

## Table of Contents

|  |    |
|--|----|
| ADMINISTRATION.....                                  | 4  |
| BOARD OF EDUCATION.....                              | 4  |
| FACULTY.....   | 4  |
| STAFF.....   | 5  |
| CURRICULUM AND PROFESSIONAL DEVELOPMENT COUNCIL..... | 5  |
| SCHOOL HOURS (DUTY DAY).....                         | 5  |
| TEACHER ATTENDANCE.....                              | 6  |
| STAFF CONDUCT.....                                   | 6  |
| POWERSCHOOL.....                                     | 7  |
| SUBSTITUTE PLANS.....                                | 7  |
| CLASSROOM TIME.....                                  | 7  |
| LESSON PLANS.....                                    | 8  |
| BELL SYSTEM.....                                     | 8  |
| INTERCOM SYSTEM.....                                 | 8  |
| FACULTY MEETINGS.....                                | 8  |
| CARE OF BUILDING AND EQUIPMENT.....                  | 8  |
| HALL DUTY.....                                       | 8  |
| SEMINAR DUTY.....                                    | 8  |
| GUIDANCE AND TESTING.....                            | 9  |
| LIBRARY.....   | 9  |
| FACULTY LOUNGE.....                                  | 10 |
| MAILBOXES.....                                       | 10 |
| ERRANDS AND TOWN PASSES.....                         | 10 |
| PUBLICITY.....                                       | 10 |
| CUSTODIANS.....                                      | 10 |
| KEYS & CELL PHONES.....                              | 10 |
| STUDENT TELEPHONE USAGE.....                         | 10 |
| PURCHASES.....                                       | 11 |
| ASSEMBLIES.....                                      | 11 |
| PRACTICE SESSIONS.....                               | 11 |
| CLUB / ORGANIZATIONS (JHC).....                      | 11 |
| MEAL ALLOWANCES.....                                 | 11 |
| FUND RAISING (JH).....                               | 12 |
| ACTIVITY FUND.....                                   | 12 |
| ACTIVITY SCHEDULING AND SPONSORSHIP (JH).....        | 13 |
| OVERNIGHT TRIPS WITH STUDENTS.....                   | 13 |
| TRANSPORTATION.....                                  | 13 |
| OUT OF STATE TRAVEL POLICY.....                      | 13 |
| CLASS PARTIES (ORGANIZATIONS).....                   | 13 |
| GUIDELINES FOR PEP CLUB BUS SPONSOR.....             | 14 |
| PARENT TEACHER COMMUNICATIONS (JFAC).....            | 14 |
| BULLYING POLICY (JDDC).....                          | 15 |

|  |    |
|--|----|
| SEXUAL HARASSMENT (JGEC, GAAC).....                              | 18 |
| ACCEPTABLE STAFF USE OF THE INFORMATIONAL RETRIEVAL SYSTEMS..... | 18 |
| USE OF TECHNOLOGY.....   | 19 |
| COMPUTER USE.....  | 21 |
| TECHNOLOGY.....  | 22 |
| KEYS TO MAINTAINING GOOD DISCIPLINE.....                         | 22 |
| DISCIPLINE.....  | 22 |
| BUILDING PASSES AND HALL PASSES.....                             | 30 |
| FAILURE TO COMPLETE ASSIGNMENTS.....                             | 30 |
| STUDENT INJURY OR ILLNESS.....                                   | 30 |
| <b>CRISIS</b> .....  | 30 |
| GRADING.....   | 30 |
| REPORT CARDS.....  | 31 |
| TRANSFERRING OF RECORDS.....                                     | 32 |
| HONOR ROLL.....  | 32 |
| SEMESTER TEST POLICY.....  | 32 |
| SENIOR WEEK.....   | 32 |
| ATTENDANCE RECORDS (JB).....                                     | 32 |
| MAKE UP WORK.....  | 32 |
| SCHOOL FOOD SERVICE (JGH).....                                   | 33 |
| DEBTS-CARRIED OVER.....  | 33 |
| SUSPECTED CHILD ABUSE AND/OR NEGLECT.....                        | 33 |
| PLAGIARISM GUIDELINE.....  | 34 |
| RESEARCH PAPER GUIDELINES.....                                   | 34 |
| ACADEMIC HONESTY.....  | 35 |
| CONCESSIONS STANDS.....  | 35 |
| FERPA.....   | 35 |
| EMERGENCY PROCEDURES   |    |
| 37   |    |

**GAA Goals and Objectives**

**GAA**

All employees shall follow all applicable board policies, rules and regulations.

All personnel handbooks shall be approved by the board and adopted, by reference, as a part of these policies and rules. (See BDA)

## **A place where students will be empowered to learn.**

The above statement was selected by the faculty as the "mission statement" for Riley County High School. The purpose of a mission statement is to serve as a philosophy and guiding light for each of the various classes and activities that comprise a school. It is the driving force behind the most important decisions regarding the school. As such, it was not selected lightly. A great deal of thought went into the exact wording of the statement.

Empowerment has been defined as the process of providing people with the opportunity and necessary resources to enable them to believe and feel that they understand their world and have the power to change it. Empowerment does not guide or direct action; it excites action.

Students at RCHS will not only be taught facts and figures; but also the skills necessary to continue to acquire knowledge after their formal education is complete. These skills are essential in today's ever changing world. Research tells us that the average person will change careers four times over the course of his or her lifetime. Each change will require that new information be learned and mastered. In order to cope with the knowledge explosion and changes in careers, individuals must know how to learn. Learning does not consist of acquiring more information, but rather expanding the ability to produce the results we truly want in life. The goal of the faculty and staff of RCHS is to both model and empower lifelong learning.

Empowerment of learning cannot be accomplished through the efforts of the faculty or the students working alone. It will be necessary for the faculty, staff, students, and parents to work together if we are to make significant progress in this never ending journey.

### **DISTRICT MOTTO**

**“All our Children Learning”**

### **USD 378 MISSION STATEMENT**

USD 378 collaborates with family and community, creates a secure environment, achieves educational excellence, and encourages a passion for life-long learning. WE ARE RILEY COUNTY!

WE BELIEVE...

Students are our first priority.

Our culture focuses on being positive, proactive, open and inclusive.

Operating as a collaborative community is key to students' and the district's success.

Everyone has opportunities to make choices and is responsible for outcomes.

High expectations lead to higher performance which, in turn, empowers the individual and strengthens society.

In visionary and innovative thinking to keep the district and its students on the cutting-edge.

The power of our district resides in our passion for our students and their education.

We prepare students and provide them with essential tools to live and learn with meaning and impact.

## **SCHOOLWIDE GUIDING PRINCIPLES**

I am responsible for my own actions.

I show respect and courtesy for others and myself.

I contribute to a positive learning environment.

I strive for excellence.

I leave it better than I found it

### **ADMINISTRATION**

Mr. Brad Starnes, Superintendent of Schools  
Ms. Antoinette Root, Principal  
Chris Delforge, Assistant Principal

### **BOARD OF EDUCATION**

|                 |                |
|-----------------|----------------|
| Kerry Thurlow   | President      |
| Ross Wahl       | Vice President |
| Jennifer Wilson | Member         |
| Randy Glenn     | Member         |
| Shane Allen     | Member         |
| TBA             | Member         |
| David Higgins   | Member         |

### **FACULTY**

|                   |             |
|-------------------|-------------|
| Jim Barnard       | Mathematics |
| Samantha Brown    | IRC         |
| Justin Davidson   | Band        |
| Cindy Thomson     | Science     |
| Jennifer Johnston | Vocal Music |
| Kezia Huseman     | Spanish     |

Danny Grater  
Jenna Grater  
Dunia Harmison  
Heather Fink  
Mark Laurie  
Jennifer Meadows  
Samantha Kriley  
Harold Oliver  
Megan Steiner  
Weston Steiner  
Shari Taylor  
Steve Wagner  
Bob Whearty  
Eric Willimon

Industrial Arts  
English/FACS  
Science  
Eng./Speech/Debate/Forensics  
Business/Computers  
Art  
Counselor  
Social Science/Athletic Director  
English  
IRC  
Mathematics  
Body Conditioning/PE  
Vocational Agriculture  
Social Science

### **STAFF**

Jon Allen  
Janet Bradfield  
Grace Brown  
Kris Burnett  
Maggie Haag  
Sue Hartenbower  
Joyce Juhler  
Fred Klucas  
Pat Mitchell  
Mitch Morgan  
Cara Rignell  
Donna Tittel  
Frank VanBebber  
Dustin Webber  
Larry Wendland  
Heather Wernholm

Maintenance  
Food Service  
Food Service Director  
Library-Media Specialist  
Nurse  
VPL Mentor/Structured Study  
Food Service  
Custodian  
Food Service  
SRO  
Concessions  
Secretary  
Paraprofessional  
Network Administrator  
Transportation  
Secretary

### **CURRICULUM AND PROFESSIONAL DEVELOPMENT COUNCIL**

USD 378 maintains a Curriculum and Professional Development Council to recommend changes in course offerings in the Riley County schools. Input from patrons, teachers, parents and students are encouraged. If you have ideas of curriculum changes for our school please contact one of the following members by calling the school:

Jennifer Kulp - RCGS  
Whitney Hydeman - RCGS  
Erin Oliver - RCMS  
Teresa Grant - Principal - RCMS  
Brad Starnes - Superintendent  
Kristin Blecha- Counselor - RCMS

Jim Barnard - RCHS  
Bob Whearty - RCHS  
Harold Oliver - District at Large  
Antoinette Root - Principal - RCHS  
Samantha Kriley - RCHS Counselor  
Shari Taylor - RCHS\*

### **SCHOOL HOURS (DUTY DAY)**

Teachers are to report to school by 7:45 a.m. and remain at least twenty minutes after dismissal (3:50 p.m.). Students needing extra help should be encouraged to come to classrooms immediately after the close of school or prior to the beginning of school for additional teacher aid or information.

## **TEACHER ATTENDANCE**

If a teacher will not be reporting to school a particular day, he/she should log into the AESOP program in charge of getting substitutes for your classroom by 6:00am. Please sign up the evening before if you feel you will be unable to attend the next day.

## **STAFF CONDUCT**

No employee, while on or using school property, otherwise acting as an agent, or working in an official capacity for the district shall engage in:

- Physical or verbal abuse of, or threat of harm to, anyone.
- **Bullying behavior toward a student or staff member.**
- Causing damage or threat of damage, to district property.
- Forceful or unauthorized entry to or occupation of district facilities, including buildings and grounds.
- Use, possession, distribution, or sale of alcohol or of drugs or other illegal substances.
- Use of profane or abusive language, symbols, or conduct.
- Failure to comply with lawful direction of district officials, security officers, or any other law-enforcement officer, or failure to identify oneself to such officials or officers when lawfully requested to do so.
- The carrying or possession of a weapon on school grounds without authorization from the appropriate school administrator.
- A violation of district policies and regulations.
- Any conduct violating federal, state, or applicable municipal law or regulation.
- Any other conduct that may obstruct, disrupt, or interfere with teaching, research, service, administrative, or disciplinary functions of the district, or any other activity sponsored by the board.

In addition to the foregoing, all staff members are expected to:

- Thoroughly acquaint themselves with the rules, regulations, and other information applicable to them contained with the policies of the board.
- Conduct themselves in a manner consistent with effective and orderly education and to protect students and district property.
- Maintain order in a manner consistent with district policies and regulations.
- Comply promptly with all orders of the superintendent and the administrator who is their immediate supervisor.
- Dress and maintain a general appearance that reflects their position and does not detract from the educational program of the school.

- o District Polo shirts and jeans may only be worn on Friday or in-service days; Jeans are not permitted at any other time unless prior approval is received by the principal.

District employees who violate these rules are subject to disciplinary action.

### **POWERSCHOOL**

Each teacher needs to have his or her PowerGrade updated by 8 A.M. every Monday morning.

### **SUBSTITUTE PLANS**

In case of an absence, every effort should be made to have detailed lesson plans available for the substitute. Since absences can be unpredictable, each teacher should keep a file of emergency lesson plans for the substitute. These plans could consist of open book quizzes, pop quizzes, worksheets, reading assignments, etc. This file should be updated periodically. In addition, the following information would be beneficial:

1. A seating chart of each class and the grade book.
2. A notation concerning procedures.
3. Helpful personal information about pupils and their characteristics.
4. Information about location of keys, desk copies, necessary materials, and extra duty assignments.

### **CLASSROOM TIME**

Classroom time is the most important time in the world to a student. Teachers have a duty to make the most of every minute. Each student should be entitled to full classroom time instruction in each class. Every effort will be made to preserve this time for instruction. Salesmen will not be allowed to contact a teacher at the classroom door except during the teacher's planning time. Messages to students will be very limited.

**Do not leave students unattended** . Arrangements should be previously, of necessity, have to be late to class or leave early. Of course, these occasions of leaving are to be kept to an absolute minimum. The teacher charged with the responsibility of a group of students for a block of time. Do not short change the parents' most valued possession by leaving the classroom.

### **Instructional Expectations:**

Research and experience demonstrate several successful teaching methods for increasing student learning. The average student attention span is 20 minutes, and for the special needs student it is much less. Bringing a variety of instructional techniques to the class can help retention plus meet more student learning styles.

1. Use three or more learning styles in a block of time. Example:
  - a. lecture/media presentation/guided learning/independent work
  - b. media presentation/guided learning/independent work/group work
  - c. student presentation/media presentation/guided learning
  - d. group work/independent work/teacher lecture/demonstration
2. Lectures should not go over 30 minutes.
3. Do not follow up a lecture with a discussion.
4. Media presentations should be limited to less than 30 minutes at a time.

## **LESSON PLANS**

An efficient and successful teacher plans his/her work in advance. All teachers are encouraged to maintain written lesson plans. For evaluation purposes, lesson plans of all staff members will be checked. Weekly and major project plan dates are to be posted within the classroom and a daily objective is expected to be on the board.

## **BELL SYSTEM**

In the morning, there will be a five minute warning bell at 8:10 a.m. At 8:15 a.m., the last bell will ring. Hereafter, the bell will ring for dismissal at the end of the class period. Students will have five minutes to pass to the next class. Remember...each teacher should dismiss his/her own class. The way a group of students leave one class determines a lot of what will happen during the next period. Teachers need to be in the halls monitoring student behavior during passing periods. There will be a fifteen minute warning bell for physical education classes, shop, home economics, and all business classes.

## **INTERCOM SYSTEM**

Each room has a speaker to receive and transmit to the office. The intercom will be used very sparingly. If it is an item which can be put in the daily bulletin, please do so.

## **FACULTY MEETINGS**

Faculty meetings will be scheduled as needed

## **CARE OF BUILDING AND EQUIPMENT**

It is most frustrating to see public property vandalized or destroyed. This reflects poorly on the pride we take in our school. Every teacher should take special interest in the maintenance of the furniture and equipment. Some classrooms have multi-teacher use; but if everyone will strive to teach regard for property, we can be successful in developing proper attitudes and pride among the students.

Any students found writing on desktops, or other such instances, should be dealt with appropriately.

Teachers are responsible for equipment in their rooms or under their jurisdiction. Each teacher should see that all equipment is returned to its proper place as soon as the teacher, or student, has finished with it.

All classrooms should be locked during the lunch period and after school. Upon leaving the building for the day, the teacher should check that windows in the room are locked, lights are out, shades are adjusted, and door is locked.

## **HALL DUTY**

Between classes, at noon, and after dismissal; all instructors should be in the hallway to help maintain appropriate discipline.

## **SEMINAR DUTY**

Teachers are responsible to do a grade check on Wednesdays for students in their seminar.



During Parent/Teacher conferences, any student who fails a quarter will also be asked to attend a conference with their parents, administration and involved teachers to determine a plan or action. This is especially important for the freshmen and sophomore students.

1. Teachers should have clear expectations for students and help students be aware of their own progress.
2. Teachers should provide opportunities for extra time and help (before or after school, seminar) and encourage students to take advantage of them.
3. Teachers should communicate with parents in a timely fashion regarding any students who are having difficulty.

### **GUIDANCE AND TESTING**

The guidance counselor will handle the testing program. An attempt has been made to free the counselor for several hours each day to allow time for conferences with students who desire to make use of this service. Encourage your students to avail themselves of this service.

Any student desiring to see the counselor should have an appointment slip issued to him/her prior to the conference by the counselor. This form will specify the time and date of the conference. This will stop any excessive loitering in the hallway without proper supervision. Conferences should be scheduled for a student's free time if at all possible. If a student must be removed from a class, the counselor will attempt to make prior arrangements with the student's instructor.

### **LIBRARY**

The purpose of the library is to enrich and supplement the instruction in the classroom and to provide recreational reading. Regulations concerning the use of the library by students can be found in the Student Handbook. A few suggestions for improving the library service follow:

1. Books and reference materials should be placed on reserve by the teacher and library aide if many students need to use them. This practice will enable more students to obtain the material they need.
2. Teachers must check out library materials. Audio visual equipment should be returned with the covers replaced, cords properly stored, plug-in adapters left on the cords, and ready for the next person to use. Students returning equipment should be aware of the proper place to store the equipment.
3. The library aide will be able to give more help to a group if the purpose of the library assignment is known in advance. To avoid conflicts and assure assistance for the students in doing their research, a teacher sending a class or group of six or more to the library for class research should make arrangements twenty-four hours in advance. A teacher is expected to be in the library with a class unless other arrangements are made.
4. Students sent to the library from a class for any other reason are expected to use this time for study related to that class and should have a definite assignment, such as to select a book or to study the text or library materials. Discipline can be improved if such is stated on the pass. If the library is too crowded, it may be necessary to limit the number who can go to the library without advance arrangements.
5. Other library rules will be posted in room one by the library aide. Each teacher should keep informed.

**FACULTY LOUNGE**  
**ASSISTANT TRANSPORTATION DIRECTOR 'S OFFICE**

The faculty lounge is for all staff members of Riley County High School. It is "off limits" to all students at all times. There is no need for a student to be found there. A pop machine is provided and profit from these sales will be placed in the high school faculty fund. Do not abuse this room. Professional attitudes and ethics should be maintained at all times in the faculty lounge.

**MAILBOXES**

Every instructor has an assigned mailbox. Please check it each morning and evening when checking in or out and keep it free from other than mail use.

**ERRANDS AND TOWN PASSES**

If a student must leave the building to run an errand, etc.; they must report to the office for a "permit to leave the building" pass. The student should show this pass to his/her teacher before leaving the building. Upon returning to school, the student must report to the office to verify his/her return and obtain a pass to return to class. These trips will be allowed only if absolutely necessary. Students may be required to make up the time missed minute for minute. **No students are allowed to be transported in a student or teacher's personal vehicle.**

**PUBLICITY**

Newspaper, radio, newsletters and social media are our best sources for keeping the public informed of our school program. Teachers are encouraged to submit news either in the area of straight news or feature stories.

News releases should promote favorable publicity and are very important in our attempt to keep the public informed. Teacher must keep in mind that one of the most constant sources of publicity is that carried by pupils from the classroom each day. The classroom teacher with the many personal contacts with pupils, parents, and others must at all times represent "good teaching". Teachers will daily be judged by their students and it is important for the quality of the "home report" to be extremely good.

**CUSTODIANS**

Teachers can help by seeing that their rooms are kept in order. Keeping the desks in their proper places, papers off the floor, and books and magazines in their proper places will help the custodians do a better job. Equipment in the rooms that is in need of repair or replacement should be reported to the principal's office.

**KEYS & CELL PHONES**

A set of keys will be checked out to each teacher. Take good care of them. Teachers must not leave their keys where students may use them and **UNDER NO CONDITION** should the teacher give or loan keys to students to unlock other rooms. **Teacher's personal electronic devices and cell phones cannot be used for personal reasons while directly supervising students during school hours.**

**STUDENT TELEPHONE USAGE**

The office phone is not for student use except to call parents in the case of emergencies or for school business. Telephone calls are not to be made during class time. The office will handle

incoming calls for students and students will not be called from classes to take calls unless it is an emergency. The cost of long distance calls is the financial responsibility of the student.

### **PURCHASES**

Requests for supplies or equipment are to be submitted in writing to the building principal on a "Requisition Form" or use eRequisition. If funds and other factors make the purchase immediately possible, a purchase order will be issued. There are both high school activity funds and district office funds. When a district office purchase order is used please indicate on the form if it has been ordered, faxed, or picked up-so that the district treasurer won't duplicate orders.

All purchases are to be made before or after school, not during school hours. Very few exceptions will be made to this policy. Students are not to be sent from the building to run errands and make purchases. Plan Ahead!

The school will not assume financial responsibility for any account charged without proper authorization. Strict adherence to this procedure is expected. Be sure to include the vendor, address, phone number and fax number on all requisitions and purchase orders you complete.

### **ASSEMBLIES**

Various school assemblies will be planned throughout the year. These are usually held in the gymnasium. Students and teachers are expected to attend the assemblies as if they were in class. Students will sit with their class or advisory group, whichever has been assigned for the assembly.

### **PRACTICE SESSIONS**

School night practice sessions involving students are to be over and the building cleared by a reasonable hour. Except in rare instances, these practices should be concluded and the building closed by 10:00 p.m. Any sessions running past this time must have the approval of the principal in advance. Permission will be granted only for valid reasons. There should be no school activities scheduled on Wednesday night or Sunday, unless KSHSAA or the Mid-East League dictate such activities. If it is necessary to schedule activities, please notify the building principal. Students should be out of the building by 6:30 on Wednesday nights.

Sponsors of practices are not to leave the building unlocked unless someone is on duty and charged with the supervision of the building. The sponsors shall make arrangements so that students are limited in their activities to the general area assigned for practice and are not to roam at will about the building. **Sponsors will be the last persons to leave.**

### **CLUB / ORGANIZATIONS** (JHC)

Each organization sponsor shall see that the secretary and treasurer of each organization keep a record of all activities. Organizational treasurers are responsible, along with the sponsor, to see that all bills are paid. All responsible persons are to sign payment authorization vouchers. **As a fundraiser to help offset entry fees , all Club/Organizations that have to pay participation entry fees to enter competitions MUST host one home event.**

### **MEAL ALLOWANCES**

When students and staff are representing the school at state qualifying or state events and/or staff are at professional development out of district activities the district will provide/reimburse meals at a daily rate of \$19 total as follows: \$5 breakfast if you leave after 6 AM but before 7:30 AM on the day of the activity or spend the night, \$7 for lunch if you leave after 10 AM but before

11:30 AM on the day of the activity or have spent the night and \$7 for dinner if you leave after 4 PM but not before 5:30 PM, or overnight accommodations; whichever is the least costly for the district.

### **FUND RAISING** (JH)

Sales promotions for money-making projects should be kept to a minimum. All money-making projects must have permission from the principal in writing.

The purpose of fund raising activities is to support the school. The organization needs to clearly state the purpose of the fund making event and where, how, when, and for what purpose these funds will be spent. Any activity sponsored by the school will be solely a school activity and no charge or offering shall be made or taken by any outside group.

The board, by allowing fund raising events and activities, is in no way obligating any school district money to be used on the project selected by the various committees. So that all parties involved, both school district and organizations, are able to maintain their credibility no organization should undertake more than one (1) project at a time. Any funds raised using school facilities should be expended for the expressed purpose for which those funds were raised.

Employees of the school district should not solicit support nor be actively involved in the formation of special interest groups or committees unless so instructed by the administration. The board shall use discretion to insure one group does not receive favored status.

### **ACTIVITY FUNDS**

#### **Handling School Activity Funds**

All funds raised by any school organization through any school activities of the group are school money and not the property of the individuals of that group. All funds so raised must be spent in accordance with school regulations and the approval of the group sponsors and the administration. Such approval and regulations shall be subject to policy adopted by the Board of Education of Unified School District 378 and any question of policy may be referred to the superintendent of schools. The following general regulations shall apply to all Activity Funds:

- A. All funds raised by any school organization shall be deposited in the Activity Fund and shall be paid out on approval of group sponsors and officers, in accordance with approved school policy subject to approval of the school administration. In all cases, the books of the treasurer of the organization should show all receipts and expenditures. Money may not be kept by the teacher or sponsor overnight; money must be secured in the office. Office staff will receipt all money.
- B. Funds raised by school organizations by group activity may not be spent for personal entertainment of the members of that group except where these funds were raised for specified purposes such as Junior-Senior Prom/Banquet, etc., where approval is given by the school administration for the fund raising activity and the expenditure. (This is not to be interpreted as including assessments made on members for entertainment purposes.)
- C. Gifts to any individual or organization outside the school may not be made by any school organization from funds raised by any such school activity. Gifts to sponsors, play coaches, etc., within the school should be limited to nominal sums. Classes, such as the Senior Class, may indicate their preferences for a gift or disposition of any funds they may have left at the close of their senior year subject to the principal's approval.  
[See KASB recommended policies GAJ and JL.]

D. If funds are left by any organization without agreement as to their disposition they will become the property of the school and must be spent for school purposes that will benefit the school groups in general.

[See KASB recommended policies DK and JH.]

### **ACTIVITY SCHEDULING AND SPONSORSHIP** (JH)

Student activities are an integral part of the school program. They must be well supervised and well-coordinated. All meetings, parties, etc., not listed on the regular schedule of classes must be scheduled through the office. The calendar in the main office is the official school calendar and it must be consulted before an activity is scheduled. However, no activity should be placed on the calendar without the consent of the principal. Activities should not be scheduled on Wednesday evenings or Sunday.

On a rotation system, teachers will be asked to help sponsor school dances. The students need to see that staff members have an interest in them and their activities.

### **OVERNIGHT TRIPS WITH STUDENTS**

There must be an adult sponsor in each student hotel room when students stay overnight on a school sponsored activity or event. Adjoining rooms can count as one room with one adult for both rooms.

### **TRANSPORTATION**

Mr. Frank Clark is the assistant transportation director for the district. Arrange for all buses through him.

The following rules have been set up for securing transportation and for the operation of transportation.

1. Get trip approved by building Principal.
2. File trip plans with the assistant transportation director at least one week prior to the scheduled event. If this is not done, transportation may not be available.
3. In general, transportation will be on a first come first serve basis (exception...scheduled athletic events).
4. The sponsor (teacher/coach) is responsible for leaving the vehicle in clean condition.
5. Drivers will be paid on the basis of driving time.
6. Report any maintenance or repairs needed to Mr. Clark.
7. Only school personnel are to drive the vehicle.

### **OUT OF STATE TRAVEL POLICY**

Past practice and policy has dictated that the district provide transportation for all in state school sponsored activities. The Board will not approve any out of state travel for any national competitions or any non-sanctioned or non-approved KSHSAA event.

### **CLASS PARTIES (ORGANIZATIONS)**

Each class and/or organization may have one party per year, provided an open date may be found on the school calendar. All party dates must be cleared through the principal's office at least two weeks in advance so that there will be no conflicts as to time and place.

These parties will be limited to students of Riley County High School and outside guests as set forth in the Student Handbook. All district school staff members and the parents of the students involved are welcome as guests at any time. Regular school behavior and dress will be observed at all functions.

In regard to the Junior-Senior Prom, the following policy will be adhered to:

1. The Junior-Senior Prom will be held on a Saturday night during the spring semester.
2. Decorating will start no earlier than 4:00 p.m. on Wednesday prior to the prom.

#### **GUIDELINES FOR PEP CLUB BUS SPONSOR**

1. Call roll after bus is loaded...before going to and coming from the game.
2. Sponsors should sit in the vicinity of the pep club.
3. No student who has ridden an activity bus will be allowed to return home by another means unless his/her parents/guardians contact the sponsor in person and request that the student be released to them.
4. Students not going on the bus may not ride home on the bus.
5. After the return trip, sponsors should stay in the building until all bus riders have left the building.
6. Sponsors should be aware of and enforce bus passenger rules (such as not standing when the bus is in motion).
7. Students violating rules should be reported to the office...penalty, in most cases, will be losing the privilege of riding the bus.

#### **PARENT TEACHER COMMUNICATIONS** (JFAC)

If there is a lack of understanding or communication between the parent and teacher, it is our desire to eliminate and correct this barrier, which tends to destroy confidence in our local educational program. The accepted procedure for hearing complaints is as follows:

1. Concerning classroom or teacher...
  - a. A parent/guardian is requested to contact the teacher and make an appointment to discuss the problem.
  - b. If the parent or guardian/teacher conference is not satisfactorily resolved, the parent/guardian or the teacher may request an interview with the principal of the building.
  - c. If the parent/guardian and principal cannot resolve the problem, a conference with the superintendent should be scheduled.
  - d. If the superintendent and the parent/guardian cannot resolve the problem, the board of education will arrange to hear the total report and make a final decision.
2. Concerning school policy or organizational procedure...
  - a. The parent/guardian should contact the building principal and discuss the problem.
  - b. If the parent/guardian and the principal cannot resolve the problem, a conference should be scheduled with the superintendent.

- c. If the parent/guardian and the superintendent cannot resolve the problem, the board of education will arrange to hear the total report.
- 3. Concerning reports received by telephone...
  - a. Except for very minor questions, telephoning is not a satisfactory procedure for discussing differences.
  - b. Administrators accepting complaints by telephone will follow up by discussing the matter with the teacher or student involved.
- 4. Results of registered complaints...
  - a. As indicated in all the procedures listed, the teacher and the administrator will discuss and review all the facts involved in the area of complaints. After considering all facts provided by student, parent/guardian, and teacher; the problem will be resolved or adjusted to the best judgment and ability of the administration. A parent/guardian dissatisfied with the decision may proceed to the next line of authority.

It has been, and shall remain, the policy of the school to welcome parents to visit the school at any time. Furthermore, parents/guardians should feel free to contact teachers regarding areas of concern in any of our classrooms. Parent/guardian teacher conferences will normally reveal all the facts of the problem and, in most cases; the problem will be resolved in a cooperative and understanding manner.

Parents/guardians occasionally report that they hesitate to contact a teacher for a conference regarding their children for fear the teacher will hold a grudge against the student or will take it out on the student in the classroom. This is not a fair statement. A teacher with this attitude could not expect professional support and would not remain in the teaching profession very long. Your personal efforts to resolve any feeling of lack of communication between the parent/guardian and the school would be appreciated. Teachers owe the parent/guardian every opportunity to know the school program and to understand the daily procedures in our classrooms.

## **BULLYING POLICY** (JDDC)

### I. PURPOSE

The Riley County School District is committed to providing all students, staff, and visitors with a safe and civil school environment in which all members of the school community are treated with dignity and respect. The district, school, and community have an obligation to promote mutual respect, tolerance, and acceptance.

The Riley County School District will not tolerate behavior that infringes on the safety of any student.

The Riley County School District expects students and/or staff to immediately report incidents of bullying to the administration. Staff are expected to immediately intervene when they see a bullying incident occur. Each complaint of bullying should be promptly investigated. This policy applies to students on school grounds, while traveling on a school vehicle, or at a school-sponsored activity.

To ensure that bullying does not occur, the Riley County School District will provide staff development training in bullying prevention to build each school's capacity to maintain a safe and healthy learning environment.

To ensure that bullying does not occur, the Riley County School District will provide lessons on bullying prevention for all students. Students who are in violation of this policy are subject to disciplinary action up to and including expulsion.

## II. GENERAL STATEMENT OF POLICY

- A. An act of bullying, harassment, or intimidation by either an individual student or group of students is expressly prohibited on school district property, in a school vehicle, or at a school sponsored activity or event. This policy applies to students who directly engage in an act of bullying and also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy refers to any intentional and repeated written, electronic, verbal, or physical act or actions against another person which has the effect of:
- Creating a hostile, threatening, humiliating, or abusive educational environment due to the pervasiveness or persistence of negative actions.
  - Interfering with a student's right to attend a safe, non-threatening school environment.
  - Placing a student in reasonable fear of substantial harm to his or her emotional or physical well-being or substantial damage to his or her property due to the severity of the negative action.
  - Perpetuating bullying by inciting, soliciting or coercing an individual or group to demean, dehumanize, embarrass, or cause emotional, psychological or physical harm to another person.
- B. No teacher, administrator, or staff member of the school district shall permit, condone, practice, or tolerate bullying.
- C. Apparent permission or consent by a student being bullied does not lessen the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- E. A person who engages in an act of bullying, reprisal, or false reporting of bullying, or who permits, condones, tolerates bullying shall be subject to discipline for that act in accordance with the school district's policies and procedures.
- F. The school district will act to investigate all complaints of bullying and will discipline or take appropriate action against any individual who is found to have violated this policy.
- G. Individuals found to have violated this policy will be subject to disciplinary action. Consequences for students who commit prohibited acts of bullying may range from behavioral interventions to suspension and/or expulsion. Where appropriate, students who violate the bullying prohibition shall be reported to law enforcement.

## III. DEFINITIONS

For purposes of this policy, the definitions included in this section apply.

- A. Bullying means repeated acts (verbal and/or non-verbal expressions and/or behaviors, including written statements and electronic transmissions) that are coercive and intimidating and inhibit a positive and supportive learning environment.



B. Bullying involves conduct by a student that interferes with another student's educational benefit, opportunities or performance; is severe, persistent, or pervasive creating an intimidating or threatening educational environment; has the effect of substantially disrupting the orderly operation of the school.

C. Bullying behaviors may include but are not limited to:

- Spreading rumors
- Teasing
- Ostracizing/socially isolating
- Threatening
- Gesturing
- Setting up/facilitating bullying behavior by others
- Physically harming
- Verbally taunting
- Destroying/damaging property

#### IV. REPORTING PROCEDURE

Any person who believes he or she has been the victim of bullying or any person with knowledge or belief of conduct that may constitute bullying shall report the alleged act(s) immediately to the administration. A student may report bullying anonymously. An oral report shall be considered a complaint as well.

A. A teacher, administrator, or other school employee shall be particularly alert to possible situations, circumstances, or events that may constitute bullying. Any such person who receives a report of, observes, or has other knowledge or belief of conduct that may constitute bullying shall inform the administration immediately. The administration is responsible for receiving oral or written reports of bullying at the building level.

B. Reports of bullying are classified as private educational and/or personnel data and/or as confidential investigative data, and will not be disclosed except as permitted by law.

C. Submission of a good faith complaint or report of bullying will not affect the complainant's or reporter's grades or educational environment.

#### V. REPRISAL

The administration will discipline or take appropriate action against any student who retaliates against:

- Any person who makes a good faith report of alleged bullying.
- Any person who testifies, assists, or participates in an investigation.
- Any person who testifies, assists, or participates in a proceeding or hearing relating to such bullying.

Retaliation includes, but is not limited to, any form of intimidation, harassment, or intentional disparate treatment.

#### VI. TRAINING AND EDUCATION

A. The school district will develop a school-wide bullying prevention program.

- B. The school district will provide annual information and any applicable training to school district staff regarding this policy.
- C. The school district will provide annual education and information to students and parents regarding bullying.

## VII. NOTICE

The school district will give annual notice of this policy to students, parents/guardians, and staff. This policy will appear in the student handbook.

### **SEXUAL HARASSMENT** (JGEC, GAAC)

Sexual harassment of a student by another student, an employee of this district, or any non-employee or non-student will not be tolerated on USD 378 property. Violations of this policy shall result in disciplinary action. Sexual harassment may include, but not be limited to:

1. Sexually oriented communication, including sexually oriented verbal and nonverbal “kidding” or harassment or abuse.
2. Subtle pressure or requests for sexual activity.
3. Persistent unwelcome attempts to change a professional relationship into a personal, social-sexual activity.
4. Creating a hostile school environment, including the use of innuendoes or overt or implied threats.
5. Unnecessary touching of an individual, e.g., patting, pinching, hugging, repeated brushing against another person’s body.
6. Requesting or demanding sexual favors accompanied by an implied or overt promise of preferential treatment with regard to a student’s grades or status in any activity.
7. Sexual assault or battery as defined by current law.

Any student who believes he/she has been subjected to sexual harassment should discuss the problem with his/her principal, or another certified staff member. Initiation of a sexual harassment complaint will not cause any adverse reflection on the student. The initiation of a student’s complaint shall not adversely affect the job security or status of any employee or student until a finding of fact determines that improper conduct occurred. Strict confidentiality shall be maintained throughout the complaint procedure.

### **ACCEPTABLE STAFF USE OF THE INFORMATIONAL RETRIEVAL SYSTEMS**

USD 378, Riley County is working to provide access to information retrieval systems for all students, faculty and staff. An information retrieval system is a term that includes all existing technologies related to computers and the Internet. Students must have permission from their parents or legal guardian to access information retrieval systems at school. (Form IRS)

In making decisions regarding student access to information retrieval systems, USD 378 considers its own stated educational mission, goals and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to information retrieval systems enables students to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The district expects that faculty will blend thoughtful use of information retrieval systems throughout the curriculum and will provide guidance and instruction to students in its use. Students will be monitored by faculty while using these systems. As much as possible, access from school to information retrieval systems resources should be

structured in ways which point students to those which have been evaluated prior to use.

Students utilizing district-provided information retrieval systems access must first have the permission of and must be supervised by USD 378's professional staff. Students utilizing school-provided information retrieval systems access are responsible for good behavior on-line just as they are in a classroom or other area of the school. The same general rules for behavior and communication apply.

The purpose of district-provided information retrieval systems access is to facilitate communications in support of research and education. To remain eligible as users, student's use must be in support of and consistent with the educational objectives of USD 378. **Access is a privilege, not a right. Access entails responsibility.**

Users should not expect that files stored on information retrieval systems will always be private. Electronic messages and files stored on school-based computers may be treated like school lockers. Administrators and faculty may review files and messages to maintain system integrity and insure that users are acting responsibly.

The following use of district-provided information retrieval systems access are not permitted:

1. to access, upload, download, or distribute pornographic, obscene, or sexually explicit material; games and music
2. to transmit obscene, abusive, or sexually explicit language;
3. to violate any local, state or federal statute;
4. to vandalize, damage, or disable the property of another individual organization;
5. to access another individual's materials, information, or files without permission;
6. to violate copyright or otherwise use the intellectual property of another individual or organization without permission, and
7. to advertise non-school sponsored events, or to advertise for sale or purchase of non-school sponsored equipment, materials or services.

Any violation of this policy and rules may result in the loss of district-sponsored access to information retrieval systems. Additional disciplinary action may be determined at the building level in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.

The district makes no warranties of any kind, neither expressed or implied, for the information retrieval systems access it is providing. The district will not be responsible for any damages users suffer, including, but not limited to--loss of data resulting from delays nor interruptions of service. The district will not be responsible for the accuracy, nature or quality of information stored on district diskettes, hard drives, or servers; nor for the accuracy, nature or quality of information gathered through district-provided information retrieval systems access. The district will not be responsible for unauthorized financial obligations resulting from district-provided information retrieval systems access.

Permission forms are available at Riley County High School.

**2014-2015 Permission for Student Use of Information Retrieval Systems and Acceptable Use of Technology: USD 378, Riley County**

Parents/Guardians of RCGS and RCHS Students:

The school district is pleased to offer its students access to information retrieval systems. Information retrieval systems include all existing technologies related to computers and the Internet. This computer technology allows students and staff access and use resources from distant computers, communicate and collaborate with other individuals and groups around the work, and significantly expand their available information base. Information Retrieval Systems are tools for life-long learning.

Families should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate and potentially offensive to some people. In addition, it is possible to purchase certain goods and services via the Internet which could result in an unwanted financial obligation for which a student's parent or guardian would be liable. Parents should understand that in consideration for their child being permitted to use district-provided access to the Internet, parents shall be financially responsible for and pay for any purchases, financial commitments or obligation made by their child through the use of district-provided access to the Internet. The board has adopted guideline for student use of the Internet, which are printed in the student handbook. Parents are encouraged to read the guidelines and discuss them with their child.

Access to the Internet is available in classrooms, libraries and offices of the Riley County Schools. While the district's intent is to make access to the Internet available in order to further educational goals and objectives, students may find ways to access other materials as well. Even should the district institute technical methods or systems to regulate student's access to the Internet, those methods could not guarantee compliance with the district's acceptable use policy. Presently, software programs and other technical methods to regulate student access are not foolproof. These methods cannot guarantee students will not access inappropriate material. For this reason, students are monitored by school personal while working on the Internet.

USD 378, Riley County believes the benefits to students of Internet access exceed any disadvantages. Ultimately, however, parent and guardians of minors are responsible for setting and conveying the standards their children should follow when using media and information sources. Toward the end, USD 378 makes the district's complete information retrieval systems policy and policy procedures available on request for review by all parents, guardians and other members of the community; and provides parents and guardians the option of requesting alternate activities not requiring the Internet.

District policy requires that a permission form be complete for each child. Please complete the form below and return to the principals' office. Forms will be kept on file and renewed each school year.

The Children's Internet Protection Act (CIPA), passed by the 106th Congress of the United States, requires schools and libraries receiving specified federal funding certify they have in place an Internet Safety Policy that includes monitoring the used of the Internet access and implementation of technology that will filter out objectionable content. In compliance with CIPA, USD 378, Riley County has installed WatchGuard that acts as a monitor and filter of Internet content. WatchGuard maintains report identifying computers and users attempting access to objectionable sites.

By signing this document, I affirm the following:

1. I understand a CIPA complaint Internet filter is in place and any objectionable sites I may visit are tracked and reported.
2. I have received a copy of the district's Acceptable Student Use of Information Retrieval Systems. (Board Policies IIBG, JCDA, GAA and Student Handbook)
3. I will comply with the district's Acceptable Student Use of Information Retrieval Systems.
4. I understand any violation of the district's Acceptable Student Use of Information Retrieval Systems may result in disciplinary action

Brad Starnes  
Superintendent of Schools

Adopted by USD 378, Riley County Board of Education: 7/21/2004

**IIBG**

**Computer Use (see GAA and JCDA)**

**IIBG**

**Use of District Computer/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.

**Copyright (see ECH)**

Software acquired by staff using either district or personal funds, and installed on district computers, must comply with copyright laws. Proof of purchase (copy or original) must be filed in the district office.

**Installation**

No software, including freeware or shareware, may be installed on any district computer until cleared by the Network Administrator. The Administrator will verify the compatibility of the software with existing software and hardware, and prescribe installation and de-installation procedure. Freeware and shareware may be downloaded only onto workstation floppy disks, not hard drives. Program files must have the Superintendent's approval to be installed on any district server or computer. Students shall not install software on district computers or computer systems.

**Hardware**

Staff shall not install unapproved hardware on district computers, or make changes to software settings that support district hardware.

**IIBG**

**Computer Use (see GAA and JCDA)**

**IIBG**

**Electrical, Hardware, and Software Upgrades**

The District will maintain a plan that clearly articulates the regular upgrading of technology hardware and software and for electrical upgrades as needed. The plan will be evaluated and updated annually at the direction of the Superintendent.

**Equitable Distribution of Available Technology**

The District will maintain a plan to insure the equitable distribution of available technology. This plan will be evaluated and upgraded annually at the direction of the Superintendent.

**Audits**

The administration may conduct periodic audits of software installed on district equipment to verify legitimate use.

**Privacy Rights**

Employees and/or students shall have no expectation of privacy when using district email or other official communication systems. Any email or computer application or information in district computers or computer systems is subject to monitoring by the administration.

**Ownership of Employee/Student-Produced Computer Materials**

Computer material or devices created as part of any assigned district responsibility or classroom activity undertaken on school time shall be the property of the board. The board's rules governing ownership of employee or student-produced computer materials are on file with the clerk and are available upon request.

Approved: March 2, 1998

Revised: August 19, 2002

## TECHNOLOGY

Employees shall have no expectation of privacy when using district technology or other official communication systems. **Technology shall be used only to conduct approved and official district business.** All employees must use appropriate language in all messages. Employees are expected to conduct themselves in a professional manner and to use the system according to these guidelines or other guidelines published by the administration.

Any computer application or information in district computers or computer systems is subject to monitoring by the administration. The district retains the right to duplicate any information in the system or on any hard drive. Employees who violate district computer policies are subject to disciplinary action up to and including termination.

## KEYS TO MAINTAINING GOOD DISCIPLINE

Young people expect a certain amount of discipline and those teachers who demand it are the ones whom students long remember.

Each teacher is responsible for the discipline of his/her room. It will add strength to the teacher's work with the students if the teacher will combine ingenuity, tact, and firmness to take care of the problems which might arise. Bear in mind that it is not the severity, but the surety that makes for good discipline. Establish a few expectations you can live with and enforce them fairly and consistently. A copy of these expectations should be on file in the principal's office and posted in your room.

1. Expect good behavior...the self-fulfilling prophecy is especially true for discipline.
2. Be fair and consistent...uncertainty breeds misbehavior.
3. Be patient...they don't get it the first time, neither will you, don't let them see you sweat.
4. Recognize the importance of every child...even teenagers respond to encouragement. Be positive. Avoid sarcasm and ridicule at all costs.
5. Avoid threats...don't back a student or yourself into a corner. Recognize possible situations and use strategies, such as empathy to defuse.
6. Remain calm...80% of all discipline problems are caused by how the teacher, or principal, reacts to a student's actions. The calm person is always perceived to be in control of the situation.
7. Establishing a parent contact makes discipline a team effort, instead of all on your shoulders.
8. KEEP YOUR SENSE OF HUMOR...not every problem is a tragedy. Many potential problems are diffused by an ability to laugh at ourselves. If you have no sense of humor, develop one.

## DISCIPLINE (JCDA, JDB)

### **DEFINITION OF DISCIPLINE:**

A process designed to teach, model, and use appropriate strategies to reinforce the behaviors necessary to ensure a safe and productive learning environment by changing unacceptable behavior to acceptable behavior.

**Students are expected to be responsible for their own learning and to behave in a positive, respectful and responsible manner appropriate for the workplace.**

Students who take responsibility for doing their assigned work and meeting the school's behavioral expectations will maintain the privileges of all school activities.

Students violating those expectations will be dealt with on an individual basis. Any inappropriate acts considered to be against the law (weapons, assault, battery, illegal drugs, theft, etc.) will be reported to the Riley County Police Department and if applicable, the Division of Motor Vehicles, in addition to disciplinary actions taken by the principal or administrative designee. Consequences for classroom behavior will be the responsibility of the individual teacher. However, if a student continues to misbehave, after teacher intervention, the student will be referred to the office.

Consequences for behavioral referrals may be lunch detention, after-school detention, in-school suspension, out-of-school suspension, or expulsion depending on the severity of the infraction and the number of points accrued. A report of the referral and consequence will be mailed to the parent/guardian. Possible consequences are described below.

**STUDENT REGULATIONS**

The Board of Education has charged the principal or his designee with the task of maintaining an orderly educational environment. To aid in the achievement of that task, regulations have been established that provide students, parents, and school officials, guidelines for appropriate behavior. Students will be expected to behave in such a way that they will be a credit to themselves, their parents, the school, and the community. Kansas law provides adequate authority for certified staff members to establish an atmosphere in which learning is not disrupted by student misbehavior. If a student feels he/she has been unjustly treated, he/she must first obey, and then discuss the matter with the principal. Procedures for suspension and expulsion may be found in this handbook under the heading entitled "Due Process Procedures."

**OFFICE ASSIGNED DETENTIONS:**

Detention time is from 3:35-4:35. Students are expected to bring coursework or a book to read while serving detention. Students who fail to serve their assigned detentions will be considered ineligible for all activities until the detention is served. Parents/guardians are responsible for providing transportation home.

**TEACHER ASSIGNED DETENTIONS:**

These detentions will be served with the assigning teacher. Teachers may assign before or after school detentions.

**BEHAVIOR /RULES**

Be in class on time with appropriate materials, assignments, etc.

Follow directions OF ALL staff members anywhere on school grounds and at any school activity. Respect yourself, other students, teachers, staff members, and all other adults in a position of authority.

Use appropriate language (use of profanity, calling someone a racial or discriminatory name, etc. will result in a referral)

Toys, games, laser-lights, all electronic devices (cell phones, iPods, video games etc.) are not to be brought into school. Such items should be left at home or locked in the student's car. First

offense; students may pick up the device after school in the office. Second offense; a parent must pick up the device and student will serve an extended detention. Third offense; a parent must pick up device and student will serve an Extended Detention. Fourth offense; a parent must pick up device and the student will serve one day of ISS. Discipline points will be recorded the third and subsequent offenses.

Practice good health habits - no tobacco, alcohol, illegal drugs on school grounds or at any school activity.

Dress appropriately - (see section titled Appropriate Dress).

Teachers are encouraged to handle student discipline in their classroom; however, when they feel an office referral is required, the student will be sent to the office. In addition, a zero tolerance policy will be observed for serious behavioral infractions, including fighting, intimidation, harassment of any form, and bullying. Infractions for the previous will result in accumulation of points as per the discipline point plan.

### **IN-SCHOOL SUSPENSION (ISS)**

In-School Suspension (ISS) is assigned by the administration for more serious offenses or in cases where the student has repeatedly been sent to the office and has already served or skipped after-school detentions. The student will spend the assigned amount of time in In-School Suspension. The following are examples of reasons for an ISS assignment:

Not following classroom teacher directions  
Repeatedly breaking school rules  
Step before Out of School Suspension (OSS)

The following rules and expectations must be adhered to while assigned to the in-school suspension.

1. In-school suspension is a disciplinary assignment and the student is to abide by all rules or requests made by the person in charge of ISS. Refusal to comply and follow the rules established may result in an immediate suspension from school for a period of 2-4 days.
2. A student who receives a full day of in-school suspension must report to the office upon arrival at school - prior to 8:15 A.M. with materials for all classes and extra reading material to make full productive use of the entire school day.
3. The student must complete all assignments before being released from in-school suspension. Work will be checked for quality and completeness by the person in charge of ISS.
4. A student assigned to in-school suspension will be ineligible to participate in or attend any school functions for the duration of the ISS period.
5. A student assigned to in-school suspension is counted as present and will receive credit for the work they complete during the assignment to in-school suspension.

Note: Parents may opt to have their child serve an Out of School Suspension (OSS) in lieu of In-School Suspension (ISS), but the student will then be ineligible to participate in or attend any school functions for the duration of the OSS.

### **OUT-OF-SCHOOL SUSPENSION (OSS)**

Out of School suspension will be assigned for severe infractions or cases where a student has reached the number of points indicated in the section below. Students are expected to complete schoolwork during the OSS period and they will receive full credit for all completed assignments. Students who are out-of-school suspended are not to be on any USD 378 grounds during the duration of the suspension. Also, students who are out-of-school suspended may not attend any school sponsored extra-curricular activity during the suspension.



**EXPULSION OR LONG-TERM SUSPENSION** is considered for those students who are seen as a threat to themselves or others, students who are a disruption to the educational process, or students who show an inability to follow school policy. Grounds for long-term suspension/expulsion are in accordance with KSA 72-8901. Students who have reached the thirteen-point limit and/or a Level 5 Referral may be considered for long-term suspension/expulsion. Students who are expelled or long-term suspended are not to be on school grounds during the time expelled or suspended. Students may not make up work for a grade while out of school for long-term suspension or expulsion.

**BEHAVIORAL REFERRAL/RECORD KEEPING**

Each behavioral referral will be given a point rating. These points will be accumulated and totaled with each referral. The number of points is based on the severity of the infraction. A list of infractions and the respective points follows. This list is designed to assist with consistency in administering the consequences for disciplinary infractions; however, the severity of the offense will be individually evaluated and administered at the discretion of the administration. It is impossible to list every possible student infraction. Therefore, the administration has the authority to assign point value and subsequent discipline to any infraction not specifically stated in this handbook.

**DISCIPLINARY POLICY  
POINT SYSTEM**

| <b>LEVEL 1</b><br><b>1 Point/Referral</b><br><b>Detention</b>  | <b>LEVEL 2</b><br><b>2 Points/Referral</b><br><b>“Extended Detention ”</b>  | <b>LEVEL 3</b><br><b>3 Points/Referral</b><br><b>ISS 3:35-6:30</b>   |
|--|---|--|
| Failure to serve detention<br>Excessive talking<br>Cafeteria violation<br>Clothing violation<br>Display of affection /PDA<br>Food/Drink violation<br>Hall violation<br>(loud/disruptive)<br>Not bringing materials to class<br>Parking violation<br>Profanity/inappropriate language<br>Misuse of planner<br>Electronic Devices 1 <sup>st</sup> & 2 <sup>nd</sup><br>Offense | Class disturbance<br>Fake attendance call<br>Forging/altering passes<br>Hazardous driving<br>In parking lot without permission<br>In restricted area<br>Leaving class without permission<br>Threat to students<br>Electronic Devices-3rd<br>Offense<br>Lying<br>Failure to serve office detention<br>Refusing a reasonable request<br>Cheating/plagiarism<br>Computer network violation<br>Inappropriate behavior at school activities<br>Skipping one block class<br>Profanity to student or staff<br>Bullying or Harassment | Conflict with student<br>Disrespect to staff (could be level 4 also)<br>Disrespect to student (could be level 4 also)<br>Cheating/Plagiarism (2nd violation)<br>Disruptive behavior (could be level 4)<br>Physical altercation (could be level 4)<br>Skipping school<br>Intimidation, bullying and threats<br>Electronic Devices-4th and subsequent offenses |
| <b>LEVEL 4</b><br><b>5 Points/Referral Short-term suspension</b><br><b>From school for 1-9 days depending upon</b><br><b>the severity of the incident</b>  | <b>LEVEL 5</b><br><b>13 Points/Referral Long-term suspension or expulsion</b><br><b>recommended</b>   |  |

|  |   |
|--|---|
| <b>Alcohol (possession or use)</b><br><b>Dangerous materials</b><br><b>Disrespect to students</b><br><b>Disrespect to staff</b><br><b>Drug paraphernalia</b><br><b>Fighting/inciting a fight</b><br><b>Fire alarm pull</b><br><b>Sexual harassment</b><br><b>Leaving campus without permission</b><br><b>911 call</b><br><b>Theft</b><br><b>Vandalism to school property</b><br><b>Tobacco (possession or use)</b><br><b>Criminal statutes (could be level 5)</b><br><b>Pornography</b><br><b>Repeat behavior or policy violations</b> | <b>Alcohol (2nd offense)</b><br><b>Drugs (possession or use)</b><br><b>Explosives (possession or use)</b><br><b>Fighting (2nd offense)</b><br><b>Setting a fire</b><br><b>Weapons (possession or use)</b><br><b>Bomb threat</b><br><b>Pornography (2<sup>nd</sup> offense)</b><br><b>Repeat behavior and policy violations</b><br><br><b>NOTE: Level 4 and 5 violations stay with the student the entire school year.</b> |
|--|---|

Teachers may have input and recommend a discipline level, but the administration will make the final determination.

A student receiving an accumulative total of six points may receive a 1-3 day suspension. A behavioral/intervention plan may be written for the student. A student receiving an accumulative total of 10 points may receive a 3-5 day suspension. The superintendent will be notified of the student's accumulation of points in writing. A student receiving 13 points and above may receive a 5 day suspension and may be long-term suspended for the remainder of the semester. A long-term suspension hearing may be held with the superintendent or designated official. The superintendent will be notified of the student's accumulation of points in writing.

**DUE PROCESS PROCEDURES** (JDD)

**ACTS LEADING TO SUSPENSION OR EXPULSION:**

**SHORT-TERM SUSPENSION :**

The principal or his designee shall have the authority to suspend for a short term (not more than 10 school days) any student within his/her attendance center who shall:

- Willfully violates of any published regulation for student conduct adopted or approved by the Board of Education, or
- Engages in conduct, which substantially disrupts, impedes, or interferes with the operation of school.
- Engages in 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; or
- Engages in conduct which if the student is an adult, constitutes the commission of a felony or, if the student is a juvenile would constitute the commission of a felony if committed by an adult; or
- Engages in conduct at school, on school property, or at school supervised activity which, if the student is an adult, constitutes the commission of a misdemeanor, if the student is a juvenile would constitute the commission of a misdemeanor if committed by an adult; or

Disobeys an order of a teacher, peace officer, school security 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.

**SHORT-TERM SUSPENSION, LONG-TERM SUSPENSION, EXPULSION** :

In addition to the violations referred to in the above section of Short-Term Suspension, the following acts of behavior engaged in by students during classes, while on school grounds, or at extracurricular activities are deemed to be grounds for suspension (short or long-term) or expulsion.

Conduct which describes an offense under Chapter 21 of the Kansas Statutes Annotated, and any amendments thereto, or  
Failure to comply with a reasonable request (the willful disobedience) of a certificated employee or other school authority, or  
Possessing, consuming, or being under the influence of alcohol or cereal malt beverages, or  
Possessing, consuming, selling, delivering, dispensing, or using any controlled substance as defined in Chapter 65 of Kansas Statutes Annotated and Amendments thereto, in such a manner as to constitute a misdemeanor or felony.

**SHORT-TERM SUSPENSION:**

Before a student shall be suspended for a short-term (not to exceed ten school days), the principal or his designee will afford the student a hearing, which shall include:

Oral or written notice to the student of the charges against him and explanation of the evidence supporting such charges, and  
Provide the student with an opportunity to present his side of the story (students shall be told what they are being accused of doing before being given an opportunity to explain their version of the facts), and  
At the conclusion of the hearing the principal or his designee shall determine whether the student should be suspended for a short-term or returned to class. The decision of the principal or his designee shall be final.  
This will occur within 24 hours after the imposition of such suspension, the length thereof, and the reasons therefore. The principal shall also notify the parents of the student to inform them of the reason for the suspension and the student's behavior problem. The conference should be held before the expiration of the student's short-term suspension.

**LONG-TERM SUSPENSION OR EXPULSION:**

No suspension for an extended term (more than 10 school days) expulsion shall be imposed upon a student until a hearing on such suspension or expulsion is afforded the student. The principal or his designee will give written notice to the student and his parents of any proposal to suspend the student of an extended term or expel him, stating the charges upon which the proposal is based, and the names of the principal witnesses supporting such charges. The notice shall state the time, date, and place of the hearing, but in no event be later than 10 days after the date of the notice.

At the hearing the student shall have the right to be represented by the counsel of his/her own choice and to receive the advice of such counsel or other person whom they may select. The parents of the student shall have the right to be present at the hearing.

The student, his/her counsel, or other persons whom he/she has selected to represent them shall have the right to:

- Hear or read a full report of testimony given by witnesses against the student;
- Present witnesses on behalf of the student in person, or present their testimony by affidavit;
- Present witnesses on his/her own behalf and give reason for his/her conduct;
- Have an orderly hearing;
- Have a fair and impartial decision based on substantial evidence;
- Deny the credibility of any witness whose testimony is not presented in person at the hearing whereupon such witnesses shall be called to testify in person and under oath unless the majority of the hearing committee determines that such testimony is of minor importance or cumulative nature. If the witness testifies he/she shall be subject to cross-examination by the student charged, his/her counsel, or other person representing them.

At the conclusion of the hearing, the member of the hearing committee shall determine whether the principal's recommendation for suspension or expulsion is reasonable and justified.

### **SPECIAL EDUCATION SUSPENSION OR EXPULSION:**

The suspension (short-term or long-term) or expulsion of a Special Education student is to be considered on an individual basis.

### **THEFT**

Theft is morally wrong and will not be tolerated. Infractions will result in suspension of the guilty student and where applicable, restitution to the victim.

### **VANDALISM**

The intentional destruction of school property or the personal property of others on school grounds will not be tolerated. Infraction will result in suspension of the guilty student, restitution to the victim for the amount of damage incurred, and referral to law enforcement officials. Also, any student who engages in or is party to acts of vandalism or harassment against the person or property of a staff member is subject to suspension and legal action. Such vandalism and harassment need not occur on school grounds or during the school day to be subject to disciplinary action by school officials.

### **WEAPONS**

(JCDBB, JDD, EBC, and KGD)

A student shall not knowingly possess, handle or transmit any object that can be reasonably 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 any 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 ¼ ounce**;  
mine, or similar device;  
any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore or more **than ½ inch in diameter**;  
any combination of parts either designed or intended for use in converting any device described in the two immediately preceding examples, and from which destructive device may be readily assembled; any bludgeon, sandclub metal knuckles, throwing star, stun gun or tazar gun. any knife commonly referred to as a switchblade, which has a blade that opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward or centrifugal thrust or movement.

### **Penalties for Possession**

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

Students violating this policy shall be reported as having a felony or misdemeanor and also referred to the appropriate law enforcement agency(ies) and, if a juvenile, to DCF or the Commissioner of Juvenile Justice.

### **DRUG FREE SCHOOL POLICY** (GADB, JDDA, LDD)

Riley County High School is a drug free school. Possession of any nonprescription drug including alcohol or tobacco products, including e-cigarettes by students on school property is forbidden and shall result in disciplinary action by the principal. Additionally, violations of this policy will be reported to the local law enforcement agency. Use of tobacco is prohibited by school board policy in all USD 378 school facilities by all persons.

### **REPORTING CRIMES TO LAW ENFORCEMENT** (JDDDB, JDD, EBC)

Whenever a student engages in conduct which constitutes the commission of any misdemeanor or felony, at school, on school property, or at a school supervised activity and /or has been found:

- a. in possession of a weapon,
- b. in possession of controlled substance or illegal drug; or to have engaged in behavior at school which has resulted in, or was substantially likely to have resulted in, serious bodily injury to others, the (principal/superintendent) shall report such act to the appropriate law enforcement agency if any of the behaviors noted above occur.

Whenever a student has been expelled from school or suspended for an extended term (more than 10 school days), the principal/superintendent shall give written notice of the explanation of the expulsion or suspension and shall include the pupil's name, address, date of birth, and driver's license number to the division of vehicles of the department of revenue if the expulsion or extended-term suspension was imposed for:

Possession of a weapon at school, upon school property, or at a school activity; or possession, use, sale, or distribution of an illegal drug or a controlled substance at school, or at a school supervised activity, behavior at school, upon school property, or at a school activity, which resulted in, or was substantially likely to have resulted in, serious bodily injury to others.

### **BUILDING PASSES AND HALL PASSES**

Students are to come to class prepared. Locker passes during class are not permitted unless absolutely necessary, and they have their planner as a pass. Teachers are encouraged to limit student passes and have consequences for those who come to class unprepared. In order for a student to go to another instructor from the library or any room, the instructor has to request that the student be sent to his/her room prior to that time, and write in the planner of the student. Any student leaving the high school building for emergency or business reasons must secure a pass to leave the building signed by either the principal or secretary. The library, counselor's office, and/or principal's office are included in this rule.

### **FAILURE TO COMPLETE ASSIGNMENTS**

Ample time should be allowed to complete homework assignments. Therefore, it follows that students should be expected to hand in work on time. Each teacher should formulate his/her own policy for late work or no work. Prior to the first day of school, each teacher should discuss his/her proposed policy with the principal and provide him a copy. On the first day of school, the teacher should inform students of this policy in writing. Throughout the school year, the teacher should be consistent in enforcing his/her own policies.

### **STUDENT INJURY OR ILLNESS**

Teachers should constantly be alert to the safety and wellbeing of our students. Students who become ill in class should be sent to the office first. Teachers are NOT to make arrangements to send the students home. Please bring them to the office. Sometimes it is definitely best for the teacher to accompany the student to the office.

### **CRISIS**

In the event of a school crisis, refer to the District Crisis Violence Plan. The school intercom system may be a vital tool. Should a crisis situation arise in or near your classroom; use the intercom, telephone, or send a runner (choose the safest method to explain the situation).

In the event of a death or life threatening medical emergency occurs outside the school day, the principal will email all staff.

### **GRADING**

A serious attempt is made at all times to evaluate in the best possible manner the progress of students. According to Board Policy IHA, the following grading system has been devised for that purpose:

|              |   |
|--------------|---|
| A=90-100     | The student is more than meeting the demands of the teacher. Work is on time. The work is of superior quality. It shows mastery of the subject matter. Has the ability to carry the job through and exerts a positive influence on the class. |
| B=80-89      | The work is of a superior nature and the required work is well done. The student meets the demands of the teacher and exerts a positive influence on the class.   |
| C=70-79      | Satisfactorily performs required work. The work is on time and is of average quality. The student is showing achievement.   |
| D=60-69      | The student is not doing all of the assigned work, is dependent on others, is inconsistent, uncertain, and confused. Work is below normal, but shows some evidence of growth.   |
| F=below 60   | Unsatisfactory with little growth, lack of interest and irregular attendance and attention. No credit.  |
| I=incomplete | This is given when all work is not turned in for some excusable reason. If not turned in within a reasonable time, this grade becomes an "F".   |
| P            | Passing   |
| S            | Satisfactory work being done.   |
| U            | Unsatisfactory work being done.   |

Students should have access to their grades and should be informed of their individual assignment and average grades on a weekly basis.

Sufficient information should be presented to the student concerning the methods of evaluating his/her behavior in a classroom situation. This can be accomplished by observing the following procedures:

1. Teachers should explain to their pupils at the beginning of their courses the objectives of the class, upon what type of achievement pupils will be graded, and how this grading will be made.
2. Pupils should not hesitate to consult with their teachers about grades. A pupil teacher conference can do much to help a student understand the grades given and to discuss ways and means of improvement.

### **REPORT CARDS**

A report card will be distributed at the end of each quarter. It is not necessary that these be returned. They are to be retained by the students, parents, or legal guardian. Grade cards will be held by the school until all bills are paid each quarter.

### **TRANSFERRING OF RECORDS**

Upon request, the District discloses education records, without consent, to officials of another school district in which a student seeks or intends to enroll.

### **HONOR ROLL**

The nine week honor roll will be announced on Thursday following the end of the nine week period. The honor roll will be based on a point system:

A = 4 points

C = 2 points

B = 3 points

D = 1 point

Students maintaining an average of 3.50 or better will be designated honor roll students. Students maintaining an average of 3.00 to 3.49 will be designated to the honorable mention list. No Riley County High School student with a grade lower than a "D" will be eligible for the honor roll or honorable mention lists. The Honor Roll will be calculated by the office.

College students with five (5) hours of college credit equals two high school credits and three (3) college credits equal 1 high school credit. With four credits from RCHS and one to two credits from college, a student will be eligible as a full time student (taking 5 or more classes). Students with incomplete grades are **not** eligible for Honor Roll recognition.

### **SEMESTER TEST POLICY**

In order to clarify semester tests, the following items are listed:

1. Semester tests are required by the administration.
2. Each instructor should set up a value of the test toward the final semester grade (e.g. 1/3, 1/4, 1/5, and etc. of the final grade).
3. The grade shall be recorded in all grade reports, grade sheets, and grade cards.
4. In administering the test, all faculty members shall follow the guidelines as set forth in the semester test schedule announced by the office.
5. Tests shall be so designated as to be completed in the time assigned by the administration.
6. Semester tests will take place the last day the class meets each semester.

### **SENIOR WEEK**

Seniors maybe excused from school for approximately the last week of school. The last day of attendance for seniors will be established by the building principal and the board of education.

### **ATTENDANCE RECORDS** (JB)

All teachers shall maintain student attendance records in their grade books or a separate book, or in a computer program. Attendance slips should be posted on the clip outside the classroom door at the beginning of each period. Students on the un-excused absence list from the daily bulletin must have an admit slip from the office before they may be admitted to class.

### **MAKE UP WORK**

Students are expected to make up the schoolwork missed within a reasonable amount of time. The student should make every effort to complete the work prior to the absence when advance knowledge of a pending absence is known. In cases where the work cannot be made up prior to the absence, once the student returns he/she will be allowed an amount of time equal to the length of the absence plus one (1) day to complete the make-up work. For example, if a student



has been gone for three excused days, they would have four days to get the make-up work completed.

### **SCHOOL FOOD SERVICE** (JGH)

Our school lunch program, with the help of government assistance, enables us to offer nourishing and balanced meals to students at a fraction of their normal cost.

Money for lunches will be taken at the office every morning prior to 8:15 a.m. and/or during noon hour upon passage to the lunchroom. Cash sales will be made in the cafeteria line for that day only. Students are assigned an ID # to be used in purchasing breakfast or lunch. Lunch money will not be refunded. Extra milk may be purchased. Students carrying lunches will pass through the lunch line with the other students if they wish to purchase milk. All lunches will be eaten in the cafeteria only. Students needing free or reduced meals should contact the office.

Lunches will be served beginning the first day of school. Breakfast will be available beginning the first day of school. Families may not accumulate a debt of more than \$20.00. After a family reaches a delinquent amount of \$20.00 for the 2013-2014 school year, their student(s) will not be allowed to get a regular meal, but will be allowed to have a peanut butter and jelly sandwich or another nutritional alternative made by the school cooks. When an account reaches delinquent amount of \$15.00 a note will be sent home to parents. Delinquent students will be notified each day after lunch by a confidential note from the office and a note will be sent to parents regarding their delinquent meal account. The student's high school third block teachers will give these notes to the students. This will allow the possibility of delinquent accounts to be paid before the next day's meals. Meals can be purchased in the office before school, during lunch or after school. Checks should be made payable to **USD 378 LUNCH PROGRAM OR RILEY COUNTY HIGH SCHOOL**. Money will not be refunded.

|            | <b><u>BREAKFAST</u></b> | <b><u>LUNCH</u></b> |
|------------|-------------------------|---------------------|
| Day        | \$1.45                  | \$2.65              |
| Extra milk | \$0.35                  | \$0.35              |
| Adult      | \$1.70                  | \$3.35              |

Vending machines are operated for the students' benefit and not as a source for the noon meal. In order to conform to state guidelines, vending machines will be turned off while lunch is being served. Vending machines will not be available during class time. Changes will be made by the office secretary before school and at noon.

### **DEBTS-CARRIED OVER**

Prior to enrolling for the next year all carried over debts are expected to be paid in full. If families are not able to meet their expected financial obligation, then a payment plan will be developed, agreed to and signed between the district and the debtor. Further if the plan is broken or a carryover debt continues it will be added onto the debt record, ultimately to be paid in full prior to a graduating senior receiving their graduation cap and gown.

### **SUSPECTED CHILD ABUSE AND/OR NEGLECT**

The Kansas Child Protection Act requires suspected cases of child abuse and/or neglect must be reported by teachers and school personnel to the Department of Social and Rehabilitation Services or the District Court. Should concerns of this nature arise, notify SRS immediately at 776-4011. It is important that you document your concerns and deal with them in an expeditious manner. The Principal should also be informed of your concerns.

### **PLAGIARISM GUIDELINES**

Plagiarism is considered to be words or ideas taken from a text or another person without acknowledging the creator. Plagiarism also includes the use of phrases and sentences from text that has been slightly altered by changing a word or the order of the sentence, and recycling one's own work (turning in the same essay for two different classes).

### Examples of plagiarism

Original Text: "Religion affected every aspect of Puritan life, although the Puritans were not always as stern and otherworldly as they are sometimes pictured."\*

Plagiarism Example #1: Only the first part of a sentence is copied.

"Religion affected every aspect of Puritan life."

Example #2: The word part is replaced with the word aspect.

"Religion affected every part of Puritan life."

Example #3: The sentence order is flip-flopped.

"Although the Puritans were not always as stern and otherworldly as they are sometimes pictured, religion affected every aspect of their lives."

Example #4: The idea is borrowed.

"Though the lives of Puritans were affected by religion, their lives were not as restricted or as stern as what has been portrayed."

What is the big deal? The paper the student turns in should be the end result of a list of activities that includes the following steps:

- a) Reading/taking notes from one or more sources
- b) Compiling these notes into an organized format
- c) Explaining (writing) the concepts in your own words

When the above is done, learning is taking place. When a student does any of the four examples from above, learning is not taking place. Students who violate the plagiarism guidelines must accept the consequences of their actions. Infractions of these guidelines will result in action by the classroom teacher and/or building administration.

A teacher may impose any of the following penalties:

1. Council the student on academic dishonesty and plagiarism.
2. Ask the student to re-do the assignment.
3. Alter the grade or give zero points on the assignment.

\*The American Experience. Paramount Edition. New Jersey: Prentice Hall, 1994: 3.

## **RESEARCH PAPER GUIDELINES**

MLA format will be used for all research papers, unless specified by your instructor. See Writer's Inc., student edition, for specifics.

## **ACADEMIC HONESTY**

Students are capable of producing authentic work. Students are responsible for their own actions. When a student misrepresents his/her work it may involve copying, cheating, plagiarizing, or assisting someone in the behavior. Cheating, copying, plagiarizing, or helping someone to partake in academic dishonesty is not acceptable behavior. Classroom teachers deal with incidents on an individual basis. Consequences are at the teacher's discretion and may include parent notification, receiving a zero for the work or retaking the assignment or test for partial credit. Additional consequences may be issued by the administration.

Definitions provided by Scholastic Children's Dictionary, 2002:

- Cheat - To act dishonestly in order to win a game or get what you want.
- Copy - To do the same as someone else.
- Plagiarize - To steal and pass off the ideas or words of another as one's own.

## **CONCESSIONS STANDS**

Guideline for Concessions Stand sign up and fundraising at RCHS events

1. After the schedules are certified correct, on the first day of school the concessions stand sign-up sheet will be posted internally for the first week of school.
  - a. Each internal group (classes-Juniors, etc., student organizations-FCCLA, courses-Guitar, activities-Softball, Band) and outside groups that give all of their proceeds back to RCHS (Blue Crew, After Prom) will be allowed to sign up for one major and one minor event.
    - i. Major concessions events are-
      1. Friday night football, Saturday tournaments, track meets, and all basketball games
    - ii. Minor concession events are-
      1. JV football Monday night, JV basketball, softball, baseball, cross country, volleyball games
  - b. After the first week if there are any openings internal groups will be allowed to sign up for as many as possible.
2. After these two weeks then the concessions stands will be opened up to groups on a first come, first serve basis following this order of preference:
  - a. Outside groups that give all of their proceeds back to RCHS-
    - i. For example-Blue Crew, After Prom
  - b. Outside groups that give a lot of their proceeds back to RCHS-
    - i. For example-Optimist
  - c. Outside groups located within Riley County School District that don't give any of their proceeds to RCHS-
    - i. For example-Scouts, Brownies, Pride
  - d. Outside groups that are located outside the Riley County School District lines and don't give any of their proceeds to RCHS-
    - i. For example-Manhattan Basketball Association

All sign-ups will be considered official only when it has been assigned by the Riley County High School concessions stand director.

## **Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that USD378 Riley County with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, USD 378 Riley

County may disclose appropriately designated “directory information” without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow USD 378 Riley County to include this type of information from your child’s education records in certain school publications. Examples include:

- A playbill, showing your student’s role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with the following information - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent.

**[Note: These laws are Section 9528 of the ESEA (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).]**

If you do not want USD 378 Riley County to disclose directory information from your child’s education records without your prior written consent, you must notify the District in writing. USD 378 Riley County has designated the following information as directory information:

**-Student’s name**  
**-Address**  
**-Telephone listing**  
**-Electronic mail address**  
**-Photograph**  
**-Date and place of birth**  
**-Major field of study**  
**-Dates of attendance**  
**-Grade level**

**-Participation in officially  
recognized activities and sports**  
**-Weight and height of members of  
athletic teams**  
**-Degrees, honors, and awards  
received**  
**-The most recent educational agency or  
institution attended**  
**-Student ID number, user ID, or other  
unique personal identifier used to  
communicate in electronic systems that  
cannot be used to access education  
records without a PIN, password, etc. (A  
student’s SSN, in whole or in part, cannot  
be used for this purpose.)**

## **EMERGENCY PROCEDURES**

### **SEVERE WEATHER INFORMATION**

Unfortunately, there is a time of the year when we do have severe weather. Every precaution will be taken at the schools to protect the students. In the event of bad weather, necessitating the closing of school, teachers are requested to listen to radio stations KMAN-1350 AM (Manhattan), KMKF-101.7 FM (Manhattan), KHCA-95.3 FM, KCLY-100.9 FM (Clay Center), KBLS-102.5, KJCK-94.5 or WIBW-TV Channel 13 (Topeka). School Reach will also be used to disperse information.

### **FIRE DRILL PLAN /INSTRUCTIONS**

The fire bell is a continuous sounding of the fire alarm. Upon hearing the alarm, the following evacuation plan should be followed:

#### **Section A:**

Rooms 106, 107, 108, 109, 130, 132, south gym, and office exit through the southeast door of the main entrance. Move to the east side of the front parking lot to last set of stalls.

Report attendance to faculty with touch-to-talk phones: 1<sup>st</sup> - Office Staff

Faculty with phone report attendance to the office.

#### **Section B:**

Rooms 110, 111, 113, 114, 115, 133, and 134 exit through the southwest door of the main building. Move to the northwest end of the stadium by the dumpster/football shed.

Report attendance to faculty with touch-to-talk phones: 1<sup>st</sup> - Jim Barnard, 2<sup>nd</sup> - Cindy Thomson

Faculty with phone report attendance to the office.

#### **Section C:**

Rooms 128, 129, 139, 140, weight room, counselor, conference room, and cafeteria exit through the northeast door of the main building. Move to east edge of the front parking lot to the last set of stalls.

Report attendance to faculty with touch-to-talk phones: 1<sup>st</sup> - Mark Laurie, 2<sup>nd</sup> - Jennifer Meadows

Faculty with phone report attendance to the office.

#### **Section D:**

Rooms 116, 118, 119, 120, 121, 122, 137, 138, north gym, locker rooms, and nurse exit through the northwest door of the main building. Move to the west end of gravel parking lot by the grass.

Report attendance to faculty with touch-to-talk phones: 1<sup>st</sup> Sue Hartenbower, 2<sup>nd</sup> - Megan Steiner

Faculty with phone report attendance to the office.

Kitchen exit through the north kitchen door and join Section C.

Shop classrooms and shop area exit through the closest outside classroom door and join the closest group. Report attendance to nearest faculty with a phone. Faculty with phone report attendance to the office.

Each classroom must take their roster and orange emergency bucket.

All personnel in building must leave building during a fire drill.

### **DISASTER DRILL /INSTRUCTIONS**

In case of any natural or man-made disaster, the following procedure will be followed for personnel in the Riley County High School building:

A vocal "take cover" signal will be utilized. Teacher will take the orange bucket and rosters and proceed to the appropriate shelter.

Rooms 106, 107, 108, 130, 132, and office will move to the South tunnel through the East DOOR entrance, and report attendance to Jim Barnard (back up Cindy Thomson).

Rooms 109, 110, 111, 133, 134, 113, and 114 will move to the South tunnel through the West STAGE entrance and report attendance to Jim Barnard (back up Cindy Thomson).

Rooms 129, 128, 139, 140, 138, 127, counselor's office, cafeteria and kitchen will move to the weight room through the East door entrance and report attendance to Sue Hartenbower (back up Mark Laurie).

Rooms 137, 115, 116, 118 and shop/woods will move to the weight room through the North STAGE stairway, and report attendance to Sue Hartenbower (back up Mark Laurie).

Students in the south gym will move to the tunnel hallway through the North STAGE stairways, and report attendance to Sue Hartenbower (back up Mark Laurie).

Students in the north gym will move to the tunnel through the North STAGE stairway, and report attendance to Sue Hartenbower (back up Mark Laurie).

Locker rooms will move to the weight room through the North STAGE stairway, and report attendance to Sue Hartenbower (back up Mark Laurie).

Faculty with phone report attendance to the office.

Students are to remain in the assigned areas until the "all clear" is given.

When the "all clear" is given, report back to your classes.

## RILEY COUNTY HIGH SCHOOL FIRE, TORNADO, AND DISASTER EVACUATION PLANS FOR DISABLED STUDENTS

**WHO IS RESPONSIBLE FOR EVACUATING THE DISABLED PERSON?** Each teacher, organization sponsor, and principal will be responsible for any disabled person under their supervision during the time of evacuation because of tornado, fire, or disaster.

**HOW SHALL THE DISABLED PERSON BE EVACUATED?** Each teacher, organization sponsor, and principal shall have a plan to help or aide in the evacuation of the disabled person. The teacher shall use prudent and reasonable means to safely move the disabled person to safety. This may be helping push a wheel chair or possibly carrying a person who is unable to walk without aid.

**WHERE SHALL THE DISABLED PERSON AND THOSE HELPING MEET AFTER EVACUATION?** Each teacher, organization sponsor, and principal shall designate a place where students and others who may or may not be disabled to meet where everyone can be accounted for. This would be the regular fire drill gathering areas or in case of tornado the appointed shelter areas.

## **ESI ACKNOWLEDGEMENT FORM**

Kansas regulations now require that parents are with notice of written policies regarding Emergency Safety Interventions (“ESI”). District policy is available on the school website, <http://usd378.org> . In addition, we will provide a copy of the policy at any time upon request.

### **EMERGENCY SAFETY INTERVENTION DOCUMENTATION**

K.A.R. 91-42-1(c) defines an emergency safety intervention (ESI) as “the use of seclusion or physical restraint when a student presents an immediate danger to self or others. Violent action that is destructive of property may necessitate the use of an emergency safety intervention.”

K.A.R. 91-42-2(a) (3) requires that whenever an ESI is used, the parent(s)/guardian(s) must be informed in writing within two school days. Email meets the definition of notification by writing.

Information includes Student’s Name, Grade Level, Date an ESI Used, Beginning and Ending Times an ESI used, Type of ESI Used: Seclusion or Restraint, Duration of Seclusion/Restraint, Location of Incident, Name of Staff Member(s), Who Participated in or Supervised the ESI, Witnesses to Incident, and Description of Incident.