

**MISSION**

It is the mission of Sabetha High School to provide the opportunity and assistance for all students to develop their full potential and become productive members of society.

**PHILOSOPHY**

Realizing that individuals live in a complex society, the Board of Education is hopeful that each student, in addition to the more academic preparations provided by the public schools, will have the opportunity for basic training in desirable moral and ethical values. This is in preparation for assuming a useful role in society. It is understood that all students will not learn all things equally well, but all should have an equal opportunity in the pursuit of educational acquisition. The board accepts the premise that the student is the center of the school curriculum and that the instructional program should be tailored to fit a child-centered program of education. The Board of Education views the educational process as a comprehensive program, which must be undertaken in cooperation with other institutions of our society. It seeks to establish and maintain strong ties with parents and community programs.

**SCHOOL SONG**

Joyous and ever loyal, let us boost for our Old High, Let every heart sing, let every voice ring, There's no time to grieve or sigh. So ever onward - our course pursuing, May defeat ne'er our ardor cool. But united we will boost for her, Our Old High School.

**CHEER**

Hey Bluejays, Yeah  
Let me see you get down, No way,  
Let me see you get down, O.K.  
Ou, Ah, Ou Ah Ah  
Ou, Ah, Ou Ah Ah  
SCHOOL COLORS - Blue and White  
SCHOOL EMBLEM - Bluejay

**PLEDGE OF ALLEGIANCE TO THE FLAG**

I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all.

**CRISIS HOTLINE**

When necessary, students are encouraged to use the Kansas Highway Patrol Crisis Hotline: 1-877-626-8203. This number is available for students in a crisis situation or who have friends in a crisis situation.

**ADMISSION**

Students will be admitted to ninth grade upon presentation of graduation evidence from an accredited junior high or middle school. Students are admitted to advanced standing upon transferring from other schools upon receipt of an official transcript from the previous school. The advanced standing is determined after evaluation of the transcript. When the official transcript is not available at the time of enrollment, students may provisionally be admitted to advanced standing pending the receipt and evaluation of the official transcript. Students will also be required to pay enrollment fees or to make arrangement for these fees to be waived.

**NON-DISCRIMINATION STATEMENT**

Unified School District No. 113, Sabetha, Kansas, does not discriminate on the basis of race, color, national origin, sex, age or handicap, in admission or access to, or treatment of employment in its programs and activities. If you have questions regarding the above, please contact the superintendent, (785) 284-2175

**GRADUATION**

Students are eligible for graduation upon the completion of twenty-five (25) units of credit, 17 of which are required. Students are required to attend at least eight semesters of school before graduation unless, due to an emergency or unusual circumstances, the requirement is waived. The permission to waive the eight-semester requirement must be secured from the superintendent and the principal of the school. In order to participate in

graduation exercises, students **must have completed all graduation requirements as approved by the Board of Education and the administration.** A dress code will be required. Participation in the graduation ceremony is considered a privilege and may be revoked for disciplinary purposes; including, but not limited to failure to abide by graduation guidelines such as dress code, conduct, etc.

#### **GRADE LEVEL CLASSIFICATION**

In **August** of each year, students will be classified as grade level 9-12 based on having earned the following minimum number of credits:

Grade 9	0	Credits
Grade 10	5	Credits
Grade 11	11	Credits
Grade 12	18	Credits

Students will not be allowed to change grade level during the school year.

#### **UNIT OF CREDIT**

One credit is granted for satisfactory completion of any approved subject for thirty-eight weeks (two semesters). One-half unit is granted for satisfactory completion of a course taught for nineteen weeks (one semester). One unit of credit is given for all courses except as designated otherwise.

#### **CURRICULUM/GRADUATION REQUIREMENTS**

##### **SABETHA SENIOR HIGH SCHOOL**

In order to be graduated from Unified School District 113, the following requirements must be met:

- \*Four Units of Language Arts
- \*Three units of History/Government including World History, American History, and American Government
- \*One Unit of Physical Education including the concepts of health and human sexuality
- \*Three Units of Science, including physical, biological, and earth & space concepts. General Science and Biology are required
- \*Three units of Mathematics including algebraic and geometric concepts
- \*One unit of Computer Applications I ending with the class of 2016
- \*One unit of Consumer & Personal Finance
- \*One unit of Technology starting with the class of 2016
- \*One unit of Fine Arts (Vocal or Instrumental Music, Art, Forensics, Drama)

In addition to the seventeen required units of credit listed above, each student must complete, with a Grade of "D-" or better, a minimum of eight additional credits of the student's choosing to fulfill the requirements for graduation for a total of 25 credits.\*\* Units of credit that count toward graduation requirements are those units completed during the Freshmen or Ninth Grade and subsequent years, this includes drivers education.

(Students transferring into a building, regardless of the previous school's schedule, will follow graduation requirements of the new U.S.D. 113 school. If a building changes schedules during a student's enrollment, the graduation requirements that are the least restrictive will be applied.)

#### **SCHEDULING CLASSES/CHANGES TO SCHEDULES**

It is nearly impossible to accommodate all requests because of the diverse nature of student desires. Seniors will be given priority, then Juniors, Sophomores, and Freshmen. Once a general schedule is developed, a policy of "first come, first served" will be implemented with the remaining seats per class. Students will accomplish this by going through the appropriate drop/add procedures.

**All schedule changes should be completed by the end of the third school day of the semester.** Students wishing to change classes should meet with the counselor to determine appropriate placement. Paperwork may then be obtained. Permission for the change must be given by the teacher of the new class to be taken, as well as a parent and the administration. Changes of seminars will occur only in the event of an "emergency" as determined by the principal.

#### **ALCOHOL/DRUG/TOBACCO POLICY**

Students are prohibited from possessing, using, and selling any mood-altering chemicals in school, on school property, or at any school-related activity whether at home or away. Possession of actual or look alike alcohol, tobacco, e-cigarettes, drug(s) (Including, but not limited to: Alcoholic beverages, Marijuana, hashish, or any similar cannabis derivative, Methamphetamines, Steroids or paraphernalia will be subject to disciplinary action. Drug dogs may be used in the building or on school grounds. This is an effort to deter the presence of drugs on school property.

1. Trained dog searches of school property, to include lockers, locker rooms, hallways, and parking lots shall be conducted randomly at the request of administration without notice and without student consent.
2. The trainer and dog will be permitted to come into the school building accompanied by a school administrator, normally while students are in classrooms.
3. The trained dog will not search students or student book bags unless school administration has independently determined that there is reasonable cause to do so.
4. If the trained dog alerts on a locker or vehicle, the student will be called out of class to witness the search, if possible, and the student's parent notified immediately after the search is concluded, regardless of whether or not contraband is found.
5. In the event the search after an alert reveals contraband in the locker or vehicle, law enforcement officers will take custody of the contraband, the student's parent notified, and the student removed to the building principal's office for further processing.

In an effort to maintain an alcohol-free environment at school dances, all students and guests of students in attendance will be required to take a breathalyzer test upon entry. Students will enter at one entrance point for the dance or activity so the breathalyzer test may be administered.

If the breathalyzer registers that a student has been drinking alcohol, a second test will be administered after a 10 minute interval. Students will not be allowed to leave by themselves after a positive test. If the student's test comes up positive again, the student will be questioned and his/her parents will be contacted to come pick up the student. Students who receive two positive test results will be subject to discipline up to and including suspension and expulsion. Any student, or guest of a student, refusing to take the breathalyzer test will not be allowed to attend the dance.

#### **STUDENT DRESS AND GROOMING**

As a part of training for adult life, high school students should practice good grooming habits. This would include neat and clean appropriate clothing, well-groomed hair, and body cleanliness. Wearing clothing used for G.P.C. or P.E. in the regular classroom is not appropriate. Students attending field trips and extracurricular activities will dress appropriately. The purpose of the dress code is to allow the school to maintain a proper learning atmosphere. Anything that makes reference to drugs, alcohol, tobacco or related areas is not permitted. Anything that makes reference to sexual activities or profanity is not permitted. Anything that is considered to be "revealing." This includes tank tops, low cut tops, clothing that bares the midriff area, shorts that are too short or too tight. Clothing that is considered an "undergarment" will not be visible. Hats or bandanas are not to be worn in the building just prior to, through and immediately after the regular school day. The administration and/or his/her designee is authorized to interpret these rules and regulations and to make such adjustments and/or revisions as he/she deems appropriate when special circumstances arise. Any special circumstances that arise during the school year may call for adjustments in the dress code. If any student(s) would like a special consideration on dress, please check with the administration at least two days in advance. Because of the subjective nature of this area, students are encouraged to use conservative judgment with their clothing. The administration or his/her designee will be responsible for determination of acceptable and unacceptable dress.

Students participating in graduation exercises will be required to abide by the guidelines for dress issued by the school or will not be allowed participation in graduation exercises.

### **GYMNASIUM**

Posters, banners, etc. are not to be stapled, taped, or otherwise attached to the walls of either gym or commons areas without specific permission obtained from the administration.

### **STUDENT DELIVERIES**

The office staff will store gifts delivered to the school for students until the end of the day. An effort will be made for student notification of the delivery. Students may obtain delivered items at the end of the school day.

### **LOCKERS**

Each student will be assigned a locker at the beginning of the school year. Lockers are to be kept clean. Decorations placed on lockers will be subject to approval by the administration. The school and students have joint locker control. There is to be no expectation of privacy by students – searches may occur. In the event that a single locker is inadequate, students may request an additional locker to be issued.

### **BACKPACKS/BAGS**

Students will only be allowed to have backpacks as they enter and exit the building. Backpacks will be stored in lockers and will not be allowed in classrooms, hallways, on tops of lockers, the gym, etc. This privilege may be revoked if at any time a backpack is used in a way that causes a disruption to the educational process or is used in a manner that is not congruent with acceptable school policy. Individual teachers are at liberty to ban all bags from classrooms. Bags that are considered to be used in place of a backpack are also not allowed in classrooms. Backpacks are not recognized by the school as personal possessions, but are defined as an item used to transport, or store, school owned materials. There is to be no expectation of privacy by students – searches may occur.

### **EXPECTATION OF PRIVACY**

There will be no expectation of privacy for student lockers, backpacks, nor for vehicles parked on school property.

### **HALL PASSES**

Any student who is out in the hall for any reason whatsoever, must carry with him or her a properly authorized pass or reason for being in the hall. Those who ignore this policy will be subject to disciplinary action.

### **VISITORS**

Upon approval by administration, students may have visitors attend classes with them. Visitors must not cause a disruption to the educational process, must not be “dating” any SHS student, and must be enrolled in a high school. Visitors must be on an officially scheduled break or vacation from their current school.

### **ATTENDANCE REGULATIONS**

The student is expected to be punctual and regular in attendance. The STUDENT AND PARENT are charged with the duty of keeping the student's attendance regular. The pupil must bring a signed note from the parent **STATING THE REASON** for absence upon returning to school. Upon returning to school after any absence the pupil must obtain a permit through the office to return to class.

It is the **RESPONSIBILITY OF THE STUDENT** to obtain a student admit slip and to present it to the teacher. Teachers will admit no one without a permit. The pupil, upon securing the permit, should show this admit-make-up slip to the teacher when entering class. The teacher will assign the make-up work and initial it upon the pupil's completion of the work. **TWO CLASS DAYS ARE ALLOWED FOR THE FIRST DAY MISSED. IF THERE ARE CONSECUTIVE DAYS ABSENT, AN ADDITIONAL DAY WILL BE ALLOWED FOR EACH SUBSEQUENT DAY MISSED.** The student then returns all permits to the office. Parents, police, SRS, and/or the County Attorney may be contacted in the event truancy is suspected.

Subject to the following conditions, illness, medical or dental appointments, court-related appearances, illness in the immediate family, funeral attendance, religious observances, planned school activities or family trips will be considered a valid excuse for absence from school. For the first five absences per semester, a signed statement from a parent, guardian or physician requesting that the student be excused for such an absence (with the reason

listed above stated by the parent) that will constitute a valid excuse for such absences. If a parent, guardian or physician does not provide a signed statement, the absence shall be “unexcused.” All absences in excess of five per semester will be “unexcused” unless the student presents a physician’s statement explaining the absence or a parent or guardian arranges a personal conference with the building principal to satisfactorily explain the absence. An accumulation of unexcused absences for either three consecutive school days or five school days in any semester or seven school days in any school year, whichever of the foregoing occurs first, will result in notification of parents and a report to Kansas Social and Rehabilitation Services or the county attorney as required by law. The following absences may be classified as “**noncredit**” by the principal:

1. Absences for the first five days for which students have not provided a signed statement (with a valid excuse) from a parent, guardian or physician.
2. Absences per semester that exceed five unexcused absences.

Absences will be determined using combined half days or whole days. A “significant part of a school day” will be an absence longer than half the scheduled school day. Half days will be added to determine the accumulated absences. To be readmitted to school after being absent, a student shall present a written note from a parent, guardian, or physician explaining the absence. If there are extenuating circumstances, in the judgment of the principal, a one-day grace period may be allowed for the student to present the written note. In emergencies, a phone call from a parent or guardian may be accepted. It is the responsibility of the student to obtain the necessary information from his/her teachers with respect to making up schoolwork lost during absence.

- Students wishing to attend Sabetha Middle School or Sabetha Elementary School functions during the school day will need to obtain **written** permission from a parent and will need to have **written** permission from the respective SMS or SES principal. Students will also be required to obtain the signature(s) of teachers of classes that will be missed.

- Students wishing to attend “away” sporting events will not be considered “excused” if they depart from school prior to the team’s departure. In order to leave prior to the team, it must be established that this is part of a family vacation.

- Students who are to participate in a school sponsored activity are strongly encouraged to be in attendance at school a minimum of the last half of the day of the activity.

- Students who are determined to be “skipping” school will have to make up the time they are absent in detention.

**Students who have “skipped” more than 3 days in a semester are subject to Long-Term Suspension.**

- Sabetha High School personnel will attempt to call a parent or guardian in the event a student is absent and notification has not occurred.

Students who are 18 years of age, and not subject to compulsory attendance laws, will follow the same guidelines as minor students. In place of referral to the County Attorney, when absences exceed 5 “unexcused” per semester, the student will be subject to short term suspension, long term suspension, or expulsion based upon the determination by the principal of the extremity of the offense(s).

## **SCHOOL TRIPS**

### **STUDENT'S RESPONSIBILITY FOR MAKE-UP**

Students should plan IN ADVANCE OF THEIR ABSENCE when they are aware that they will be missing schoolwork. They should confer with each teacher relative to their absences. However, realizing that it is impossible to make up some school work in advance, the student should realize that this requires extra effort on the part of the teacher and should cooperate with the teacher in advance planning as much as possible. Students who miss school from sickness will be allowed two days to make up the work for each day of sickness. Where students make no effort to make up work, they will be given a failing grade for the work they have missed.

## **TARDIES**

If a student is tardy at the beginning of the school day, he/she must secure a tardy slip from the office. The principal or secretary will declare the tardy as excused or unexcused. If a student is detained by a teacher, and consequently late to his/her next class, he/she should ask that teacher to issue him/her a pass and no record of his tardiness will be made. Students who are late because district busses are behind, do not need an excuse from the office providing they do not take advantage of the situation. Students who have an unexcused tardy or absence may have a reduction in grade that is considered for “participation.” After a student has been tardy twice to a class,

that student will serve a twenty-five minute detention for each subsequent tardy. Tardies that are considered excessive (20 or more per semester total) may result in In-school suspension, out-of-school suspension, or Long-Term suspension.

#### **WITHDRAWAL FROM SCHOOL**

It is required for any student who plans to withdraw from school to report his/her intentions to the office. It is important that the student's record may be marked to that effect and all properties belonging to the school be checked in. Plans can also be made to send transcripts. Students who are "dropping out" must comply with state law regarding compulsory attendance.

#### **COMPLAINTS AND GRIEVANCES**

Any student may file a complaint against any school employee or any school rule and regulation directly to the office. Said complaint must be in writing and if filed against any employee, it must be filed within twenty (20) calendar days following the act or event from which the complaint arose. Said complaint must be specific and in reasonable detail as to what occurred, the parties involved, the location of the incident, the time, and the date. Any complaint not filed within the (20) day period shall be deemed to have been waived. Complaints or grievances concerning a board rule or regulation may be filed at any time with the clerk of the board. Complaints or grievances concerning a particular principal's rule or regulation shall be filed with that principal for consideration about change.

#### **LEAVING THE GROUNDS**

When it becomes necessary for a student to leave the school premises, it will be required that he/she report to the office. In case of sickness, the student must obtain permission by phone to leave. The parent or guardian must make acknowledgment of the call with the principal, assistant principal, office secretary, or counselor who will sign the permit for permission to leave. Students leaving the school without permission will be subject to disciplinary action (see discipline code). Students who do not report to class, but are still on the premises, will be subject to the same consequences as those who are away without leave.

#### **LUNCH/BREAKFAST PROCEDURES**

Students may eat at the high school only. Serving for breakfast will end at the 7:57 bell. Breakfast and Lunch are to be eaten in the Commons Area. The lunch hour is closed, and students are not allowed to leave the building, to eat lunch elsewhere, or to have food (other than a traditional sack lunch) brought in to them. Lunch tickets may be purchased at the office. Tickets may be purchased for any period of time. However, a student may obtain a meal by purchasing a single lunch. Students should walk in an orderly manner to the lunchroom. Since lunch period is a time for relaxation, everyone should keep his/her voice down. Places in the lunch line or lunchroom cannot be reserved for a student by other students. If a student does not like the lunches, he/she should bring his own sack lunch. No food shall be brought in for lunch by students, parents, or anyone except for regular "sack" lunches. Students should return trays in an appropriate manner. Garbage should be placed in the receptacles available. After completing lunch, students should attend to other matters such as getting a drink, stretching, and then return to their chairs and the tables to be seated or other designated areas. Loitering in the restroom, halls, or stairs after lunch will not be permitted. Students should not return to their classroom and are not allowed upstairs until the bell rings. Students should return as a group in a quiet, orderly manner. Other classes are in session and should be given proper consideration. Students are not allowed in the gym after eating lunch except on special occasions. Since monetary change is always available in the office, students and faculty should have correct change to purchase extra milk or single lunches. The school is under no obligation to make change for students in the lunch line or to allow students to eat if they do not have a lunch ticket or proper change to purchase a single meal. Students who abuse lunchroom rules will subject to disciplinary action. Students are not allowed to overcharge in excess of the amount equal to 5 lunches and students will not be allowed to charge for A La Carte. Students are allowed to leave only with special permission obtained from the administration. This includes, but is not limited to, when permission is given by parents to eat elsewhere with adults.

#### **VENDING MACHINES**

Vending machines in the school building will not be available to students during the school day. Except for water, students are not to have food or drink in the classroom. This is to alleviate the possibility for spills as well as to promote a positive learning environment.

### **DEPOSITING ORGANIZATIONAL FUNDS**

All money collected by organizations is to be turned into the office for deposit to the organization's account. The class or organization's treasurer is to be given a receipt of all money credited to the class or organization. Money should be deposited with the high school accountant.

### **PURCHASES BY ORGANIZATIONS**

No student or teacher is to purchase any supplies without first filling out a Purchase Order and presenting it to the principal's office for approval. Students or teachers making purchases without the proper authority will be liable for payment of said purchases. After securing the principal's approval, the Purchase Order is presented to the local merchant from whom the purchase is to be made. An itemized sales ticket must be secured from the merchant. This sales ticket is to be turned in to the office immediately. When the sponsor is not available to approve organizational purchases, the principal may act in the sponsor's behalf.

### **TELEPHONES/DEVICES/CAMERAS**

Personal stereos (i.e. iPods), will only be allowed at the discretion of the teacher, on a "special occasion" basis, not as a general rule. They will not be used in hallways or during lunch. Laser pointers are also not allowed on school property unless under direct supervision. Students in possession of photographic devices must report this device to the teacher charged with supervision at the time. Cameras will not be allowed in locker rooms, bathrooms, or other places where the potential for exploitation exists.

Students will not be excused from classes or activities to make phone calls. Messages for students will be taken in the office and delivered to the student before or after classes. Telephones are not to be seen or heard in the classroom. In the event a cell phone is seen or heard, the school official will confiscate it and turn it into the office. Students will receive a warning for the first offense, a 25 minute detention for the second offense, and a 50 minute detention for any subsequent offenses. Students who become habitual offenders, as determined by the principal, will be subject to suspension. In the event of extenuating circumstances, such as a family medical emergency, students may request of the principal, the right to carry a phone during the school day.

### **ACTIVITY FEE**

The activity fee applies to each student. This will admit the student to all assemblies and sports events.

### **RECORDS**

Permanent, cumulative records are kept for each student. Various types of standardized tests are given throughout a student's school years and scores from these tests are included in these as in permanent records.

### **LOST AND FOUND**

A lost and found service will be provided by the principal's office. If students find anything, they should turn it in to the office at once. If a student loses anything, he/she should report it to the office. It is the responsibility of the student to protect himself/herself from theft by taking proper precautions.

### **DIRECTORY INFORMATION**

Various organizations request "Directory Information" from the school. This information includes students' names, addresses, phone numbers, videos, photos, gender, height, weight, grade level, class composites, etc. Some of the organizations that request this information includes, but is not limited to, the armed forces, college recruiters, etc. **Students and/or parents not wishing to have "Directory Information" released are to contact the school by the third week of the school year and make this request to the principal in writing.** Directory information includes athletic rosters.

### **GRADING SYSTEM**

Grades are computed on a cumulative grading system throughout the semester. The nine-week grade is a mid-term report and will continue to accumulate from the first nine weeks to the end of the semester. Grades start new at the beginning of each semester. (For students who have just completed their freshmen – or above – year of

school, Drivers Education is considered to be a high school class and counts as an elective toward graduation. It is counted as part of a student's Grade Point Average.) Students who have just completed their 8<sup>th</sup> grade year will have drivers education count as a middle school course. SHS uses a 4-point scale to award grades (except in the determination of class rank and the awarding of Valedictorian/Salutatorian). Example:

100-90	A = 4.0
89-80	B = 3.0
79-70	C = 2.0
69-60	D = 1.0
59 & below	F = 0.0

### **Incomplete Grades**

If an incomplete grade is issued, a student will have a maximum of two weeks to complete the work following the end of the semester. Exceptions may be necessary and will be at the discretion of the administration.

**Grading for Teacher Aides will be on a Pass/Fail basis.** The grade earned will not influence a student's grade point average unless a failing grade is earned.

**Class Rank & Valedictorian(s) and salutatorian(s)** will be selected annually from the graduating seniors. Drivers Education provided by Sabetha High School will be included in determining Class Rank and G.P.A. Valedictorian is the name given to the student(s) who academically complete the high school years with the highest Grade Point Average. Salutatorian is second. Selection will be based on the completion of eight complete semesters of high school (in addition to summer school, driver's education, etc). If ties exist all students who are tied will be co-valedictorians or co-salutatorian. Only students who are following the Regents Qualified Admissions Curriculum will be eligible for this honor. The following twelve-point scale will be used to determine class rank and the awarding of Valedictorian/Salutatorian:

Points	Grade Point Average
12	A+ 97-100
11	A 93-96
10	A- 90-92
9	B+ 87-89
8	B 83-86
7	B- 80-82
6	C+ 77-79
5	C 73-76
4	C- 70-72
3	D+ 67-69
2	D 63-66
1	D- 60-62
0	F 0-59

### **ASSESSMENTS**

Students are expected to do as well as possible on classroom assessments as well as tests administered through the testing program of the school. In addition to other standardized tests, students will be required to take Kansas State Assessments. Students who are classified as at "Academic Warning" or "Approaches Standard" may be required to take a class the following year. It is the intent to increase a student's performance to the level indicated by the Kansas State Department of Education as "Meets Standard." It may be possible for students to work to achieve a high enough level to opt out of the course at semester.

### **HONOR ROLL**

The nine-week and the semester honor roll will be published in the Sabetha Herald as soon as possible. Grades are reported to parents each nine weeks. All subject grades will be used in computing honor roll. Two honor rolls will be computed. The high honor roll will represent all "A" grades and the other honor roll will represent all



grades computing to 3.5 or above. A full schedule of approved classes for credit through SHS must be carried to be eligible for either honor roll. Students who will be invited to attend the Honors Banquet will have had a 3.5 for the first quarter, semester, and third quarter. Seniors recognized as receiving the President's Award for Educational Excellence will have received a minimum of 25 on the ACT and will have maintained at least a 3.5 GPA for seven semesters. Seniors who have a 3.7 cumulative GPA, have at least followed the Regents Qualified Admissions, and who have attended 8 full semesters of high school will be classified as "Graduating with Academic Honors" at graduation.

### **CLASSROOMS**

An atmosphere of purposeful activity is to prevail in classrooms at all times. Students are to take their respective seats as soon as they enter the classroom and are to be quiet. Students are not to sit on desks. Students may check out of the classroom only by asking the supervisor for permission to do so. The supervisor may let a student check out for the library, office or any other legitimate reason. Students will be released to see other instructors only upon presentation of a pass from and signed by that teacher. Students who are tardy the first period of the day will need to report to the office and obtain an admit slip.

### **STUDENT DISCIPLINE**

The penalty for improper conduct may vary from minor reprimand to the most severe penalty of being expelled from school. Students attending school related events outside of the regular school day will be subject to the same disciplinary action as the regular school day. Students may be suspended from participating in extra-curricular activities. Student officers should be an example for other students to follow. A detention period may be assigned from 3:25 to 4:15 p.m. or from 7:05 a.m. to 7:55 a.m. Students are expected to attend when this has been assigned. One-day notices may be observed for bus riders or some other instances.

Law enforcement may be contacted for conduct that is in violation of the law.

**STUDENTS AND PARENTS ARE REMINDED THAT THE STATE LAW PROVIDES FOR EXPULSION OF STUDENTS FROM SCHOOL.**

The following is quoted from Article 89, Section 72-8901, Kansas Statutes.

Grounds for suspension or expulsion: who may suspend or expel, or by regulation authorize any certified employees to suspend or expel, any pupil or student guilty of any of the following: a) Willful violation of any published regulation for student conduct adopted or approved by the board of education; (b) conduct which substantially disrupts, impedes or interferes with the operation of any public school; (c) 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; (d) 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; (e) 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; or (f) disobedience of an order of a teacher, peace officer, school security officer or other school authority when such disobedience can reasonably be anticipated to result in disorder, disruption or interference with the operation of any public school or substantial and material impingement upon or invasion of the rights of others. Students who are considered to be "excessive" in violation of attendance or tardy policies may face long-term suspension or expulsion. (This is a guideline. The administration may take into consideration situational factors for each offense.) The excessive compilation of discipline code violations of the may be used to determine a long-term suspension or expulsion.

### **WEAPONS**

A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon on the school grounds or off the school grounds at a school activity, function or event. This policy shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon. Possession of a firearm shall result in expulsion from school for a period of one year (186 school days), except that the superintendent may recommend that this expulsion requirement be modified on a case-by case basis under the provisions of JDC (Probation). As used in this policy, the term "firearm" means any weapon (including a starter gun) which is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame

or receiver on any such weapon, or any firearm muffler or silencer, or any destructive devices, or any facsimile of such a device.

### **CHEATING**

Cheating in any form is strongly discouraged at Sabetha High School. Any cheating will be dealt with in a severe manner. An immediate zero will be given for an assignment or test where a student is caught cheating. The Teacher's testimony will be adequate proof to subject a student to the consequences of cheating. Disciplinary action may also be taken. Plagiarism (to steal or present as one's own - the ideas, words, or work of another) is considered cheating.

### **SNOWBALLS**

Throwing snowballs on school property will result in disciplinary action being taken against the student as prescribed by administration. Snowballs may cause bodily harm and may be destructive to school property.

### **SCHOOL TRIPS**

It is the policy of the School District to designate and assign transportation for all students who participate in school activities away from home. When provided, students will wear a safety belt. When buses or other school vehicles are used, any student who participates in the activity will ride an assigned bus or school vehicle and will return home on that bus or school vehicle. If the bus fails to return, substitute transportation will be provided and assigned. When cars other than school vehicles are used, the car or vehicle shall be owned and driven by an adult. Such car shall also have no less than legal minimum liability insurance. The above regulations will be observed with the following exceptions:

- A. In case of emergency the superintendent or principal may set aside the above rules when he feels that it is necessary.
- B. When an administrator is not available, the sponsoring staff member may set aside the rules when he/she feels that it is necessary, provided the parent or guardian makes written request to pick up the student.
- C. In no case shall a student be released to anyone except a parent or guardian.
- D. In cases of extreme necessity, a parent or guardian may address a formal letter to the superintendent or principal well in advance (48 hours) of the trip requesting that the student be released to a well-identified adult. No release will be made until a written reply from the superintendent or principal has been filed and copies given to the sponsor. Any "senior trip" will be made after the closing of school, and the group will be responsible for furnishing its own sponsors and transportation and will not be considered an event sponsored by the school.

### **SCHOOL SOCIAL EVENTS**

All school dances and other social events shall be held on school premises, using school facilities. Exceptions that may be made must be made from the principal's office. Junior High School students are not allowed to attend any High School Dances. The date for holding the function MUST be entered on the school calendar a minimum of two weeks before the school function. When organizations have a function, outside dates may be invited provided that the name of the date is turned in to and approved by the principal's office. Upon arrival, students and guests must remain at the function. Students will not be permitted to leave the function (building doors) and return. Only students categorized as in "Good Standing" will be allowed to participate (this includes, but is not limited to prom, homecoming, etc.). Students not meeting the minimal academic requirement outlined in the eligibility policy (passing 5 classes the previous semester) will not be allowed to attend social functions, unless the student has passing grades for all classes as listed on the school's student management system (PowerSchool) at 12:00 p.m. on the date of the event. Because of the rush of activities leading up to the end of school, no class or organizational function will be permitted after a predetermined date set by the office.

In an effort to maintain an alcohol-free environment at school dances, all students and guests of students in attendance will be required to take a breathalyzer test upon entry. Students will enter at one entrance point for the dance or activity so the breathalyzer test may be administered.

If the breathalyzer registers that a student has been drinking alcohol, a second test will be administered after a 10 minute interval. Students will not be allowed to leave by themselves after a positive test. If the student's test comes up positive again, the student will be questioned and his/her parents will be contacted to come pick up the student. Students who receive two positive test results will be subject to discipline up to and including suspension

and expulsion. Any student, or guest of a student, refusing to take the breathalyzer test will not be allowed to attend the dance.

### **ANIMALS IN SCHOOL**

#### **(Refer to Board Policy ING and ING-R)**

Persons bringing animals into the school must receive prior permission from the supervising teacher and the building principal. Under no circumstances are animals to be transported on school busses. The rule also lists responsibilities of teachers regarding animals and students coming into contact with animals in school.

### **HAZING**

Hazing (persecuting or harassing with humiliating tasks, words, or actions) of any kind will result in disciplinary action. Hazing will not be a part of any school function, organization, or activity.

### **EARLY GRADUATION**

Students who have met the graduation requirements at the end of 7 semesters of coursework may apply for "early graduation." Students may still participate at prom and are encouraged to participate in commencement exercises if they qualify for "early graduation." Students who graduate early will not be eligible for Valedictorian/Salutatorian honors, or for recognition as "Graduating with Honors" at graduation.

### **SPECIAL STUDENTS**

Students who have attained the age of 16 years may apply to the Principal's office to be recognized as a "special student." After considering the circumstances and after being approved by the parent or guardian and the Superintendent, the student may attend classes of his/her choice at the U.S.D. 113 school so long as the credits earned are accumulating toward the high school diploma. The student shall participate in no student activities and will receive no student privileges; however, during the hours that the student is in school the student shall abide by all student rules. Such status or classification may be removed at any time that a student fails to cooperate with school officials. **Regular attendance at school during the enrolled classes will be required.** Students will have two opportunities during the school year to have applications submitted and to begin "special student" status. The first will occur on the first day of the month of October. The second will begin with the first day of second semester of the school calendar year. Students who are "Special Students" will not be eligible for Valedictorian/Salutatorian honors, or for recognition as "Graduating with Honors" at graduation.

### **TEACHER AIDE**

Students wishing to be a "Teacher Aide" must meet the following requirements:

1. Be classified as a Junior or Senior.
2. Not be, nor have been, in violation of Compulsory Attendance Laws.
3. Have a Cumulative GPA of 3.3.
4. Complete all appropriate paperwork.

### **SUMMER SCHOOL**

#### **Eligibility**

- A. Students must have attended a USD 113 High School during both semesters of the previous school year.
- B. Students who have not passed one semester of a core or required course.
- C. Students who need .5 credits to graduate
- D. Students must have the appropriate paperwork on file at Sabetha High School by the established deadline.

#### **Cost**

Families of students choosing to take a course will pay the district the established amount to help defray the cost. This is non-refundable for students. It will also be non-refundable if a student is asked to discontinue the program because of attendance or disciplinary issues.

#### **Guidelines**

-Students must use technology in the SHS Business Lab at the designated times for coursework.

- Student attendance: Students are to be in attendance unless there is an emergency. Exceptions may be made if there is a delay caused outside of the student's control.
- The number of students enrolled will be limited to ten at any one time. The High School administration has the responsibility of assigning students to sections.
- Students not completing the course in the allotted time will not be allowed additional time.
- Students completing the coursework to the satisfaction of the teacher will not be required to attend any additional days.
- Disciplinary problems will most likely result in the student losing the opportunity for earning credits.
- Students are to use the school's technology only for coursework.

#### **ORGANIZATIONS:**

All fundraising conducted by organizations must have approval of the sponsor AND administration well in advance of the planned activity.

**STUDENT COUNCIL:** The purpose of this organization shall be to create a better feeling of cooperation between the students of the school and the faculty, to develop the ideas of self-government, and to give the students an opportunity to express their opinions in matters relating to the general welfare of the school. The membership of the Student Council consists of the presidents of all organizations and the president and the student council representatives from all classes. All members shall have had and maintain through their tenure, at least a "C" semester average. Term of office is for one school calendar year.

**NATIONAL HONOR SOCIETY:** Membership in the National Honor society is based on scholarship, service, leadership, and character. Some of the purposes of the organization are to stimulate high scholarship, constructive leadership, purposeful service, and worthy character. Students must have at least a 3.6 average to be considered. Students who meet the eligibility criteria of a minimum 3.6 G.P.A. will receive notification and an invitation to apply for membership in the National Honor Society. G.P.A. will be calculated using semester grades only. Quarterly grades in progress will not be used. Students must be members of the sophomore, junior, or senior classes to be eligible. The final determination of membership will be made by the Faculty Advisory Committee.

To be eligible for NHS membership, candidates must be a member of the sophomore, junior, or senior class with a minimum cumulative GPA of 3.6. Candidates shall then be evaluated on the basis of service, leadership, and character. The selection procedure shall be determined by the Faculty Council, and it is strongly recommended that the application be typed and as professional as possible in order to shed the best light upon the candidate for consideration.

Each member is required to maintain the minimum standards required for membership throughout his/her tenure in NHS. Above all, each member must maintain the minimum 3.6 cumulative grade point average (GPA). If an individual does not, he/she has one semester, specifically the semester immediately following the semester that the cumulative GPA dropped below 3.6, to restore it. Additionally, in order for a senior to graduate wearing the NHS stole, he/she must bring the GPA up to at least a 3.4 cumulative.

**KAYS:** The KAYS are designed to provide training in youth leadership that will develop the essential and basic elements of good citizenship for each high school girl or boy. Through this organization the students learn to work and play together in harmony. It is the purpose of the KAYS to help students realize potentialities and responsibility as citizens in a democracy, the satisfaction that comes from participation in wholesome social recreation, and the joy of broadening and deepening their interests through service to their school, their community, and their world. Membership is available to all students.

**BAND:** The band consists of marching band and concert band. The marching band attends various parades and entertains at football games. The concert band gives various public concerts and performs at several music festivals throughout the year. Membership in the marching band and concert band is made up of anyone of high school age who has taken lessons on an instrument and has the required ability. Students who choose to be members of the band do so with the understanding that time outside of the classroom is required.

**FFA:** FFA is an organization of students who are studying vocational agriculture. Membership is not compulsory but is desirable for those people taking agriculture. The affairs of the club are conducted by student officers and an adult advisor. The activities give the members a chance to develop leadership, cooperation and prestige. The main purpose is to promote a greater interest in the farming program and other activities related to farming.

**INTERNATIONAL CLUB:** The purpose of the Spanish Club is to provide further opportunity for the student of Spanish to practice using Spanish as a second language and to acquaint him/herself with the cultural aspects of countries in which Spanish is spoken. Anyone who is enrolled in a Spanish class or who has previously taken a class of Spanish is eligible to join.

**FORENSICS CLUB:** The forensics club which involves students who are in class or like to compete in communication and acting events. A student can compete in the following categories: Prose, poetry, informative speaking, original oration, extemporaneous speaking, humorous, dramatic, solo acting, duet acting and improvised duet acting. The competition usually starts in late winter and continues through the spring. Students who choose to be members of the Forensics Club do so with the understanding that time outside of the classroom is required.

**ACTIVITIES PROGRAM  
(ORGANIGATIONS & SPORTS  
INCLUDING DRUG & ALCOHOL POLICIES)**

**PHILOSOPHY:**

Extra-curricular activities shall be an essential part of the curriculum within the secondary school. It will provide community exposure, outside exposure, and personal contact with other students. It will develop learning outcomes in the areas of discipline, knowledge of activity, skill dedication, hard work, and a good positive attitude which will contribute to the development of better citizens.

**OBJECTIVES:**

- To provide an opportunity for students to participate on teams in competition with other schools.
- To assist in the development of higher levels of strength, endurance, and vitality.
- To teach a work ethic and sportsmanship.
- To help develop skills that have carry-over value of worthy use of leisure time.
- To create an atmosphere of unity; to foster a school spirit growing out of the school's activities endeavor, a spirit that will make the education process more effective.

**Activities Dress Code (Camps - Competition – Practice)**

1. Unless issued by the Athletic Department for uniforms, students may wear spandex shorts for CLOSED practices with the approval of the coach.
  - a. A scrimmage is not a closed practice.
2. Boys and Girls will have shirts on at all times, unless in the locker room.
  - a. includes after competitions – football games – wrestling matches, etc.
  - b. Undergarments (i.e. sportsbras, boxer shorts) must be covered
3. The dress code as indicated by the student handbook will be followed unless there is an exception granted by the administration, 3 examples include: volleyball shorts, wrestling singlet, and cheerleader skirt: Anything that makes reference to sexual activities or profanity is not permitted. Anything that is considered to be "revealing." This includes tank tops, low cut tops, clothing that bares the midriff area, shorts that are too short or too tight. Clothing that is considered an "undergarment" will not be visible.

## **STUDENT IN GOOD STANDING**

Participation in school activities/social events/attendance as spectator is permitted only if a student is in good standing.

### **GOOD STANDING MEANS:**

- ... you complete student academic responsibilities – including passing 5 classes the previous semester. If you have not passed 5 classes the previous semester, you must be passing all current classes to attending sporting events.
- ... you adhere to the Sabetha High School Code of Student Conduct.
- ... you adhere to the Sabetha High School attendance and tardiness policies.
- ... you are not presently serving detention time.
- ... you are not suspended from school.
- ... you are not placed on notice by the Principal.

### **EXPECTATIONS FOR BEHAVIOR AT ATHLETIC CONTESTS:**

1. Be courteous to all—participants, coaches, officials, staff and fans.
2. Know the rules, abide by and respect the official's decisions.
3. Win with character and lose with dignity.
4. Exercise self-control that reflects positively upon yourself, team, and school.
5. Permit only positive sportsmanlike behavior to reflect on your school or its activities.
7. Sit in the section reserved for students or sit with your parents.
8. Stay in the stadium or high school building during activities. If the Principal or designated staff member determines that any student is not being seated or watching the event, is creating a distraction at the event, or is creating a disruption of the event, that student may be asked to leave. Based upon the severity of the disruption, the Principal shall have the option of refusing admission at future events. Any student, which the Principal determines has left the event without good reason, can be refused re-admittance.
9. Students are not allowed to bring in beverages from outside the building.
10. Only students categorized as in "Good Standing" will be allowed to attend (this includes, but is not limited to athletics, plays, musicals, concerts, etc.). Students not meeting the minimal academic requirement outlined in the eligibility policy (passing 5 classes the previous semester) will not be allowed to attend activity functions, unless the student has passing grades for all classes as listed on the school's student management system (PowerSchool) at 12:00 p.m. on the date of the event.

### **ATHLETIC/ACTIVITY ELIGIBILITY RULES**

#### **YOU ARE ELIGIBLE IF**

1. You are a bona fide undergraduate **student in good standing**.
2. Your conduct and standard of sportsmanship are satisfactory and do not bring discredit to yourself or the school.
3. You are not 19 years of age (16, 15, 14, for junior high or middle school students) on or before September 1 of the school year in which you compete.
4. You have met the following semester requirements: A student shall not have more than eight semesters of possible eligibility in grade seven and two semesters in grade eight. A student shall not have more than eight semesters of possible eligibility in grades nine through twelve, regardless of whether the ninth grade is included in junior high or in senior high. NOTE: If a student does not participate or is ineligible due to transfer, scholarship, etc., the semester(s) during the period shall be counted toward the total number of semesters possible.
5. You passed five new subjects (those not previously passed) of unit weight in your last semester of attendance. (If you are a first semester junior or senior high school student, you must have passed five new subjects [those not previously passed] of unit weight in your last semester of attendance.) As indicated by the Kansas State High School Activities Association, grades will be used to determine eligibility as posted on Sabetha High School's student management program at 8:00 a.m., the first day of school of the following semester, for second semester of the academic year.
6. You are enrolled and attending five new subjects (those not previously passed) of unit weight and are considered a full-time student by the principal.
7. You have not been in more than four seasons in one sport in a four-year high school, three seasons in a three-year high school or two seasons in a two-year high school.

8. You do not engage in outside athletic competition in the same sport while you are a member of a school squad. Consult your coach or principal before you participate individually or on a team in any game, training session, or tryout conducted by an outside organization.
9. You have passed an adequate physical examination by a practicing physician and have the written consent of your parents or legal guardians. (The completed form must be in the hands of your principal prior to your first practice.)
10. You are regularly enrolled and in attendance no later than Monday of the fourth week of the semester in which you participate.
11. You are a transfer student and have met the requirements of the Transfer Rule as explained on your Physical Examination form. Contact the principal concerning this regulation.
12. You are not a member of any fraternity or other organization prohibited by law or by the rules of the KSHSAA.
13. You have not competed under a false name.
14. You have not competed for money or merchandise or intrinsic value, and have observed all other provisions of the Amateur and Awards Rules.
15. You have complied with the Undue Influence Rule, which states: "The enrollment in a school, the transfer from one school to another, or the failure to transfer from one school to another because of undue influence by anyone connected, directly or indirectly (including alumni associations, booster groups and similar organizations) with a member school, shall cause the student to forfeit eligibility for a period not to exceed 365 days. Such conduct shall also jeopardize the school's standing in the Association and shall result in such other actions as the Executive Board deems appropriate."
16. You have not violated the Anti-Tryout and Private Instruction Rule, which states: "Students are eligible if they have not participated in training sessions or tryouts held by colleges or other outside agencies or organizations in the same sport while a member of a school athletic team."
17. You have completed all requirements as set forth by U.S.D. 441 and Sabetha High School, i.e. participation fee.
18. With the exception of cheerleaders involved in fall sports, you are only involved in one sport at a time.

#### **GENERAL TRAINING AND PARTICIPATION RULES FOR ALL ACTIVITIES**

The purpose of the following policy is to maintain compliance with the previously stated KSHSAA Rules 1 and 2. This policy governs all extra-curricular activities that are provided at Unified School District 113. This includes athletics, organizations, and any group that has performances, competitions, and activities outside of school time.

**LEVEL 1:** Students shall refrain from the possession/use of alcohol/drugs and tobacco products while a member of an extra-curricular activity. (Member – Any student, who has attended a meeting, performed in an activity or practice, signed-up, or as determined by the KSHSAA seasons, including statisticians and managers.) Any member of a school sponsored activity that is cited for possession/use of alcohol/drugs or tobacco products will be subject to first level suspensions of each activity as determined by the administration. The student will then be notified and the suspension will begin with the first activity after the violation has been determined that is expected to directly affect the student. Graded activities are included in this suspension and the individual sponsor/coach will provide an additional grading opportunity for the missed activity. The student may also be required to complete an acceptable course in alcohol/drug and tobacco abuse.

Determination of the student violation will be based on "substantial information" and investigation by the activities director, or administration. "Substantial information" will include witnessing specific behavior, or evidence of such behavior, by a teacher/coach or administrator, reporting by that individual's parents, self-admission by a student, or citation issued by a law enforcement officer. Students are encouraged to avoid any situation that involves consumption of drugs/alcohol/tobacco by minors. Students are encouraged to continue to practice with the group or team during their suspension from performance or competition.

**LEVEL 2:** A second violation will result in dismissal of all extra-curricular activities for the remainder of the school year. However, if the student athlete/activity participant seeks and receives counseling as deemed appropriate by the administration, coach and parent/guardian, he/she may rejoin the team after a suspension of three calendar weeks, beginning at the onset of the intervention program. Eligibility will be reinstated with written proof of attendance and successfully following the recommendations from counseling.

## **PROCEDURE GUIDELINES FOR ADMINISTRATION OF POLICY**

The policy is not intended to usurp the authority of teachers/coaches, sponsors, and/or parents, but rather to serve as an umbrella under which activity guidelines may exist.

### **ARRIVAL & DEPARTURE**

School hours are from 8:00 a.m. to 3:10 p.m. An entrance bell rings at 7:45. Students arriving before 7:45 must remain in the activities area downstairs. No students are to be unsupervised in the building at any time.

### **TRANSPORTATION**

The school district will operate a system of busses for the convenience of rural students. Students should consider it a PRIVILEGE to be transported to and from school at district expense. When provided, students will wear a safety belt.

## **RULES GOVERNING SCHOOL PUPIL TRANSPORTATION IN KANSAS**

### **Pupils and Parents**

1. Pupils transported in a school bus shall be under authority of and be responsible directly to the driver of the bus. Continued disorderly conduct, or persistent refusal to submit to the authority of the driver, shall be sufficient reason for refusing transportation to any pupil. The driver of any school bus shall be held responsible for the order and conduct of the pupils transported.
2. Whenever a school bus stops at a point where traffic is not controlled by a flagman or a clearly visible electrical or mechanical signal to discharge pupils who must cross the street or highway in front of the bus, except that when, because of local laws regulating traffic, passengers discharged from a bus cannot cross the street or highway in front of the bus but must cross behind the bus, they may do so. In either case, also, the driver of the bus shall not permit the pupils to cross the street or highway until they may do so safely, and shall, if necessary, escort such passengers across the street or highway. The following rules are recommended:
3. The driver is in charge of the pupils and the bus pupils must obey the driver promptly and cheerfully. It will be the driver's duty to see that rules are enforced.
4. The driver may assign a seat to each student; each student must be provided a seat.
5. Pupils must be on time; the bus cannot wait for those who are tardy. Pupils must walk on the far left side of the road facing traffic when going to a bus stop. All pupils must wait for the bus off of the traveled portion of the road. Students should wait in an orderly manner and never push a fellow student.
6. Unnecessary conversation with the driver is prohibited. Pupils should not talk loudly or distract the driver's attention. Remember, a student's safety is in the bus driver's hands.
7. Outside of ordinary conversation, classroom conduct is to be observed.
8. Pupils must not throw waste paper or other rubbish on the floor of the bus. Help keep the bus clean and sanitary at all times.
9. Pupils must not, at any time, extend arms or heads out of bus windows.
10. Pupils must not try to get on or off the bus or move about within the bus while it is in motion.
11. When leaving the bus, pupils must observe directions of the driver. If students cross the road, they should do so in front of the bus after making sure the highway is clear.

Any damage to a bus is to be reported at once to the driver and to the principal's office.

12. DURING STORM SEASON, STUDENTS WHO RIDE A BUS, SHOULD BE ADVISED TO LISTEN TO KTNC(1230), WIBW RADIO (580), KNZA FM (104) HIAWATHA, OR WIBW TV (CHANNEL 13) FOR STORM WARNINGS AND NOT ATTEMPT TO REACH SCHOOL WHEN SO FOREWARNED. (As to non-safe conditions such as heavy snow or flood.)

13. When a safety belt is provided, students will wear one at all times in the vehicle.

### **STUDENT DRIVEN VEHICLES**

All traffic regulations set forth by the state, county, city, and school district will be observed. No student will be allowed to drive any vehicle at any time during the school hours without permission from the principal's office. No student will be allowed to ride with anyone other than parents during the school day unless permission has been secured in advance from school authorities.



The parking lot is marked with yellow lines to designate parking areas. Students will be expected to park within the confines of these lines (exception: when the lines are covered with snow and are not visible). **Students who consistently ignore or violate parking lines, or other parking procedures, may be denied the privilege of driving and/or parking on the school grounds.**

Students who drive recklessly or carelessly on the school grounds may have their keys confiscated on the spot by a faculty member and lose driving and parking privileges on the school grounds. Vehicles should not be left overnight on the school parking lot. This provides an opportunity for vandalism and those who choose to leave their vehicles overnight must assume the responsibility for vandalism if it should occur. No student will be allowed to go to the parking lot during school hours unless he/she is a special student. It is expected that students driving in the parking lot will observe the safety of pedestrians and remember that pedestrians have the right of way.

Violation of the above rules or other rules will result in the loss of parking privileges and cause the individuals to come under school disciplinary action as well as be subject to local law enforcement officers.

#### **PARKING LOT PROCEDURE**

A parking lot is available for students' convenience to the south of the senior high complex. Vehicles are not to be parked in the spaces that are marked reserved and should be parked in the angle spaces so as not to block the flow of traffic. **No student is to park in the north parking lot.** This is a loading and unloading area for projects and supplies. **No student is to park in the teacher zone,** the first three rows just directly south and east of the school. These few parking spaces are reserved for staff and visitors only. Students park in the area designated as "Teacher Parking" will be subject to a fifty minute detention for the 1<sup>st</sup> offense. Consequences for additional offenses will be determined by the principal. **"Tailgating"** is not allowed on school property.

#### **USE OF SCHOOL TECHNOLOGY**

Students wishing to use school technology will provide the school with a signed consent form (student & parent) stating an understanding of appropriate use. Students choosing not to follow the guidelines provided will be subject to disciplinary action.

##### **Internet Safety Policy**

Compliant with the Children's Internet Protection Act, U.S.D. 113 has an Internet filter. The purpose of this software is to block or filter access to visual depictions that are A. Obscene, B. Pornographic, or C. Harmful to minors. The district will be monitoring the online activities of minors. Students who attempt to access a site and are denied access with a message from "Barracuda" are to contact their teacher immediately to explain the situation. Students not complying will be subject to disciplinary action. If students and/or parents are aware of inappropriate sites, they are to contact the high school principal with this information.

##### **Use of District Computers/Privacy Rights**

Computer systems are for educational and professional use only. All information created by staff and students shall be considered district property and shall be subject to unannounced monitoring by district administrators. The district retains the right to discipline any student, up to and including expulsion and any employee, up to and including termination, for violations of this policy.

Students shall have no expectation of privacy when using district e-mail or computer systems. E-mail messages shall be used only for approved educational purposes supervised by a teacher. Students must use appropriate language in all messages. Students are expected to use the system following guidelines approved by teachers or the administration. Any e-mail or computer application or information in district computers or computer systems is subject to monitoring by the staff and/or administration. The school retains the right to duplicate any information created by students in a computer system or on any individual computer. Students who violate these rules, or any other classroom rules relating to computer use are subject to disciplinary action up to and including suspension from school.

#### **Unified School District # 113 – Sabetha/Wetmore 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 # 113 concerning use of computers and networks will result in disciplinary action and legal prosecution when applicable.

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.

*Examples of possible violations:*

*Deliberately accessing a pornographic site/material.*

*Altering any system software or another's personal work, either locally or remotely.*

*Using the network maliciously, as with hate mail, harassment, profanity, vulgar statements, or discriminatory remarks.*

*Allowing anyone to use an account other than the account holder.*

Level 1: Violation:

Student would 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 violation, 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: Expellable offense:

Student could be expelled from school if he/she engages in conduct on the Internet that contains the elements of the offense of criminal mischief, as defined by state of the school year or school years.

## **BULLYING**

U.S.D. 113 board of education prohibits bullying in any form on school property, in a school vehicle, or at a school-sponsored activity or event. The administration shall propose, and the board shall review and approve a plan to address bullying on school property, in a school vehicle, or at a school-sponsored activity or event. The plan shall include provisions for the training and education of staff members, students, and 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. "Bullying" means: (A) Any intentional gesture or any intentional written, verbal, electronic or physical act or threat that is sufficiently severe, persistent or pervasive that creates an intimidating, threatening or abusive educational environment for a student or staff member that a reasonable person, under the circumstances, knows or should know will have the effect of:

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

(B) "Cyberbullying" 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.

(C) any form of intimidation or harassment prohibited by the board of education of the school district in policies concerning bullying adopted pursuant to this section or subsection (e) of K.S.A. 72-8205, and amendments thereto.

(D) activities that occur off-campus but cause a substantial disruption in school will be subject to school discipline.

### **SEXUAL HARASSMENT**

Sabetha High School 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 of 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 includes: unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student, when made by a student to a staff member, or when made by a student to another student when: (1) submission to such conduct is made, explicitly or implicitly, a term or condition of the individual's education; (2) submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or (3) such conduct has the purpose or effect of interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive environment.

-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; 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.

-Sabetha High School encourages all victims of sexual harassment and persons with knowledge of such harassment to report the harassment immediately. SHS will promptly investigate all complaints of sexual harassment and take prompt corrective action to end the harassment.

-Any student who believes that he or she has been subject to sexual harassment should discuss the alleged harassment with the building principal, another administrator, the guidance counselor, or another staff member. Any school employee who receives a complaint 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 be reported to the district compliance coordinator. The building principal or district compliance coordinator shall discuss the complaint with the student to determine if it can be resolved. If the matter is not resolved to the satisfaction of the complainant in this meeting, the student may initiate a formal complaint under the district's discrimination complaint procedure.

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes sexual harassment under the definition outlined previously. Unacceptable 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.

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 authorities.

To the extent possible, confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with Sabetha High School's obligation to conduct a thorough investigation, to take appropriate corrective action or to provide due process to the accused.

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 HARASSMENT**

Sabetha High School is committed to providing a positive and productive learning and working environment, free from discrimination on the basis of race, color, or national origin. Racial harassment of 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 racially 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.

Racial Harassment is racially motivated conduct which:

Affords a student different treatment, solely on the basis of race, color, or national origin, in a manner which interferes with or limits the ability of the student to participate in or benefit from the services, activities or programs of the school, is sufficiently severe, pervasive, or persistent so as to have the purpose or effect of creating a hostile academic environment; or is sufficiently severe, pervasive or persistent so as to have the purpose or effect of interfering with a student's academic performance or ability to participate in or benefit from the services, activities, or programs of the school.

Racial harassment may result from verbal or physical conduct or written or graphic material. Sabetha High School encourages all victims of racial harassment and persons with knowledge of such harassment to report the harassment immediately. SHS will promptly investigate all complaints of racial harassment and take prompt corrective action to end the harassment.

Any student who believes that he or she has been subject to racial harassment should discuss the alleged harassment with the building principal, another administrator, the guidance counselor, or another staff member. Any school employee who receives a complaint of racial 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 be reported to the district compliance coordinator. The building principal or district compliance coordinator shall discuss the complaint with the student to determine if it can be resolved. If the matter is not resolved to the satisfaction of the complainant in this meeting, the student may initiate a formal complaint under the district's discrimination complaint procedure.

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes racial harassment under the definition outlined previously. Unacceptable conduct may or may not constitute racial harassment, depending on the nature of the conduct and its

severity, pervasiveness, and persistence. Behaviors which are unacceptable but do not constitute harassment may provide grounds for discipline under the code of student conduct.

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 authorities. To the extent possible, confidentiality will be maintained throughout the investigation of a complaint.

The desire for confidentiality must be balanced with Sabetha High School's obligation to conduct a thorough investigation, to take appropriate corrective action or to provide due process to the accused.

The filing of a complaint or otherwise reporting racial 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 racial 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.

<b><u>INFRACTIONS OF SHS STUDENT CODE OF CONDUCT</u></b>	<b>WARN ING</b>	<b>25 MINUTE DETENTIO N</b>	<b>DOU BLE TIME</b>	<b>1-3 DAY S ISS</b>	<b>3-5 DAYS ISS</b>	<b>OSS</b>	<b>LTS</b>	<b>EXPU LSIO N</b>
PUBLIC DISPLAY OF AFFECTION	1	2	3					
TARDIES	2	3+						
UNRULY CONDUCT THAT DISRUPTS SCHOOL	To Be	determined	By Admin istratio n					
CHEATING			1 (see handb ook)					
OBSCENE OR PROFANE LANGUAGE/GESTURES		1	2	3				
UNEXCUSED ABSENCE	Make up	time						
DRESS CODE	To Be	determined	By Admin istratio n					
INSUBORDINATION			1	2	3			
FORGERY			1	2	3			
MISSED DETENTION			1	2	3			
LEAVING WITHOUT PERMISSION				1	2	3		
INTIMIDATION, THREATS TO STUDENTS, STAFF, HARASSMENT				1	2	3		
FIGHTING				1	2	3		

STEALING					1	2	3	
VANDALISM					1	2	3	
POSSESSION, USE, UNDER INFLUENCE OR PEDDLING OF ALCOHOL OR CONTROLLED SUBSTANCE						1	2	3
FIREWORKS, BOMBS, FIRE ALARM OR FALSE ALARMS							1	2
WEAPONS, POSSESSION OR USE OF								1
OTHER ACTS DEEMED INAPPROPRIATE BY ADMINISTRATION	To Be	Determined	By Admin istratio n					

Sabetha High School <b>Bluejays</b>							
	Principal & PE	Principal	Lunch Hour Teacher	Seminar & Teachers	Seminar	Seminar & Teachers	Principal
	BATH ROOM & LOCKER ROOM	BUS	CAFETERIA	CLASSROOM & INSTRUCTIONAL AREAS	ASSEMBLY/ FIELD TRIPS/ EXTRACURRICULAR	HALLWAY & COMMONS AREA	PARKING LOT
<b>BE POSITIVE</b>	Use only when needed.  Use appropriate language.	Greet bus driver.	Greet cafeteria workers.  Say please/thank you.	Give your best effort.  Encourage others.	Say please/thank you.  Act courteously to everyone, especially guests.  Encourage others.	Greet others in a positive manner.	Park completely in designated stall.
<b>BE RESPECTFUL</b>	Keep clean and free of graffiti.  Flush & Wash Hands  Respect the privacy of others.	Remain seated.  Respect others space.  Listen to the driver.  Use appropriate language/voice level.  Clean up your area.	Use appropriate table manners.  Talk quietly/use appropriate language.  Respect others space.  Follow directions of lunch supervisors.  Remain in designated cafeteria area.  Quietly walk to cafeteria and from cafeteria.	Respect others space and property.  Clean up after self.  Follow teachers directions/school rules.  Use appropriate language/voice level.  Ask permission appropriately.  Listen politely.  Take care of materials and equipment.	Respect others space and property.  Be a polite listener.  Follow directions.	Walk quietly.  Respect others space and property.  Use appropriate language.  Keep hallway and commons area clean.  Use assigned locker for personal items.  Keep flow of traffic moving.  Display affection for others in an appropriate school manner.	Park in designated student parking area.  Drive at a safe rate of speed.  Drive appropriately for weather conditions.  Respect others space and property.
<b>BE A LEARNER</b>	Choose appropriate time to use restroom.  Return to class as soon as possible.	Obey rules of bus driver/school district.  Collect belongings before getting off	Make healthy choices.  Bring lunch card.	Be on time.  Come prepared.  Produce your own work.  Actively participate in the learning activity.  Complete assignments on time.	Follow directions (appropriate dress).  Represent your school in a positive manner.  Actively participate in the event.	Keep locker area neat and organized.	Be aware of pedestrians and moving vehicles.

