOOD SERVICE**

Students who wish to purchase breakfast may do so from the cafeteria personnel before school each morning. Students who qualify for free (no charge) and reduced meals (\$.30) may receive the same breakfast.

The lunch program is a non-profit service to the students of Andover Schools. Lunches are served at the lowest possible prices so as to permit the program to pay its way. Students using this service will conduct themselves in an orderly and courteous manner. Trash will be disposed of in the proper receptacles. Trays are to be returned to the kitchen area. Students bringing lunches will eat in the commons. The lunch program offers plate lunches, hamburgers, fries and salad bar lunches. Meal substitutions for allergies or intolerance may be accommodated through the child-feeding program. A recognized medical authority must complete food substitution lists. Forms for this purpose are available through the school nurse.

Meal account deposits will be accepted in the cafeteria before school and during the school day, ending after the final lunch period for that day. A collection box is available or the money may be given to a cafeteria cashier. Deposits made by 10:00 a.m. will be available that same day for lunch purchases; deposits after 10:00 a.m. will be available the following day. Students can pay cash in the serving line for any meal item or ala Carte item. Students will be issued a 4 to 6-digit meal code to be entered into the cashier's keypad as the student moves through the cafeteria line. It is the student's responsibility to maintain the security of their code. Students may request a printout of their meal account activity from the Kitchen Manager before school or after the final lunch period.

#### **LUNCH TIME**

Students are to pass to the "Commons" area of the school when their class is scheduled to pass to lunch. Students are to remain in the "Commons". Students are not to be in the hallways, instructional areas or parking lots during their scheduled lunchtime unless permission from the office has been granted and a hall pass has been issued. Guests at lunchtime must obtain permission from an administrator to be in the building. All meals must be eaten in the commons area at the tables.

Outside eating establishments are not allowed to deliver food to individual students during the school day.

#### **OPEN LUNCH**

Open lunch privileges are available to juniors and seniors that are in good standing. Privileges may

be revoked for academic or behavioral issues. Students must have a parental release form on file in the office.