

The logo for Riley County High School is a large, stylized letter 'R' in blue with a grey outline. The 'R' is set against a white background with a grey border. The text '2014-2015 Riley County High School Student Handbook' is overlaid on the logo in a black, sans-serif font.

# 2014-2015 Riley County High School Student Handbook

“A place where students will be empowered to learn.”

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# Riley County High School

“A place where students will be empowered to learn”

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.

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.

As a student at RCHS, you will not only be taught facts and figures but also the skills necessary to continue to acquire knowledge after your 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, you 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 empower you to become a lifelong learner.

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

PARENTS: If you have questions about any items in this handbook, please do not hesitate to contact faculty members at the high school (785- 485-4020).

## 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

I will perform a random act of kindness today

### **ADMINISTRATION**

**Mr. Brad Starnes - Superintendent of Schools**

**Antoinette Root - Principal**

**Mr. Chris Delforge - Assistant Principal**

### **BOARD OF EDUCATION**

**Kerri Thurlow - President**

**Ross Wahl - Vice President**

**Shane Allen - Member**

**Randy Glenn - Member**

**Jennifer Wilson - Member**

**TBA - Member**

**David Higgins - Member**

### **FACULTY**

Jim Barnard  
Samantha Brown  
Justin Davidson  
Cindy Thomson  
Jennifer Johnston  
Kezia Huseman  
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  
Erik Willimon

Mathematics  
IRC  
Band  
Science  
Vocal Music  
Spanish  
Industrial Arts  
English/FACS  
Science  
Eng./Drama/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  
Chris Ricker  
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  
Custodian/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 is encouraged. If you have ideas of curriculum changes for our school please contact one of the following members by calling the school: \* denotes chairperson

Brad Starnes - Superintendent  
Antoinette Root - Principal - RCHS  
Kristin Blecha - RCMS Counselor  
Jennifer Kulp - RCGS  
Jim Barnard - RCHS  
Shari Taylor - RCHS\*

Teresa Grant, Principal - RCMS  
Samantha Kriley - RCHS Counselor  
Whitney Hydeman - RCGS  
Erin Oliver - RGMS  
Bob Whearty - RCHS  
Harold Oliver-District At-Large

## **ALMA MATER**

In the middle of a meadow,  
On the rim of a hill,  
There's a place that I remember,  
My heart with love doth fill.

Alma Mater Riley County,  
Alma Mater RC High,  
Alma Mater Riley County,  
Long may thy colors fly.

Of the future there's a question.  
What it holds we do not know.  
But to these old Alma Mater,  
Part of success we owe.

Alma Mater Riley County,  
Alma Mater RC High,  
Alma Mater Riley County,  
Long may thy colors fly.

Arr. - Ann Rosell and Julie Hall

Words - Sharon Sargent Tally



**SCHOOL MASCOT - Falcon**

**SCHOOL COLORS - Columbia Blue and White**

**LEAGUE - MID-EAST League**

# GENERAL POLICIES AND REGULATIONS

## **GRADING SCALE POLICY**

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 requirements for the course. 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 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 work being done.

S = Satisfactory work being done.

U = Unsatisfactory work being done.

## **ACCELERATED READER**

Students are expected to read during AR. Even if a student has more than 200 points for the year, he/she is expected to read.

Students earn points quarterly, with 30 points equaling an "A," 20 points a "B," and 10 points a "C." Any student who does not earn 10 points for the quarter will receive an incomplete for that quarter.

To make up an incomplete, students must earn 10 points during the present quarter before points will carry back to the incomplete quarter. (For example, if a student received 0 points first quarter, he/she would score an incomplete. If he/she then scored 30 points during the 2nd quarter; 10 of those points would go back and replace the incomplete with a "C" for the 1st quarter and the remaining 20 points would count for a "B" for 2nd quarter.)

## **INCOMPLETES**

A grade of "incomplete" must be made up within 14 calendar days after the end of each grading period. Any incomplete work not made up within 14 calendar days may be recorded as a "zero" in the teacher's grade book and the semester grade figured accordingly.

## **MAKE UP WORK**

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, the student would have four days to get the make-up work completed.

## **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 guardians.

### **POWERSCHOOL**

Student's grades and attendance can be tracked through PowerSchool. Parents can sign up to receive emails from the site. Parents can choose the frequency of emails such as daily or weekly and the amount of detail desired, i.e. every class grade detail, a summary of letter grades in all classes, etc. Contact the school office to obtain a student code to register for PowerSchool. Parents can also set this up so that they can see all of their children's information under one registration. [Parent Single Sign-On instructions](#). The link for PowerSchool is: <https://usd378.powerschool.com/public>

## **DROPPING A CLASS**

Except for special hardship cases, dropping and adding of classes will be done only at the beginning of school and at semester. During these times, the student will have six (6) days to change his/her schedule. In order to drop/add a class, a student must meet with the counselor and complete a "drop card". Signatures of the teachers involved, the counselor, and the parents must be obtained prior to dropping or adding a class. Class changes following the six day period will be done only when initiated by building principal, counselor, or SIT team. Students will not be allowed to change their schedule following the six day period.

## **STUDENT IMPROVEMENT TEAM**

Riley County High School maintains a Student Improvement Team (SIT) which meets on a regular basis and is composed of teachers, administration, and other concerned staff. When a student is struggling as indicated by grades or teacher reference, said student will be placed on the agenda for possible intervention. The team will initiate a problem-solving sequence that considers possible causes and resolutions. These may include, but are not limited to: tutoring, extended time, structure study, schedule change, placement on a watch list, parental contact/conference, and referral to the Special Education program. Parents will be notified of changes that will affect their student's routine. Information shared during SIT is confidential, but will be shared with faculty as needed. Concerned students or parents can self-refer to SIT if they so desire.

## **ASSEMBLIES**

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

## **LOCKERS**

A hall locker will be assigned to each student when he/she enrolls. No charge is made for the use of the locker. Students will be denied the use of lockers when this privilege is abused. The school reserves the right to inspect any and all lockers with the approval of the administration. It is the student's

responsibility to keep his/her locker area clean and neat inside, outside, and on top. Only administratively approved decorations may be placed on or in lockers. Decorations must conform to standards of good taste.

Riley County High School is not responsible for items lost or stolen from lockers. Locks will be supplied by RCHS. All locks and keys will be assigned by the office personnel. This includes locks for the physical education classes. Personal locks will not be allowed. Students will be responsible for returning the lock and cleaning out the locker at the end of the school year. Any items left in the locker will be considered property of USD 378.

## **STUDENT PLANNERS**

Students are to come to class prepared as if they were going to their job. Locker passes during class are not permitted unless absolutely necessary. Teachers are encouraged to limit student passes and have consequences for those who come to class unprepared. Students must have planners signed when outside the classroom without direct teacher supervision.

## **TEXTBOOKS AND WORKBOOKS**

Textbooks and workbooks will be provided free of charge. Lost or ruined textbooks and workbooks will be replaced and the student will be charged the full replacement cost. Students will be fined for damaged textbooks based on depreciated value in relationship to the district's textbook adoption cycle. Fine for damaged books will be determined by using the following formula: full price of book divided by five (number of year's book will be used) and multiply by number of years book still needs to be used.

## **LIBRARY**

The library is maintained for recreational reading, study, and research for the students and faculty. A suitable atmosphere for these activities should be maintained during school hours.

Every student should be aware of the arrangement of materials and of the regulations in the library. Library books are divided into fiction, nonfiction, and references. The nonfiction are arranged by the Dewey Decimal System on the west wall, the references are on the center shelves, and the fiction are arranged in alphabetical order by the author's last name on the east wall. Books are checked out for two weeks and renewed as needed. Destruction or loss of any library materials will require compensation as determined by library records. All library privileges may be revoked for students abusing the use of the library. Passes will be used to leave the library as in other classrooms. More specific rules are posted in the library.

## **APPROPRIATE DRESS** (JCDB)

Certain standards of dress and grooming habits are necessary to maintain a wholesome and inspiring learning atmosphere for students.

Specific rules and regulations concerning student dress code at RCHS are adopted to regulate the dress and/or grooming of any student who is deemed to be a distraction to the learning process, is of questionable decency, is offensive to the norm of the school community, and/or creates a health or safety hazard.

The administration has the responsibility and authority for enforcing the dress code regulations and taking necessary steps, including disciplinary action, as may be required to maintain appropriate standards of student dress and appearance.

The following is the RCHS dress code:

- ❖ Neatness and cleanliness are the basic requirements for good appearance.
- ❖ Shorts, skorts, skirts, etc., are acceptable, but must be no shorter than four (4) inches above the knee.
- ❖ Pajama tops and bottoms and slippers are not acceptable school attire.
- ❖ Tops with spaghetti straps, narrow straps, strapless, halter tops, tank tops, off-the-shoulder tops, mid-riff/crop tops and low cut or tight tops are not allowed.
- ❖ Additionally tops that are see-through or fishnet are considered inappropriate school attire. Straps must be 1 ½ inches in width. Questionable attire will be evaluated on an individual basis for appropriateness.
- ❖ Shirts with drug and /or alcohol theme or with objectionable language, innuendos, graphics or other illegal references are inappropriate. Students wearing inappropriate clothing will be required to change.
- ❖ Tights, compression shorts or spandex worn by themselves are considered inappropriate. They may be worn under shirts, dresses, or shorts of appropriate length.
- ❖ Hats, caps, and head bands, sun visors, bandanas, etc., are not to be worn in the building. Take hats off upon entering the building and do not put hats back on until leaving the building. Hooded sweatshirts must be worn with the hood down at all times. This applies to both male and female students.
- ❖ Sunglasses are not to be worn in the building.
- ❖ Clothing associated with gangs or groups that may cause disruption to the school environment is not permitted. Sagging or bagging pants, chains, and bandannas are examples of clothing that are not acceptable. Pants and shorts must be worn at the natural waistline.
- ❖ Shoes must be worn at all times.

### **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.

## **LEAVING THE BUILDING** (JBH)

Permission to leave the building while school is in session will not be granted by the principal without a signed note or phone call from the student's parents/guardians. Before leaving the building, the student must sign-out at the office. Leaving school grounds without permission of the building principal is considered grounds for disciplinary action. If the student returns to school on the same day, he/she must sign in at the office. Students will be required to MAKE UP TIME MINUTE FOR MINUTE (within 2 days or additional disciplinary measures will be taken) while they are running errands, i.e. going home to get homework, clothes etc.

## **EIGHTEEN-YEAR-OLD STUDENTS**

At age 18, by law, students are legally responsible for their actions. However, Riley County will continue to require the parent/guardian of an 18 year old to be contacted for all issues if that student resides with the parent/guardian.

## **VISITORS** (KM)

All visitors to Riley County High School must check in at the school office. Visitors will not be permitted to loiter on the school campus or in school buildings. Parents and patrons are encouraged to make advance arrangements in order to facilitate class visits.

Students are not permitted to have visitors during the school day unless approved before hand by the administration.

## **USE OF FACILITY** (KG)

Students are encouraged to use the facility and resources of Riley County High School outside of the school day, but must do so with direct faculty/staff supervision.

## **ADVISORY/SEMINAR PERIOD**

The purpose of Advisory/Seminar Period is to serve as an extension of the educational programs of Riley County High School. The "Advisory" part is to pair a teacher with a group of students during this period. The teacher will serve as an advocate for the students and mentor in areas including academic, social, behavioral, attendance and career planning throughout the students' four years of high school. Advisory/Seminar will primarily be used for reading, make-up work, tutoring and homework. Advisory/Seminar Period may also provide the opportunity to learn a new skill and/or explore areas of interest. Teachers and students should view Advisory/Seminar Period as an opportunity to make connections and to further enhance classroom instruction and learning.

### **Appropriate Seminar Activities**

Seminar period is focused on academics. Students will have the opportunity to obtain make-up work and missed tests, obtain help from individual teachers, study, receive peer tutoring, or help from adult volunteers. Seminar is the proper time for academic assemblies, guest speakers, special presentations, pep assemblies, surveys, organizational meetings, etc. Support groups and other counseling activities; i.e., enrollment activities, testing, career presentations; college and military recruiting will be held during seminar as much as possible. All meetings will be held during seminar on the dates assigned to each organization. At the conclusion of the organizational meeting, all students are to return to their assigned seminar.

## **GUIDED SEMINAR**

Guided seminar is a seminar devoted strictly to those students who are failing a class for two or more consecutive weeks. Students who are missing work, causing them to have a failing grade will also be required to be in guided seminar. The purpose of the guided seminar is to help students keep from failing for the quarter/semester. Students who are failing a particular class for two consecutive weeks are assigned to guided seminar. There will be no food or drinks in the guided seminar room. Those students refusing to use their time as directed by supervising staff members are subject to removal and possible disciplinary action. Students are expected to work on missing assignments or those assignments that can be redone.

A student can be signed out when grades are all passing or all the work that can be completed is turned into the appropriate teacher. Students refusing to come to guided seminar will be counted as absent unexcused. If a student is late to guided seminar he/she will be counted as tardy unexcused.

## **STRUCTURED STUDY**

Placement in Structured Study will be done by the building principal and/or counselor. Recommendations from SIT team will also be used to place students in Structured Study.

Structured Study is designed for students who have experienced academic difficulties. Students may earn  $\frac{1}{4}$  credit per semester.

This class will be offered for students struggling with other classes. It may offer direct reading instruction as needed and will support the student in other class work. Peer and adult volunteers may assist the struggling student. The student's grade will be pass/fail at the discretion of the instructor.

## **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. Counsel 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.

## **COPYRIGHT POLICY**

Students and staff are expected to abide by copyright law. USD 378 will not make copies of any copyrighted work of any type that would infringe on this law. If a student is unsure of what would constitute a violation, he/she may ask in the library.

## **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.

# **GRADUATION REQUIREMENTS**

DEFINITION - UNIT OF CREDIT: One (1) unit of credit is earned for satisfactory completion of any approved subject taught for a minimum of 120 clock hours.  
One-half (½) unit of credit is earned for approved subjects taught for a minimum of sixty (60) clock hours.

The above definition is the definition established by the Kansas State Department of Education (KSDE). Local school districts have the authority to establish clock hour standards which exceed the minimum KSDE requirement, but may not establish standards which fail to satisfy the above mentioned minimum clock hour requirements.

### **STATE/LOCAL MINIMUM REQUIREMENTS:**

- ❖ Four (4) units of English. Including completing and passing the junior and senior English projects.
- ❖ Three (3) units of mathematics.
- ❖ Three (3) units of science. One (1) unit must be a laboratory science course.
- ❖ Three (3) units of social studies which will include one (1) unit of world history, one (1) unit of American history, and one half (1/2) unit of U.S. government.
- ❖ One half (1/2) unit of physical education.
- ❖ One half (1/2) unit of health.
- ❖ One (1) unit of accelerated reading for (4) years, (or one fourth (1/4) unit of accelerated reading per year.)
- ❖ **One half (½) unit of speech/debate/ forensics.**
- ❖ One (1) unit of Computer Apps I and II
- ❖ One (1) Fine Arts Credit
- ❖ Eleven and a half (11.5) credits in elective courses

**Total number of credits required for graduation from RCHS totals 29** . Students who transfer to RCHS during their high school career might need fewer credits based upon their individual transcript. "No student shall expect to participate in graduation exercises until he/she has completed all local and state requirements." (USD 378 Board of Education Policy IHF.) In order to remove possible deficiencies, the following two options are available:

1. The student may, with the principal's sanction, enroll in extra courses via correspondence from state accredited schools.
2. Attend school through additional terms to earn necessary credits. This option includes summer school courses.

The Board of Regents for the State of Kansas recommends a college preparatory curriculum. For Kansas Qualified Admission requirements, go to [www.kansasregents.org](http://www.kansasregents.org) or the school counselor for specific requirements .

The following credit is necessary to qualify students for the various classifications at the beginning of a school year:

Sophomore Seven (7) Units  
Junior Fourteen (14) Units  
Senior Twenty-One (21) Units

Requirements for graduation and classification are subject to change. A student shall be classified by the number of credits he/she has, plus the maximum number of credits a student may earn in the years remaining in school.

The normal minimum student load is eight (8) units per year. No student is permitted to serve as an aide more than one period a day.

### **EARLY GRADUATION FROM RCHS** (JFCA)

A student desiring to leave school early must:

1. Meet local/state requirements for graduation including:
2. Complete all 29 credits (24 for transfer students) prior to graduating early.
3. Complete the Student Engagement Project and present to faculty before the end of the first semester.
4. **Complete the required 40 points for Accelerated Reader in order to earn the ¼ credit necessary for their senior year.**
5. **Complete ½ credit of Senior English outside of RCHS. This credit must be approved in writing by the building principal PRIOR to taking the credit.**

Parents must make a written application to the high school principal at least one full semester before the proposed date of leaving (students can make written application if he/she is eighteen years of age). The counselor/principal will be able to check records to insure student has the necessary requirements.

Students will be allowed to leave only at the end of a full semester.

Students need not attend graduation to be awarded a diploma (graduation will be held in the spring of each year and diplomas will only be available in the spring following graduation exercises). Students who graduate early MAY choose to walk at commencement exercises in the spring. If a student chooses to walk, the cap and gown must be ordered first semester. If a student who graduates early chooses not to walk at commencement, he/she must notify the office before May 1<sup>st</sup>. Students graduating at semester will forfeit the privilege of participating in any second semester activities. These activities may include, but are not limited to: Prom, Athletics/Activities, Dances, and Field Trips.

### **ACCELERATED INSTRUCTION FOR MIDDLE SCHOOL STUDENTS**

Middle school students will be awarded high school credit for courses successfully completed at RCHS. Courses taken at RCHS will be placed on the student's high school transcript and will be part of his/her high school GPA and graduation plan.

Kansas Board of Regents Admission Standards does not recognize courses taken during grade school for high school credit.

## **ALTERNATIVE CREDIT OPTIONS**

A student attempting to earn high school credit through nontraditional means must first obtain the permission and recommendation of the staffing team a minimum of 30 days before the beginning of the semester. This team will consist of the student's guardians, building principal, guidance counselor and each of the student's teachers as well as any other teacher directly affected by the alternative credit option. In determining this recommendation, the staffing team shall take into consideration the following:

1. The social, psychological, and physical maturation of the student.
2. Grade Point Average and/or standardized test scores.
3. Reason for the proposed alternative credit option.
4. Plan for future studies.

In order to be considered for nontraditional credit options the student must submit a plan in writing to the principal a minimum of 30 days before the beginning of the semester which identifies the need for the alternative credit and how it will be utilized in the current and proposed future educational program plans. The plan must include the name of the class, the name of the

instructor, the instructor's credentials, course curriculum, objectives for the class and a syllabus. The principal's approval of the proposed plan for future studies is required prior to consideration of alternative credit options.

### **CONCURRENT (DUAL) ENROLLMENT**

Concurrent (Dual) Enrollment courses are available for the following Riley County High School students: juniors, seniors & gifted IEP freshmen and sophomore students. The approved courses are sanctioned by Cloud County Community College or KSU and are transferable to all Kansas Board of Regents Schools. However, each individual student should check with the post-secondary institution he/she is going to attend after high school to make sure these credits transfer into the student's particular course of study or is able to be counted toward their intended major. There are no guarantees that these classes will be accepted for college credits other than as elective college credits.

The approved courses and instructors are as follows: English Composition I and II, College Algebra, College Trigonometry, Calculus, Advanced Biology, and Advanced Chemistry. All of these courses will be taught as college courses using the Riley County High School approved curriculum. There may be charges for textbooks and resources if required by CCCC/KSU. These courses and instructors are subject to approval by CCCC/KSU. Please understand that just because these courses have been approved doesn't mean the course will be offered.

The cost per credit hour changes annually. CCCC classes and K-State classes have different tuition per credit hour.

### **GUIDELINES FOR STUDENTS WISHING TO ATTEND COLLEGE HALF TIME**

A RILEY County High School senior may attend college half time providing the following criteria are met:

1. Attend Riley County High School a full one-half day.
2. Attend the college/university at least one-half time.
3. The student shall submit, in writing, his/her intent to attend the school. The letter, signed by the parents of the student, must be submitted no later than 30 days prior to the start date of the semester. The request should include the class(es) in which the student plans to enroll.
4. Following the principal's preliminary approval, a student may apply to the college or university. When the college or university grants approval, the student should notify the administration for final approval.
5. If the administration does not approve the application, a student may appeal this decision to the superintendent of schools.
6. Involved student will be responsible for his/her own transportation to and from the college/university plus all fees, tuition and books for the course work.
7. Any grades from college courses taken off RCHS campus but the student is wanting them to be placed on his/her RCHS transcript and apply to his/her graduation plan must gain prior written approval from school administration 30 days prior to taking the class.
8. Students must have satisfied the minimum grade level requirements in order to attend any college or university half time and be on schedule to graduate with their class. They must have no "D's" or "F's" during the semester preceding application.

### **DUAL CREDIT COURSE(S) TAKEN AT A COLLEGE/UNIVERSITY**

If approved by the administration a minimum of 30 days prior to the beginning of the semester, students may earn both high school and college credit (dual credit) for courses completed at a college. This option will be subject to the following guidelines:

1. The college course work approved for dual credit may not replace a course offered in the high school curriculum.
2. The student shall be responsible for college tuition and fees as well as for transportation, which may be required. College course work taken for dual credit will be counted in the high school GPA and towards graduation requirements
3. Once a request for dual credit has been approved, the decision is irreversible and that grade will count on the high school GPA.
4. Credit will not be granted until an official transcript is received from the college. This must be requested by the student and mailed to RCHS.
5. Students who participate in KSHSAA sponsored activities shall not be permitted to deviate from the criteria established by the KSHSAA for determining eligibility. Five (5) hours of college credit equal one (1) high school credits. Three (3) hours of college credit equal one half (1/2) hour high school credit.
6. If a student chooses to take a college course during non-school hours and does not attain prior approval the class will not be put on the student's transcript and will not be counted towards the graduation plan.

### **GUIDELINES FOR TAKING ONLINE COLLEGE COURSE(S) ON RCHS CAMPUS**

Any student wishing to take an online college course(s) during the school day must submit in writing to the administration, 30 days prior to the first day of the semester his/her intent to take on online college course. This documentation must include the college, the course(s) to be taken and parental approval and signature. Any college course taken during the RCHS school day and at RCHS will apply to the RCHS graduation plan and GPA. There must also be space available in the VPL classroom to accommodate the student.

### **DUAL CREDIT COURSES TAKEN AT RCHS**

If approved by the administration a minimum of 30 days prior to the semester, students by earn both high school and college credit for courses taken online at RCHS. This option will be subject to the following guidelines.

The college work approved for dual credit may NOT replace a course offered in the high school curriculum.

The student is responsible for all college tuition and fees

College course work taken for dual credit will be counted in the high school GPA and towards the gradation plan.

Credit will not be granted until an official transcript is received from the college. This must be requested by the student and mailed to RCHS.

Students who participate in KSHSAA sponsored activates shall not be permitted to deviate from the criteria established by KSHSAA for determining eligibility. Five (5) hours of college credit equal one (1) high school credits. Three hours of college credit equal one half (1/2) hour of high school credit.

There must be space available in the VPL for a student to take an online course at RCHS.

### **CORRESPONDENCE COURSES**

If approved by the staffing team students may earn high school credit through correspondence courses with the following guidelines:

1. Approved correspondence courses will be allowed for elective credit, unless it is a prerequisite for another class.
  2. Approved correspondence courses will not serve as a substitute for courses already offered at RCHS, except in extreme situations for previously failed required courses.
- Correspondence courses taken during the school day will be used in calculating the following items: grade point average, class rank, National Honor Society, valedictorian, and salutatorian.

### **VIRTUAL SCHOOL ON-LINE COURSES**

Description: Virtual School (VS) on-line courses are unique because of their interactivity and student centered focus. All the tools and materials a student needs to take a course are contained within the course. A basic understanding of computers is helpful. Each course also includes a course guide, which includes information such as an overview of the course, objectives, and how the course will be graded. Certified teachers facilitate and work with students throughout each course. Students have a period of one full year from the date of enrollment to finish the course work. If by the end of the semester or school year the work is not completed, the grade will be reflected on the transcript as an Incomplete (I) and changed when all course requirements are completed. Any student who does not complete or fails an on-line class will be required to reimburse the district for the cost of the class.

### **VIRTUAL PRESCRIPTIVE LEARNING**

Students who fail Science, English, Math or Social Studies classes will be required to complete the course using the Virtual Prescriptive Learning system.

### **RCHS COOPERATIVE EDUCATIONAL PROGRAM**

On the Job Training (OJT)

The primary purpose of the RCHS Cooperative Educational Initiative is to provide students with a practical and relevant learning experience in the world of work and business. The program serves as an exploratory avenue, which allows participants to gain a realization of the social implications involved within the employer/employee relationship. As a result of their participation, students will hopefully gain an improved understanding of their own abilities, interests, and educational/vocational aspirations.

Program Regulations:

1. Interested students are required to submit official applications to determine program eligibility. Applications are due to the school administrator two weeks prior to the beginning of the semester.
2. Participation is limited to seniors who have acquired a minimum of 21 academic credits and are on schedule to graduate at the conclusion of their senior year.
3. Job assignments should correspond with the students' career interests and/or post-secondary educational/employment plans.
4. Job station assignments must be an employer other than a student's parent/s, guardian, or relative.

5. Students are expected to secure employment. Approval of employment must come from the administration prior to the first day of the semester.

6. High school credit will be awarded for OJT at the rate of one-half credit per clock hour, not to exceed three credits per year.

## **HONORS AND AWARDS (JN)**

### **RILEY COUNTY HIGH SCHOOL VALEDICTORIAN**

The first indicator will be the highest grade point average for the past eight semesters of high school. If there is a tie, the second indicator will be the highest composite ACT score for each student. If students remain in a tie, there will be co-valedictorians and no salutatorian. To be eligible students must be enrolled and in attendance at RCHS by September 20th of their senior year.

The top ten percent of the graduating class, based upon their 8 semester GPA, using ACT scores as the tie breaker, will be recognized at the awards night and given honor cords that they may wear during the graduation ceremony. Also, seniors attaining an ACT composite score of 25 or above will be recognized at the awards night and given honor cords that they may wear during the graduation ceremony.

Seniors in the top 10 percent must have their 8th semester grades turned into the high school office at the close of the school day 3:30 PM on the Friday preceding the seniors' last week of school. The top 10 percent will not have to take any finals during the last week of their senior year.

### **AWARDS GIVEN AT AWARDS NIGHT**

Valedictorian - (Gold Cord & Medallion) One student is selected. The student in the senior class with the highest cumulative GPA is selected. If there is a tie the ACT score is used to break that tie to remain having one student selected. \*Foreign Exchange Students are exempt.

Salutatorian - (Gold Cord & Medallion) One student is selected. The student in the senior class with the second highest cumulative GPA is selected. If there is a tie the ACT score is used to break that tie to remain having one student selected. \*Foreign Exchange Students are exempt.

Top 10% - (White Cord) The top 10% is awarded to the top 10% of the class. If there is a tie(s), the tie(s) will be broken using the ACT score. All students receive the cord. These are the same students who receive a week off prior to the other seniors getting out of school as a reward for their accomplishments. \*Foreign Exchange Students are exempt.

National Honor Society - (Silver Cord) National Honor Society is an organization which recognizes students with high marks in academics, leadership, service, and character. Selection into National Honors Society is done by a panel of the faculty at Riley County High School.

ACT Cord - (Navy Cord) All seniors who received a 25 or above on their ACT

Distinguished Service - (Red Cord) Juniors and Seniors must have at least thirty hours of community service during EACH of their junior and senior years. This is a voluntary program. Of the thirty hours required, ten hours must be to the school, ten hours must be to the community and the remaining ten hours is discretionary.

Key Club - (Green Cord) The student must have at least 20 hours of volunteer time in Key Club to receive a cord. The Key Club sponsor will keep track of their hours.

Tri-M Cord - (Pink Cord) presented to all seniors who are in Tri-M. Tri-M (Modern Music Masters) is an honor society for musicians. Our aim is to increase the value of music in our school and the community. You must be in grades 10-12, a GPA of 3.0 or above, and be a student in good standing with high moral character.

Natalie Bath Award - Individual's example, attitude and work habits are an inspiration to fellow athletes. Individual focuses on the team before self. Individual works hard in the classroom as well as in the athletic arena. Recipient may be male or female and may be in any grade. All Riley County High School coaches vote for this award. The nominee receives a certificate, pin and name is engraved on the plaque in the North Commons

ACT Exceptional Academic Award - The Kansas State Department of Education and the Kansas Board of Regents recognize those students that scored a 32 or above on the ACT test as Kansas ACT Scholars.

KSHSAA Governor's Scholar Award - The Kansas State High School Activities Association, along with the Confidence in Kansas Public Education Task Force honors one student from each KSHSAA member high school as a Governor's Scholar Honoree. All of these students from across the state are honored at Washburn University.

American Citizenship Award - Students selected will receive a pin. The top four students in each class will get the award. This award recognizes the students that consistently exhibit the kind of behavior we want to see displayed in our school and in our communities. Students who are always prepared in class, have their homework finished on time and volunteer whenever volunteers are needed. Students who are ready to help others, always play fair and treat everyone with respect. This award is voted on by all faculty and staff. \*Foreign Exchange Students are exempt.

President's Education Award - Honoring student achievement and hard work is the purpose of the President's Education Awards Program. Since 1983, the program has provided individual recognition from the President and the U.S. Secretary of Education to those students whose outstanding efforts have enabled them to meet challenging standards of excellence. These students met the criteria set by the U.S. Department of Education of having a GPA of at least 3.5 and an ACT score of 27 or above. \*Foreign Exchange Students are exempt.

Dale Dennis Award - United School Administrators of Kansas is proud to sponsor the Dale Dennis Excellence in Education Award. The purpose of this award is to provide schools the opportunity to recognize a senior for his/her citizenship, service, scholarship, and use of common sense. This is voted on by all faculty & staff.

KSHSAA Citizenship Award - The Kansas State High School Activities Association sponsors a citizenship award that is voted on by the faculty and staff of each member school across the state. When considering students for this award, faculty and staff are to consider three areas: Respect, Responsibility, and Reverence.

Representative Boy & Girl Award - Seniors maintaining a GPA above 2.89 during the first 7 semesters @ RCHS have been nominated for Representative Boy & Girl. Criteria used in this selection is as follows. 1. High Achievement based on GPA and involvement in activities with contribution to the school and community. 2. Comradeship - ability to get along with other; personality traits. 3. Cooperation with fellow students, staff and faculty 4. Dependability 5. High Ideals 6. Good grooming and appearance. Faculty, staff and students vote on this award.

## **HONOR ROLL**

A student will be on the honor roll if he/she has achieved a grade point average of, or between, 3.50 and 4.00. A student will be on the honorable mention list if he/she has earned a GPA of, or between, 3.00 and 3.49. The honor roll statistics will be based on the following point basis:

A = 4 points

B = 3 points

C = 2 points

D = 1 point

E = 0 points

F = 0 points

P = 0 points

No student with a grade lower than a "C" will be eligible for the honor roll or honorable mention lists. In order to be eligible for the yearly honor roll awards, students must have earned honor roll status each quarter.

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, you will be eligible as a full time student (taking 5 or more classes). Students with incompletes are not eligible for Honor Roll recognition.

### **Kansas Honors Program**

The Kansas Honors Program recognizes and awards high school seniors for their academic achievements. Seniors who rank academically in the top 10 percent of their class attend as guests of the Association with their parents, principals, counselors and superintendents. RCHS will calculate the top 10% using GPA. If there is a tie, ACT scores will be used to break the tie. Kansas Honor Scholars receive a certificate and a special edition of Webster's New College Dictionary, and has a chance to qualify for a \$4,000 scholarship to KU.

### **NATIONAL HONOR SOCIETY**

The National Honor Society was established in 1929, with the hope to create an organization that would recognize and foster academic achievement while developing other characteristics essential to citizens in a democracy. Scholarship, character, service, leadership, and citizenship are ideals that still remain relevant today. Membership in a chapter is an honor accorded by the faculty committee. Students may not apply. Selection for membership at Riley County High School is done by a five (5) member faculty committee appointed by the principal for a one (1) year term. Membership is based on outstanding scholarship, character, leadership, service, and citizenship.

To be eligible for membership, the candidate must be a member of the junior or senior class and must have been in attendance at the school for one (1) semester. The candidate must have a cumulative grade point average of 3.5 (on a 4.0 scale). Candidates shall then be evaluated on the basis of service at school and in the community, leadership in school and organizations outside of school, and character of the individual.

The selection of members to the Riley County chapter shall be by a majority vote of the faculty committee.

### **CRITERIA TO USE IN THE SELECTION OF NHS MEMBERS**

Revised September 2005

Statement of Purpose: These by-laws are supplemental to the National Constitution of the National Honor Society, which all chapters must adopt and follow.

The Executive Board:

Section 1. The Executive Board shall consist of the elected officers and the chapter Adviser.

Section 2. The Executive Board shall handle the regular business of the organization.

Section 3. The Executive Board shall meet regularly prior to each regular chapter meeting and at other times as determined by the president and the chapter Adviser.

Officers:

Section 1. The elected officers and their duties are as follows:

A. President

1. Exercise a general supervision of the affairs of the chapter.
2. Preside at the chapter meetings.
3. Guide the chapter and the members toward fulfilling the obligation of both chapter and individual service projects, properly approved by the chapter advisor.
4. Work closely with the chapter adviser in the above duties plus any other activities of the chapter.

B. Vice-President

1. Preside at chapter meetings when the president is absent.
2. Maintain an orderly, up-to-date folder for the permanent files on the duties and activities of the office, which will be passed on to the successor in office.
3. Maintain a record of member service projects--both individual and group.
4. Notify adviser of any member's failure to meet service hour requirements.
5. Work closely with the chapter adviser in the above duties plus any other activities of the chapter.
6. Supervise the organization of group service projects.(i.e.: committee supervision.)

C. Historian:

1. Publicize the activities, achievements, and projects of the chapter.
2. Clear all press releases with the adviser or person designated by the adviser.
3. Maintain the chapter scrapbook in which the history and activities are duly recorded and reported.

D. Secretary:

1. Keep an accurate record of the business and activities of the Chapter.
2. Prepare and distribute copies of the minutes of each meeting.
3. Maintain an up-to-date record of attendance at meetings.
4. Record participation in projects, both chapter and individual.
5. Help adviser keep NHS bulletin board up-to-date with reports and notices of chapter activities.
6. Be responsible for necessary correspondence.

E. Treasurer:

1. Keep an accurate, itemized account of receipts and

- expenditures.
- 2. Attend to financial matters which come under the supervision of NHS.
- 3. Be chairperson of all committees that deal with NHS expenses.

Section 2. An officer who does not comply with assigned responsibilities will be relieved of office by majority vote of both the Executive Board and the Faculty Council. If less than a semester of the term of office remains, the Executive Board may appoint the replacement. If more than a semester of the term of office remains, the Executive Board may submit two nominees to the entire membership, the voting to be by ballot with a simple majority required for election.

#### Meetings:

Section 1. Regular meeting of the chapter will be held in accordance with the activity schedule of Riley County High School or before school.

Section 2. Special meetings may be called by the Executive Board or as a result of consultation between the president or vice-president and the adviser.

Section 3. Members are expected to attend 75% of the regular meetings unless they have an excused absence from the chapter adviser.

Section 4. A simple majority of the members present will decide matters of business except the Chapter by-laws, which may be revised or amended only by a two-thirds majority of the members present with the provision that changes in the by-laws must (1) receive a majority vote of the Faculty Council, the approval of the Principal, and the Board of Education. (2) A copy of the proposed amendments must be given to members in writing at least one week before the meeting at which the vote is to be taken.

#### Membership:

Section 1. Membership is by faculty invitation only. To be eligible for membership, the candidate must have completed at least three semesters of high school with a minimum GPA of a 3.5. Candidates must have been in attendance at Riley County High School for the equivalent of one semester, with exception as noted below.\*

Section 2. Candidates must have a cumulative scholastic average of at least a 3.5 to be placed on the ballot. Candidates shall then be evaluated on the basis of service, leadership, and character.

Section 3. Exceptions to residency requirement are as follows: Transfer students who have been members of the National Honor Society at their previous high school may automatically become members if they bring a letter from the former principal or adviser to the Riley County Chapter Adviser. Transfer students must meet the standards of the Riley County Chapter within one semester to retain membership.

Section 4. The Faculty Council will consider students for induction in April. New inductees will not be formally inducted until August and the beginning of the school year.

#### Projects:

Section 1. Each member is expected to fulfill eight hours for the fall semester and twelve

hours for the spring semester in an individual service project approved in advance by the chapter adviser. Student service projects may benefit the school, community, church, or individuals.

- Section 2. Upon selecting an individual project, the member shall submit a project plan form to the adviser for approval. Upon approval, the member shall keep an individual log sheet for service hours, which the sponsoring adult must initial. Upon completion of the individual project or the end of the semester, the NHS member is to return the completed project log form to the adviser. The chapter adviser may request an evaluation of the project from the sponsoring adult.
- Section 3. Members are required to participate in 6 fundraisers and/or group projects during the school year as recommended by the Executive Board.
- Section 4. Members who do not complete and report project hours will be placed on probation for one semester providing those hours are made up and the next semester hours are completed as well. In the event the next semester hours are not completed, the member will be invited to appear before the Faculty Council to appeal a loss of membership in the National Honor Society. Second semester seniors will not be placed on probation; failure to complete service hours will result in loss of membership.

#### Discipline:

- Section 1. All members are expected to comply with the NHS Handbook rules as well as with the rules of Riley County High School.
- Section 2. Infractions of handbook rules or school rules will result in disciplinary action.
- Section 3. Probation - Students will be placed on probation for one semester if they fail to maintain their GPA at a 3.5. Students will be placed on probation for one semester if they do not reach their service hours requirement. Students will be placed on probation if they are in noncompliance with the school rules. The exception being suspension, where the student could be considered for dismissal, at the discretion of the adviser and the Faculty Council. Students will use the probation period to correct the grade or service deficit; students who fail to meet requirements after the probation will be dismissed from NHS. A member is allowed only one probation. Second semester seniors will receive no probation. Failure to maintain standards will result in dismissal.
- Section 5. Due Process: An NHS member being considered for dismissal has one week after notification to write a response/appeal to the Faculty Council explaining any mitigating circumstances.
- Section 6. Member must return NHS pin if dismissed.
- Section 7. Dismissed member will not receive graduation distinction or wear the honor chords.

#### Elections:

- Section 1. In the spring, those students who are interested may apply for office. In the case of more than one applicant, candidates may be asked to speak to a group, and a general election will be held.
- Section 2. Nominees shall be provided with a list of the duties of the office for which they have applied and shall sign a statement that they if elected accept the office with its attendant duties.
- Section 3. Elections shall be by ballot.
- Section 4. The term of office shall be for one school year.

#### National Scholarship Competition:

- Section 1. All senior members of the Riley County Chapter of the National Honor Society are eligible to compete for one of the two local nominee positions.
- Section 2. Eligible NHS members wishing to apply will complete the copy of the official form as provided by the adviser. The Faculty Council will select the two local nominees, having the option to consult with other persons if they wish.
- Section 3. The two local nominees will then complete the official form with the accompanying fees to be paid from the chapter treasury.

#### Local Scholarship

- Section 1. Every spring in April, all senior members in good standing may submit an application for the local scholarship.
- Section 2. Application will include three references who are not family.
- Section 3. Faculty Council will select the recipient(s) based on Leadership, Character, and Service Hours.
- Section 4. An applicant will have no probations on his record.
- Section 5. The Riley County High School Chapter of the National Honor Society shall award at least one annual scholarship to a graduating member.
- Section 6. The scholarship recipient shall receive his/her money upon verification of enrollment in college.

#### Amendments

- Section 1. The By-laws may be amended or revised by an affirmative vote of two-thirds of all the members present at a meeting designated for that purpose, providing that the proposed changes must (1) receive a majority vote of the Faculty Council and the approval of the Principal before being presented to the membership, and (2) be presented to the members in writing a minimum of one week prior to the meeting at which the vote is to be taken.
- Section 2. The Executive Board shall review and evaluate the By-laws every five years, or as necessary.

## **ATTENDANCE /TARDIES**

### **GENERAL REGULATIONS:**

Parents should call school **by 9:00 A. M.** to notify school of reason for student's Absence. Parents may be contacted if they have not notified the school by 9:00 A.M. An absence from a class will be recorded for those students who miss more than 30 minutes of the class period.

There is no adequate substitute for class attendance and punctuality. Irregular attendance frequently results in failing grades and/or dropping out of school. Regular attendance as required by state law will be expected and enforced by officials of USD 378. Any child who meets the statute definition of truancy and/or child in need of care shall be reported to the area DCF office and/or county attorney as prescribed by law. It is the charge of the PRINCIPAL to assign the status of the absence as excused or unexcused. ALL absences are recorded in the student's permanent record.

### **EXCUSED ABSENCES** (JBD)

An absence will be classified as excused in cases of personal illness, family illness, death in the family, school related activities, bona fide personal emergencies, religious observance of the student's own faith, or other special situations deemed excusable by the administration. Students excused for appointments MUST bring in a professional note from the doctor, dentist, etc.

### **UNEXCUSED ABSENCES**

An absence will be classified as unexcused when the parents and school officials are not aware of the whereabouts of the child/student. Parents/guardians have 3 days from the date of the absence to excuse the absence.

### **EXCESSIVE ABSENCES/TRUANCY** (JBE)

As per Kansas statute, If a student is absent from school unexcused for three consecutive days or five or more days in any semester seven (7) or more days in a school year), parents are notified and the student shall be reported to the county attorney and/or Department of Child and Families (DCF). Attendance at a truancy meeting will be required. As stated above it is the charge of the PRINCIPAL to assign the status of the absence as excused or unexcused. The principal has the right to require a doctor's note or other form of documentation to excuse the student's absence.

### **TARDIES**

Students who are tardy for the first block of the day are required to sign in at the office. Tardies may be excused for valid reasons with a call or note from a parent, teacher or a doctor at the discretion of the principal. Advisory/seminar period tardies and tardies for subsequent blocks throughout the school day will be recorded and handled by administration. Students receiving three (3) tardies in a quarter will be assigned after-school detention. Further tardies will be dealt with as follows:

- 3rd tardy-One hour after-school detention
- 4th tardy-One hour after-school detention
- 5th tardy-Two hours after school detention
- 6th tardy-Two hours after school detention
- 7th tardy-One day of ISS
- 8th tardy-Two hours after school detention
- 9th tardy-Two hours after school detention
- 10th tardy-Two days of ISS

### **ABSENCES THE DAY OF A SCHOOL ACTIVITY**

**A student MUST be in attendance for one half of the school day to participate in practices or activities that evening**. Also, if a student is absent on a Friday, or the last regular scheduled day of classes before an activity, he/she will not be permitted to participate/attend the succeeding day's event. Exceptions to this policy must be PRE-APPROVED by the building principal.

### **AFTER SCHOOL ACTIVITIES**

The policies, rules and regulations of USD 378 apply to all activities sponsored by the district, including those held on or off school property and while traveling in school-sponsored transportation. Behavior of students at after school activities also follow school policies as stated above when they have provided their own transportation.

Students who are on suspension or expulsion are not eligible to attend any school-sponsored activity.

### **COLLEGE/CAREER DAY**

Students who are classified as juniors or seniors will be allowed time to investigate college options. Seniors will be allowed 2 days during the school year and juniors 1 day during the year. Visits must be arranged one week in advance with the counselor. Visits not arranged in advance will be considered part of the 4 allowable absences per class per semester.

### **SENIOR WEEK**

All graduating seniors are 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.

### **PERFECT ATTENDANCE**

In order for students to be eligible for a perfect attendance award in the spring, they must have no unexcused tardies or any absences other than those for school sponsored activities. Perfect means perfect!

## **DISCIPLINE** (JCDA)

### **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:** (JBD)

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.

LEVEL 1 1 Point/Referral Detention	LEVEL 2 2 Points/Referral "Extended Detention "	LEVEL 3 3 Points/Referral ISS 3:35-6:30
Failure to serve detention Excessive talking Cafeteria violation Clothing violation Display of affection /PDA Food/Drink violation Hall violation (loud/disruptive) Not bringing materials to class Parking violation Profanity/inappropriate language Misuse of planner Electronic Devices 1 <sup>st</sup> & 2 <sup>nd</sup> Offense	Class disturbance Fake attendance call Forging/altering passes Hazardous driving In parking lot without permission In restricted area Leaving class without permission Threat to students Electronic Devices-3rd Offense Lying Failure to serve office detention Refusing a reasonable request Cheating/plagiarism Computer network violation Inappropriate behavior at school activities Skipping one block class Profanity to student or staff Bullying or Harassment	Conflict with student Disrespect to staff (could be level 4 also) Disrespect to student (could be level 4 also) Cheating/Plagiarism (2nd violation) Disruptive behavior (could be level 4) Physical altercation (could be level 4) Skipping school Intimidation, bullying and threats Electronic Devices-4th and subsequent offenses
<b>LEVEL 4</b> 5 Points/Referral Short-term suspension From school for 1-9 days depending upon the severity of the incident	<b>LEVEL 5</b> 13 Points/Referral Long-term suspension or expulsion recommended	
Alcohol (possession or use) Dangerous materials Disrespect to students Disrespect to staff Drug paraphernalia Fighting/inciting a fight Fire alarm pull Sexual harassment Leaving campus without permission 911 call Theft Vandalism to school property Tobacco (possession or use) Criminal statutes (could be level 5) Pornography Repeat behavior or policy violations	Alcohol (2nd offense) Drugs (possession or use) Explosives (possession or use) Fighting (2nd offense) Setting a fire Weapons (possession or use) Bomb threat Pornography (2 <sup>nd</sup> offense) Repeat behavior and policy violations  NOTE: Level 4 and 5 violations stay with the student the entire school year.	

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.

### **ELECTRONICS AND CELL PHONE S**

As per district policy, no cell phones or electronics are allowed from 7:30 a.m. - 3:30 p.m. Many students do bring electronic devices to school that are unnecessary and disruptive to the learning environment. These items include but are not limited to cell phone, Ipad, Ipod, hand held PSP, radio, camera, video game, and MP3 player. Any cell phone or electronic device seen or heard during the day will be confiscated and it will result in consequences for Cell Phone Violation.

#### **Cell Phone Violation :**

- First offense: the student can pick it up and sign for it in the office at the end of the day; parent will receive notification of the incident.
- Second offense: the parent will be contacted to pick up the item and sign for it in the office at the end of the school day.
- Third offense: the parent will be contacted to pick it up and sign for it in the office at the end of the semester:
- Fourth offense the student can pick it up at the end of the year.

### **DUE PROCESS PROCEDURES**

#### **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** (JDD)

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, JCDA)

Riley County High School is a drug free school. Possession of any nonprescription drug including alcohol or tobacco products to include electronic 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.

## **STUDENT TO STUDENT RELATIONSHIPS**

Students are expected to be respectful to each other at all times. Unacceptable verbal communication and/or behavior will not be tolerated. This includes cruel teasing, spreading rumors, degrading comments, excessive arguing, etc. The following steps shall be taken if students believe they have been the recipients of any unacceptable verbal communication and/or behavior.

Report the incident to the Counselor for advice and/or conflict resolution. If the situation does not improve, the student and/or counselor may request the Principal to intervene.

If the situation warrants the Principal's involvement, an informal investigation will be conducted. All parties will be required to provide a detailed, written report of the event(s). At the conclusion of the informal investigation, appropriate consequences will be administered by the Principal.

## **AFFECTION**

Holding hands will be permitted, but more passionate displays of affection are neither appropriate nor acceptable. Violations may result in disciplinary action.

## **BULLYING** (JDDC, KGC)

### **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**

According to Board Policy JCCD & KGC, bullying is prohibited in any form either by student, staff member, or parent towards a student or staff member on or while using school property, in a school vehicle, or at a school-sponsored activity or event. For the purpose of this policy the term "bullying" shall have the meaning ascribed to it in the Kansas Law. 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.

No teacher, administrator, or staff member of the school district shall permit, condone, practice, or tolerate bullying.

Apparent permission or consent by a student being bullied does not lessen the prohibitions contained in this policy.

Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.

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.

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.

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.

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.

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.

Cyber-bullying includes, but is not limited to, sending hate email messages, creating web sites meant to humiliate a victim, forwarding private emails without permission, taking an embarrassing photo with a camera phone and posting it on the Internet, and setting up polls on web sites to humiliate a victim. Bullying by electronic means will be treated as seriously as traditional bullying.

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 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.

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.

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**

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

The school district will provide annual information and any applicable training to school district staff regarding this policy.

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 POLICY** (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.

## **EXTRA-CURRICULAR ACTIVITIES**

**EXTRACURRICULAR ACTIVITIES** (JHC, JH)

Riley County High School offers a wide variety of extracurricular activities to enhance each student's educational experience. Research indicates those students involved in extracurricular activities perform better in the classroom. Each student is encouraged to actively participate in at least one of the activities listed below. A student may participate in only one sport per season.

**ACTIVITY/ATHLETICS**

Baseball  
 Cross Country  
 Football  
 Volleyball  
 Boys' Basketball  
 Girls' Basketball  
 Golf  
 Softball  
 Track  
 Wrestling

**SPONSOR/COACH**

Mr. Steiner  
 Mr. Barnard  
 Mr. Wagner  
 Mrs. Martini  
 Mr. Fritz  
 Mr. Oliver  
 Mrs. Taylor  
 TBA  
 Mr. Fritz  
 Mr. Grater

**ACTIVITIES**

Art Club  
 Band  
 Cheerleading  
 Debate  
 Science Club  
 Musical/Play Production  
 Forensics  
 Pep Club  
 Scholars Bowl  
 Vocal Music  
 Yearbook  
 Culture Club

Ms. Meadows  
 Mr. Davidson  
 Mrs. Abner  
 Mrs. Fink  
 Mrs. Thomson  
 Mrs. Johnston  
 Mrs. Fink  
 Mrs. Grater  
 Mr. Barnard & Mrs. Harmison  
 Mrs. Johnston  
 Mrs. Steiner  
 Miss Huseman

**SERVICE ORGANIZATIONS**

Student Council  
 SADD  
 FBLA  
 FCCLA  
 FFA  
 National Honor Society  
 Key Club

Mrs. Steiner  
 TBA  
 Mr. Laurie  
 Mrs. Grater  
 Mr. Whearty  
 Mr. Barnard  
 Mrs. Brown

**CLASS SPONSORS 2013-2014**

**SENIORS**

Samantha Brown  
 Dunia Harmison  
 Jennifer Meadows  
 Shari Taylor  
 Erik Willimon

**JUNIORS**

Jennifer Johnston  
 Kezia Huseman  
 Danny Grater  
 Jenna Grater  
 Steve Wagner

**SOPHOMORES**

Justin Davidson  
 Heather Fink  
 Mark Laurie  
 Megan Steiner  
 Weston Steiner

**FRESHMEN**

Harold Oliver  
 Bob Whearty  
 Jim Barnard  
 Cindy Thomson  
 Samantha Kriley

**NCAA ELIGIBILITY GUIDELINES**

In response to the NCAA membership's concern about amateurism issues related to both international and U.S. students, the eligibility center will determine the amateurism eligibility of all

freshmen and transfer college-bound student-athletes for initial participation at an NCAA Division I or II member institution. In Division III, certification of an individual's amateurism status is completed by each institution, not the eligibility center.

A student choosing to participate in intercollegiate athletic at a NCAA Division I or II institution must have academic and amateurism status certified by the eligibility center before representing the institution in competition. For more information go to [www.eligibilitycenter.org](http://www.eligibilitycenter.org).

## **ONE SPORT PER SEASON**

A student may participate in one sport per season. A sport is defined as “athletic events” sponsored by the Kansas State High School Activities Association.

## **SPORTS LETTERING**

If a participant meets certain qualifications, he/she becomes eligible to receive the emblem of the school. Any person who letters in any team sport may purchase the athletic jacket to place the letter on at the conclusion of that team sport (provisional letters will be issued at the discretion of the coaches). To become eligible for this award, an athlete must meet the following standards below. Lettering decision may also be made at the coach’s discretion.

## **FALL SPORTS**

**FOOTBALL:** A player must participate in over one-half of the possible quarters and be in good standing. "B" team games are the equivalent of one varsity quarter. A player may also letter on recommendation of the coach.

**CROSS COUNTRY:** A runner must average placing in the top 60% of all participants in meets attended by the runner during the season. The runner must also be in good standing and may letter upon recommendation of the coach.

**VOLLEYBALL:** A player must participate in over one-half of the possible games played on the varsity level and be in good standing. "B" team games are the equivalent of one-half of a varsity game. A player may also letter on the recommendation of the coach.

## **WINTER SPORTS**

**BASKETBALL:** A player must play in over one-third of all possible varsity quarters and be in good standing or be recommended by the coach. "B" team games are the equivalent of one varsity quarter.

**WRESTLING:** A wrestler must be in good standing with the school and team have shown good **sportsmanship and completed the season. Wrestlers must score 36 team points which is equivalent to 6 pins on varsity. JV matches count as 1/2 the points (6=3). A student can also** letter at the recommendation of the coach.

## **SPRING SPORTS**

**TRACK:** A student must accumulate a total of eighteen (18) points in varsity meets during the track season or score at least one (1) point in the league track meet.

GOLF: Lettering requirements will be at the discretion of the coach.

SOFTBALL: Lettering requirements will be at the discretion of the coach.

BASEBALL: Lettering requirements will be at the discretion of the coach.

## **OTHER ACTIVITIES**

All other activities (i.e. Forensics, Debate, etc.) will be at the discretion of the coach.

## **DROPPING A SPORT**

Whenever a student athlete quits a sport; he/she must obtain a release from that coach before they can participate in another sport during the same season.

Eligibility rules for participating in interscholastic athletics as set by the Kansas State High School Activities Association are:

You must be a bona fide undergraduate in good standing.

You must not reach nineteen (19) years of age on or before September 1st.

You cannot have completed eight (8) semesters of competition and no more than four (4) seasons in any sport.

You cannot have completed eight (8) semesters of high school attendance.

You must have passed five (5) subjects of unit weight in the previous semester.

You cannot engage in any outside competition during the season in which you represent your high school in any sport.

You must have passed an adequate physical examination by a physician and have written consent from your parents.

You must have met the requirements of the transfer rule, if applicable.

You cannot be a member of a high school fraternity.

Must have a valid amateur standing.

Your attendance must be regular and your conduct and standard of sportsmanship satisfactory.

It is also recommended that anyone who uses foul language, is disrespectful to students and faculty, or in any other way brings about an unfavorable opinion of Riley County High School should be barred from competing until proper sportsmanship is displayed.

## **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.

## **FUND RAISING**

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 express 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.

## **CONCESSION STANDS**

Guideline for Concessions Stand sign up and fundraising at RCHS events

After the schedules are certified correct, the concession stand scheduled will be e-mailed to all internal groups. The inter-squad scrimmages would be handled as they have been in the past with the FFA Alumni taking the fall preview.

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 assigned a concession stand duty. It is the goal for each group to have one major and one minor concession stand, however there may be times when this is not possible and the concession stand director will be allowed to balance the assignments.

Major concession events are-

Friday night football, tournaments, track meets and all basketball games

Minor concession events are-

JV football Monday night, JV basketball, wrestling meets, softball, baseball, volleyball games

After the first week if there are any openings internal groups will be allowed to sign up for additional concession stand opportunities.

After these two weeks then the concession stands will be opened up to groups on a first come, first serve basis following this order of preference:

Outside groups that give all of their proceeds back to RCHS-

For example-Blue Crew, After Prom

Outside groups that give a lot of their proceeds back to RCHS-

For example - RCE

Outside groups located within Riley County School District that don't give any of their proceeds to RCHS-

For example-Scouts, Brownies, Pride

Outside groups that are located outside the Riley County School District lines and don't give any of their proceeds to RCHS-

For example-Manhattan Basketball Association

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

## **DANCES**

All dances will be restricted to persons of high school age or older. The outside doors will be locked forty-five (45) minutes after the start of the dance. No one is permitted in after that time nor is anyone

permitted back in after leaving the building unless special permission has been obtained from the sponsor.

All rules and regulations of school parties will be in force regarding any school party. No midweek dance will be held. No dance may be held on a night prior to another school day. Dances will last no later than midnight. Dances must be sponsored by a school organization and at least three (3) chaperons must be present. There will be a limit of no more than one (1) dance or party per month. In order that these dances may be organized and planned, they shall be put on the calendar one (1) month ahead of the scheduled dance. All parents of RCHS students are welcome to observe all school social functions.

### **JUNIOR-SENIOR PROM**

The Junior-Senior Prom will be held on a Saturday during the spring semester. Junior students must sell one (1) magazine subscription or work one (1) night decorating in order to attend the prom. The prom will be limited to juniors and seniors only. Outside dates, including freshmen and sophomores, may attend under the regulations pertaining to outside dates at social events. Seniors who opt for early graduation cannot attend the prom as an RCHS student, only as a guest of a full-time student.

### **OUTSIDE DATES AT SCHOOL SOCIAL EVENTS**

Only USD 378 students will be permitted to attend their respective school sponsored social functions. Exception is made to this as set forth in the following guidelines for outside dates at high school parties.

1. Prior to the dance the members of the organization or class sponsoring the dance will vote among themselves as to whether they want their dance to be open. If the vote is "yes", the class or organization will make an application for permission to the student council at least ten (10) days before the dance.
2. If the application is approved by the principal, the dance must be published as open at least one (1) week before the night of the dance.
3. The name of the outside date requested to be brought to the dance by a student is to be submitted to the principal at least three (3) days prior to the dance.
4. If an outside date turned in by the student is approved by the principal, the student must pick up a "guest card" from the principal's office.
5. The guest card will consist of two parts, the main card with an attached stub. Both parts of the guest card will have the name of the outside date on it followed by the name of his/her date. The card must be signed by the student council president and the principal.
6. The guest card must be presented to the people checking at the door upon entering the dance.
7. When the guest card is presented, the stub will be torn off and the main card will be stamped and returned to the date. The stub will be kept as clearance of admission.
8. The outside date is to keep the main card and be prepared to show it if there is any question as to the date being formally admitted.
9. Non-district students without a "guest card" will not be admitted.
10. Outside dates will be subject to the same rules as district students while at dances.
11. A district student bringing an outside date whose behavior is not acceptable may lose the privilege of attending future school parties.

## **STUDENT COUNCIL CONSTITUTION**

ARTICLE I

NAME

SECTION 1. The name of this organization shall be the Student Council of Riley County High School, Riley, Kansas.

## ARTICLE II

## PURPOSE

SECTION 1. The purpose of this organization shall be to develop attitudes of the practice of good citizenship, to promote harmonious relations throughout the entire school, to improve student teacher relationships, to improve school morale, to assist in the management of the school, to provide a forum for student expression, to provide orderly direction of school activities, to charter school clubs and other organizations, and to promote the general welfare of the school.

## ARTICLE III

## MEMBERSHIP

SECTION 1. The student council shall consist of two (2) representatives from each class, one (1) representative from each chartered organization, and the elected officers of the student council. An alternate shall also be elected in each class and chartered organization to serve in the absence of the representative.

SECTION 2. The election of representatives and alternates shall take place at the first meeting of the class or organization.

## ARTICLE IV

## OFFICERS

SECTION 1. The officers of this organization shall be a president, vice-president, secretary, and treasurer.

SECTION 2. Nomination and election:

- a. President: the applicant must have been a member of the student council for ONE (1) year.
- b. Vice-president, secretary, and treasurer: there will be no specific requirements for the applicant.
- c. In order to be nominated, all applicants for officer positions must file a petition of twenty-five (25) signatures from members of the student body with student council officers (in case of duplication of signatures, earliest filed petition will be accepted).
- d. There shall be one (1) week of campaigning under the direction and supervision of the student council after which the election shall take place. Voting shall be by secret ballot.
- e. A tally of votes and announcement of winner shall be made by the student council.
- f. The term of office for each officer shall be one (1) year.

SECTION 3. Duties of officers.

- a. The president shall preside at all meetings of the council, call special meetings when necessary, appoint all committees, represent the council on all public occasions, and assume other duties as are generally associated with this office.
- b. The vice-president shall perform the duties of the president in his/her absence and be responsible for duties as are generally associated with this office.
- c. The secretary shall keep the minutes of all student council meetings, handle all official correspondence, maintain all attendance records, keep a file of all official correspondence, and maintain all attendance records.
- d. The treasurer shall have charge of all student council funds, both collection and disbursement.

## ARTICLE V

## REMOVAL FROM OFFICE

SECTION 1. Method of removal. An officer or representative may be removed from office for repeated failure to attend meetings, failure to represent his group properly and fairly, failure to carry out his duties as an officer or representative or for any other action which is detrimental to the welfare and best interest

of the school. The school's student council shall constitute the trial board. A two-thirds vote of the entire membership shall be necessary to remove anyone from the office. Such action must have the approval of the principal and the sponsor.

SECTION 2. Vacancies. If a representative resigns or is removed from office, the elected alternate shall take his/her place and a new alternate shall be elected. If an officer resigns or is removed from office, the student council shall be empowered to fill the vacancy except in the case of the president. In this case, the vice-president becomes the president.

#### ARTICLE VI COMMITTEES

SECTION 1. Special and standing committees may be organized by the officers.

#### ARTICLE VII MEETINGS

SECTION 1. The student council shall meet when scheduled by the office. All meetings shall be open meetings.

SECTION 2. Special meetings may be called as necessary by the president, by the sponsor, or by request of one-fourth of the student council members.

#### ARTICLE VIII CHARTERING

SECTION 1. Any school group desiring to organize a club shall apply to the student council for a charter.

SECTION 2. At the time of application each group shall state its purpose and must present a set of rules and regulations by which it proposes to govern itself.

SECTION 3. If the council approves the request, it shall issue a charter good for one year.

SECTION 4. At the end of the year; the club must present an accounting of its activities and, on the basis of this report, the council shall determine if the club charter is to be extended for another year or revoked.

#### ARTICLE IX SPONSORS

SECTION 1. The principal shall appoint a member of the faculty to serve as faculty sponsor. The sponsor shall serve as advisor and will not vote.

SECTION 2. The term of office is left to the discretion of the principal and student council.

#### ARTICLE X QUORUM

SECTION 1. A quorum shall consist of two-thirds of the members of the council.

#### ARTICLE XI PARLIAMENTARY AUTHORITY

SECTION 1. In all matters not specifically expressed in this constitution, the parliamentary authority shall be Robert's Rules of Order, Revised.

#### ARTICLE XII POWER

SECTION 1. All powers of the student council are delegated to it by the school administration. Therefore, the principal has the right to veto any act of the student council or to revoke any of the powers held by the council.

#### ARTICLE XIII AMENDMENTS

SECTION 1. This constitution may be amended by a majority vote of the entire student body provided that the amendment has been first approved by the student council. The proposed amendment must be read at two regular student council meetings. The vote shall be taken after the second reading in the student council after which the proposed amendment shall be submitted to the student body.

SECTION 2. The by-laws may be amended by a majority vote of the members at any regular student council meeting.

## **TRANSPORTATION (JGG)**

Bus transportation will be provided to qualified students to and from school. Students who are participants representing the school are prohibited from driving their personal automobiles to school district sponsored activities.

### **WALKERS AND RIDERS**

Any student who uses school provided transportation will be under the jurisdiction of the vehicle driver while riding in the vehicle and is subject to the rules and regulations developed by the superintendent of schools and building principals to cover such activities. Students who ride school buses will be allowed to get on and off the bus at the point which they normally load and unload from the bus. Activity buses will load at a central point and unload at the same point at the conclusion of an activity trip. Students who walk to and from school are urged to become familiar with traffic safety laws governing such activities.

### **BUS REGULATIONS**

Please remember that the bus driver is in charge of the bus. The drivers must devote their attention to the proper, safe driving, and handling of the school bus. The drivers do not have time to be stopping the bus in order to take care of, or discipline, an unruly child. The bus driver is required to report all disturbances occurring on the bus to the administration and the offending individual will be counseled in an effort to modify his/her behavior. Our alternative to disciplining unruly behavior on the bus is simply to not allow the student to ride the bus in the future. Please read and observe the following bus regulations:

1. The driver is in charge of the pupils and the bus. Pupils must obey the operator promptly and cheerfully.
2. The driver will assign a seat to each student and each student will be provided a seat. Students in less desirable seats may move to a second assigned seat for added comfort after the passenger load is lightened if permission is first obtained from the driver and if the bus is not in motion.
3. Pupils must never stand in the roadway while waiting for the bus. All pupils must wait for the bus off the traveled portion of the road. Students should wait in an orderly manner.
4. Unnecessary conversation with the driver is prohibited. Do not talk loud or distract the operator's attention. Remember, your safety is in the bus driver's hands.
5. Outside of ordinary conversation, classroom conduct is expected of all students riding the bus.
6. Help keep your bus clean and sanitary at all times. Please place all waste paper and rubbish in a proper receptacle.
7. For safety sake, do not extend arms or head out the bus windows.
8. Pupils must not try to get on or off the bus or move about within the bus while it is in motion.
9. When leaving the bus, pupils must observe directions of the driver. If you cross the road, do so in front of the bus after making sure the highway is clear.
10. Any damage to the bus is to be reported at once to the bus driver.

11. Students riding a bus during a stormy season should be advised to listen to their home radio for storm warnings and not to attempt to reach school when so forewarned (unsafe conditions such as heavy snows or flooding).
12. The use of stereos on any bus will be done only with the permission of the bus driver.

## **BUS STOPS**

In order to keep the buses running on schedule, the following administrative policy will be followed by all bus drivers: It is the responsibility of the student to meet the bus. The student should be ready and waiting at the designated bus pick-up point. Under no circumstances will a bus wait longer than one (1) minute for students at a regularly established stopping point in the event the riders are not at the stop when the bus arrives. Repeated failure of the student to be waiting at the bus stop will be considered an infraction and dealt with as such.

## **AWAY GAME BUS**

Special buses will be provided to transport students to away games. This is a privilege granted to those who do not abuse it. A charge will be collected in advance for tickets to the activity. The following regulations must be followed:

1. All school district bus rules are in effect.
2. There must be a chaperon on each bus.
3. The bus will depart from the school at the time scheduled. It will not wait.
4. Only USD 378 students are permitted to take the away game bus. No other students or non-school people may be guests unless prior approval is received.
5. Activity buses will pick up and deliver students at a single designated location within the district. That location will be at the school which is sponsoring the activity.
6. No student who has ridden an activity bus will be allowed to return home by another means except when the parents of the particular student contact the sponsor in person and request that their son/daughter be released to them.
7. Participants are expected to ride school transportation for activities except in unusual circumstances. In unusual circumstances students may ride with parents or other parents after clearing it with their activity sponsor. A parent contact is required.
8. There must be a minimum of fifteen (15) students signed up to ride the activity bus.

## **SPONSORS OF BUSES**

Each bus going on an activity trip shall be accompanied by a faculty sponsor and/or adult sponsor. All sponsors assigned to an activity must ride the bus to and from the activity. Sponsor's spouse and bus driver's spouse may ride the bus if they desire.

## **RIDING OF BUSES BY NONREGULAR BUS RIDERS**

Non-regular riders of the buses will be allowed to ride the bus if permission is first given by the building principal and there is room on the specific bus. A note or a call from the parents must be made to the principal and will serve as official notification.

## **TRANSPORTATION OF NONDISTRICT STUDENTS**

School district buses will not cross other district lines to pick up students and will not allow non-district buses to enter the home district to pick up students. However, non-district students who

qualify for attendance in any of the district's attendance centers may attend said centers if they provide their own transportation to the attendance center (s) or have permission from the transportation director to meet the bus(es) on an established bus route. The district may pay transportation to another district in hardship cases.

### **PENALTIES FOR BUS INFRACTIONS**

If the bus should break down while en route to/from school or to/from activities, the students must remain with the bus until help arrives.

A student who becomes a discipline problem on the bus will be deprived of the privilege of riding the bus. Violation of these rules will result in pupils being reported to the school principal who can deny privilege of riding the bus.

First offense: written warning.

Second offense: suspension for two (2) weeks.

Third offense: suspension for one (1) month.

Fourth offense: suspension for the remainder of the school year.

All parents are notified of this ruling. If a student is suspended from the bus, his/her parent(s) will be required to furnish transportation to and from school during the entire period of suspension.

### **PARKING AND DRIVING ON CAMPUS**

Space has been provided for on campus parking. Use of the facilities will be governed by the following regulations:

1. Park only in the designated areas. Do not park on the lawn.
2. Observe speed limit of 15 MPH on campus.
3. Drive in a manner that is reasonable.
4. Give pedestrians the right of way.

## **ACCEPTABLE USE TECHNOLOGY**

### **ACCEPTABLE USE OF THE INFORMATION RETRIEVAL SYSTEM**

USD 378, Riley County is working to provide access to information retrieval systems for all students, faculty and staff. Information retrieval system is a term, which 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 the 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 the 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 school-based information retrieval systems would 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; or any type of instant messenger
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 or 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 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 nor 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.

## **TECHNOLOGY POLICY** (IIBG, see GAA and JCDA)

Students and staff shall have no expectation of privacy when using district technology. Technology shall be used only for approved educational purposes. Students must use appropriate language. Students are expected to use the system following guideline approved by teachers or the administration.

Any computer application or information in district computers or computer systems is subject to monitoring by the staff and/or administration. The school retains the right to duplicate any information created by students in a computer system or on any individual computer. Students who violate these rules or any other classroom rules relating to computer use are subject to disciplinary action, up to and including, suspension from school. (USD 378 adopted: March 2, 1998)

### **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



#### 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

## **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.

Breakfast and lunch will be served 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 current 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 a 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>BREAKFAST</b>		<b>LUNCH</b>
Day	\$1.45	\$2.65
Extra milk	0.35	\$0.35

**CLOSED NOON HOUR**

Riley County High School will follow the closed noon hour plan. The lunch period is approximately one-half hour in length. Food, such as pizza: etc. is NOT to be brought to school by any outside person for a student. Students are not to be excused during the lunch period to leave the building for any reason. Food that is confiscated will not be returned nor reimbursed.

**BEVERAGES IN CLASSROOM**

Students may take water into the classroom. Pop, Juice drinks, Sport drinks etc. will NOT be allowed in classrooms.

**VENDING MACHINES** (JGHB)

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. Change will be made by the office secretary before and after school.

**STUDENT FEES AND CHARGES**

**PLEASE MAKE CHECK PAYABLE TO USD #378 FOR SCHOOL FEES**  
School Fees

Instructional Fee \$40.00  
 Activity Participation Fee (one time per year fee) \$40.00  
 Activity Fees includes the following: Band, Choir, Debate, Forensics, Scholars Bowl, Cheer, Football, Volleyball, Cross Country, Basketball, Golf, Track, Softball and Baseball

**PLEASE MAKE CHECK PAYABLE TO USD #378 FOR CLASS FEES**

Music Department  
 Band Instrument Insurance \$2.00 per \$100.00 of Insurance  
 Ag Department  
 Fundamentals of Ag Science \$15.00  
 Ag Mechanics P&M/Ag Mechanics C&E Classes - \$50.00 +1/3 cost of project paid before materials are ordered with balance paid upon completion of project & removal of premises.  
 FACS Department  
 Nutrition & Fitness \$8.00  
 Creative Cuisine \$15.00 per semester  
 Art Department  
 Intro to Drawing \$45.00  
 2-Dimensional Design (GA1) \$45.00  
 3-Dimensional Design \$45.00  
 Photo Imaging (GA3) \$45.00  
 Principles of Illustration (Advanced) \$45.00  
 Graphic Design (GA2) \$45.00  
 Yoga \$10.00  
 Industrial Arts Department  
 Woods I Technology (Safety Glasses & Wall Mirror) \$20.00  
 Advanced Woods Class \$45.00-Deposit w/ remaining balance due upon completion of project & prior to removal from premises  
 Consumer Math \$20.00  
 Driver's Education Fee \$100.00

**PLEASE WRITE SEPARATE CHECK FOR CLASS DUES & SITTING FEE MADE PAYABLE TO RCHS**

Class Dues (Grades 9th, 10th & 11th only) \$2.00

Senior Sitting Fee (all seniors must pay)\$10.00

**PLEASE WRITE SEPARATE CHECKS FOR MEALS MADE PAYABLE TO USD #378 Hot Lunch**

Breakfast		Lunch	
Daily	\$1.45	Daily	\$2.65
Extra Milk	\$0.35ea.	Extra Milk	\$0.35ea.
Reduced Breakfast		Reduced Lunch	
Daily	\$.30	Daily	\$.40
Extra Milk	\$.35ea.	Extra Milk	\$0.35ea.
Free Breakfast		Free Lunch	
Extra Milk	\$0.35ea.	Extra Milk	\$0.35 ea.

Adult Breakfast

\$1.70

Adult Lunch

\$3.35 ea.

## **PAYMENT OF DEBTS**

All students are expected to pay their debts as they are incurred. Students who fail to pay their bills by the end of the year will not be allowed to incur new debts in lab classes or ordering items through the school. Seniors must have all their debts paid in order to receive their cap and gown.

## **CHECK POLICY**

The Board of Education has initiated a \$15.00 fee for all returned checks. This fee will be collected on any and all checks returned to the office.

## **STUDENT HEALTH INFORMATION**

General Information

The following items contain several general school health statements as well as required and recommended policies.

1. Each student is required to have on file, an “**Emergency Medical Permit Form** ” which has been notarized. This form must be signed each school year. A form is included with registration materials, with this handbook and/or can be downloaded from the district website.
2. Students participating in KSHSAA sanctioned activities must have a current physical exam on file.
3. Each student needs to complete a “**Health History Form** ” on a yearly basis. This form is available with registration materials, this handbook or the school website.
4. Students with a Specific Medical Condition, along with parents, should contact the school nurse. Individual health plans/emergency care plans will be designed and implemented for the student and their on-going health needs. Any/all information will be shared on a need-to-know basis only.
5. Students with **Food Allergies/Food Intolerances** must have a signed medical statement by physician and parent/guardian. Required forms for this can be obtained from the school office or school nurse or downloaded from the district website.
6. Students requiring Medication during school hours, please refer to **Medication at School** for required forms and direction.
7. An ill or injured student will not be sent home or taken home until a parent/guardian or designated person is contacted. It is imperative that current phone numbers be listed as well as those of a relative or neighbor in the event the parent/guardian cannot be reached.
8. Students who exhibit symptoms of illness should not be sent to school. School Personnel reserve the right to determine whether or not an ill student may or may not remain in school. If your child is coughing, has a fever, a headache, vomiting or diarrhea, please do not send them to school. Please refer to “Illness Guidelines” on the district’s website. These guidelines are based on state recommendations.
9. Students with a fever of 100 degrees or more should not be sent to school or allowed to return until fever-free for 24 hours without the use of medications.
10. Students who have been vomiting or had diarrhea at least 8 hours prior to beginning of the school day, should not be sent to school and should not return for at least 24 hours after symptoms subside. Students who vomit or exhibit symptoms of diarrhea during the school day will be sent home.
11. Students who are absent longer than 3 consecutive days from school due to a contagious disease must have a written permit from the physician or health nurse verifying the student is no longer contagious upon return to school. Please refer to **Communicable Diseases/Exclusion from School** .

## **Communicable Diseases/Exclusion from School (JGCC)**

Whenever the school principal or school nurse or teacher in a public school has reason to suspect a student is suffering from or has been exposed to any infectious, contagious or communicable disease, Rules and Regulations of the Kansas State Board of Health require the student be excluded (excused) from school. Students will be excluded for the duration of the illness or until authorized to return by the student’s health care provider. The school board reserves the right to require a written statement from the health care provider. The principal may request a written release from the health care provider if a student is absent for 3 or more consecutive days due to health reasons. Non-Immunized students exposed to any vaccine-

preventable disease may also be excluded from school. Please refer to **Immunizations: Non-Immunized Students** for specific details regarding possible exclusion from school.

## **Immunizations (JGCB)**

All students currently enrolled in USD 378 or are enrolling for the first time, must show proof of immunizations at the time of enrollment as required by the Kansas Department of Health and Environment. Requirements and recommendations are based on the Advisory Committee of Immunization Practices (ACIP) and KDHE.

### Requirements for the 2014-15 school-year include:

<b>Diphtheria, Tetanus, Pertussis ( DTaP):</b>	<b>5 doses required</b>
For Grades 7-10 single a Tdap booster is required, if there is no previous history of Tdap vaccination, regardless of interval since last TD	
<b>Poliomyelitis (IPV/OPV) :</b>	<b>4 doses required</b>
<b>Hepatitis B:</b>	<b>3 doses required</b>
<b>MMR</b>	<b>2 doses required</b>
<b>Varicella (chickenpox)</b>	<b>2 doses required K-10<sup>th</sup> grade</b> <b>1 dose required grades 11-12</b> 2 doses recommended for all ages. History of having had varicella must now be documented by a licensed physician.

Additional recommended immunizations include: **Meningococcal (MCV4)**, **Hepatitis A**, **Influenza**, and **Human Papillomavirus (HPV)**.

**Medical Exemption** requires a yearly signed physician's statement.

**Religious Exemption** requires a parent/guardian letter stating the child is adherent of a religious denomination whose teachings are opposed to such tests or inoculations.

Any **new records or up-dates** of immunizations should be sent to the school nurse as part of the student's on-going school-health records.

An audit of immunization records will be completed by the school nurse within 30 days after the 1st day of school or enrollment of later in-coming students. If a student is found non-compliant with current requirements, parents/guardians and school principal will be notified in writing. Failure to comply within 2 weeks of notice or 45 days after student's first day of school, will result in exclusion from school until adequate immunizations are obtained and proof provided.

### **Non-Immunized Students**

In addition to submitting signed statements of non-immunization/exemption, (see Immunizations), Non-immunized students will be excluded from attending school during an outbreak of a vaccine-preventable disease within the school district or attendance center. Recommendations from a licensed physician or local health department official will assist school administration in determining duration of exclusion from school. Parents will be notified by letter, phone call or e-mail as deemed time-appropriate. A student may be re-admitted earlier with written authorization from a parent/guardian and approval of administration. The parent/guardian's signature signifies knowledge of the specific disease, the outbreak itself, and the inherent risks to the non-immunized child. Vaccine preventable diseases include but not

limited to: Diphtheria, Tetanus, Pertussis, Measles, Mumps, Rubella, or Varicella.

## **Medication at School**

According to Board Policy JGFGBA, USD 378 will assist in administering medications to students requiring medications throughout the day. Before any medication is administered by school personnel, the following procedures must be followed.

1. All **Prescription Medication** must have on file, a written order from a medical person licensed to prescribe medication. The order must include student's name, date, medication name, dosage, directions for administration, anticipated number of days to be administered, and side effects. This form must also be signed by the parent/guardian. The school's "Permission to Administer Medication" form should be used. Prescription medication in an original, properly labeled container may be substituted for the medical prescriber written order, if the medication is to be given for 2 weeks or less.
2. **Over-the-Counter Medications** must have on file, a signed permission form by parents. The school's "Permission to Administer Medication" should be used. A supply must be sent in the original container and labeled with the child's name.
3. For **occasional medication needs**, the School Nurse has a LIMITED SUPPLY of over-the-counter medications that can be dispensed with written parental permission by the School Nurse. The form "Parental Permission for Occasional Use of Over-the-Counter Medication Only" must be on file for the following medications: Acetaminophen, Ibuprofen, Cough Drops, Antibiotic Ointment, Anti-itch lotion. Students requesting medication or in need will be evaluated for treatment of minor aches or pains or discomfort due to the common cold, headache, toothache or menstrual cramps. The School Nurse will notify the parent when medication is needed, to discuss the frequency of your child's need for medication and/or to recommend follow-up care with your health-care provider. Acetaminophen and Ibuprofen will be limited to 3 doses in 1 month's time. Any additional or increased usage will require a doctor's and parent's signature on a "Permission for Medication Administration" form along with the student's own supply.
4. For any **known chronic or frequent condition** requiring regular administration of the medications listed here, or for any other over-the-counter medications not listed (such as eye drops, etc.) a "Permissions for Medication Administration" form must be completed and signed by the parent/guardian, along with sending the student's own supply of the medication. Medication must be in its original container and properly labeled.
5. **Self-Administered medications** are limited to: Asthma (Inhalers), Anaphylactic/Allergic reactions (Epi-Pens), and/or Diabetes (Insulin). Over-The-Counter and Prescription meds are NOT included. A signed permission form by a medical person licensed to prescribe medications and by parents/guardians must be on file in the school office, yearly. Permission also includes a statement the student has been instructed on self-administration and is authorized to do so at school or school-related activities.  
\* **Note: This includes all inhalers kept on hand for sport 's or PE activities** .

\*All medications must be sent to school in original container. (Pharmacies will furnish extra labeled containers for school when asked)

\*Medication will be kept at school for the duration of time noted on permission form.

\*All Permission forms for on-going medication and occasional-use medication must be renewed yearly.

\* Copies of all permission forms can be found in the school handbook, downloaded from school's website or can be obtained from the school office or school nurse.

#### School Health Services

Along with providing for any day-to-day needs/basic first aid, the school maintains health records for all students, including on-going health histories, immunizations, records of any communicable diseases and individual health care plans for those requiring on-going care during school time.

Hearing and Vision screenings are performed by the school nurse on all 9<sup>th</sup> and 11<sup>th</sup> grade students, all new-to-the-district students and any referrals/requests. If a student "fails" the initial screen, a re-screening is conducted, if the results are still unsatisfactory, the results will be mailed to the parents/guardians along with a referral.

Dental Screenings will be provided for all high school students on a yearly basis as licensed screeners are available. Parents will be notified and referrals made as needed.

Parents/Guardians are expected to seek further evaluation and/or exams for any referral made. Please note these screenings are to identify possible problems for the student which could seriously affect learning potential. These screens are not to replace regular exams by a specific medical professional. Parents/Guardians who do not wish to have their student participate in any screening, must notify the school in writing.

## **USD 378**

### **Permission for Self-Administration of Anaphylaxis or Asthma Medication**

Name of Student\_\_\_\_\_

School\_\_\_\_\_ Grade\_\_\_\_\_

Teacher\_\_\_\_\_

Medication\_\_\_\_\_ Doseage\_\_\_\_\_

Date Started\_\_\_\_\_

Conditions under which the medication is to be given:

\_\_\_\_\_

Any additional circumstances under which the medication is to be given:

\_\_\_\_\_

Length of time medication is to be administered:

\_\_\_\_\_

I hereby give my permission for \_\_\_\_\_ to administer the above medication at school as ordered. I understand that it is my responsibility to furnish this medication. I acknowledge that the school incurs no liability for any injury resulting from the self-administration of medication and agree to indemnify and hold the school, and its employees and agents, harmless against any claims relating to the self-administration of such medication.

I hereby authorize USD #378 School Nurse to exchange information regarding this request with the above named physician and/or the pharmacy as identified on the affixed pharmacy label.

My child has been instructed on self-administration of the medication and is authorized to do so in school.

Signature of Parent or Guardian:

\_\_\_\_\_ Date\_\_\_\_\_

Signature of Health Care Provider:

\_\_\_\_\_ Date\_\_\_\_\_

Rev 3/2014

**USD 378  
PERMISSION FOR ADMINISTRATION OF MEDICATION**

STUDENT'S NAME	
SCHOOL	GRADE
NAME OF MEDICATION	
DOSEAGE	TIME TO BE GIVEN AT SCHOOL
DIAGNOSIS	SIDE EFFECTS
DATE MEDICATION STARTED	PERIOD OF TIME TO BE DISPENSED
DATE	PHYSICIAN'S SIGNATURE

I hereby give my permission for \_\_\_\_\_ (Child's name) to take the above prescription at school as ordered. I understand it is my responsibility to furnish this medication. I further understand any school employee who administers any drug to my child in accordance with written instructions from the physician or dentist shall not be liable for damages as a result of an adverse drug reaction suffered by my child because of administering such drug.

I hereby authorize USD #378 School Nurse to exchange information regarding this request with the above named physician and/or the pharmacy as identified on the affixed pharmacy label.

DATE	PARENT/GUARDIAN SIGNATURE
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**NOTE: All medications are to be brought to school in the original container .**

COMMENTS: \_\_\_\_\_

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## Parental Permission for Occasional Use of Over-the-Counter Medications Only

Student Name \_\_\_\_\_

Age/Grade \_\_\_\_\_

The School Nurse has a LIMITED SUPPLY of over-the-counter medications that can be dispensed with written parental permission by the School Nurse. Students requesting medication or in need will be evaluated for treatment of minor aches or pains or discomfort due to the common cold, headache, toothache or menstrual cramps. The School Nurse will notify the parent when medication is needed, to discuss the frequency of your child's need for medication and/or to recommend follow-up care with your health-care provider. Acetaminophen and Ibuprofen will be limited to 3 doses in 1 month's time. Any additional or increased usage will require a doctor's and parent's signature on a "Permission for Medication Administration" form along with the student's own supply.

For any known chronic or frequent condition requiring regular administration of the medications listed here, or for any other over-the-counter medications not listed (such as eye drops, etc.) a "Permissions for Medication Administration" form must be completed and signed by the parent/guardian, along with sending the student's own supply of the medication. Medication must be in its original container and properly labeled.

\_\_\_\_\_ I give permission for the School Nurse or other school staff designated by the principal to administer the medication(s) checked. I certify that my child has been given at least one dose of any/all medications I have checked and there was no adverse reaction from it. I also understand that any designated school employee who administers this medication to my child in accordance with labeled instructions shall not be liable for damages as a result of an adverse drug reaction suffered by the pupil or because of a mislabeled or altered product.

\_\_\_\_\_ I prefer to send my child's own supply of the medications listed below.

Check all that apply, Cross out any that should not be allowed.

\_\_\_\_\_ **Acetaminophen** ( generic Tylenol) per label directions.

\_\_\_\_\_ **Ibuprofen** (generic Advil, Motrin) per label directions

\_\_\_\_\_ **Antibiotic Ointment** (minor cuts/scrapes)

\_\_\_\_\_ **Anti-itch lotion** (Calamine/Caladryl)

\_\_\_\_\_ **Cough drops**

\_\_\_\_\_  
Signature Parent/Guardian

\_\_\_\_\_  
Date

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**STUDENT INSURANCE POLICY** (JGA)

The USD 378 school board will be providing "school time" insurance for all students of the school district for the school year. This insurance will be "excess coverage" only. The insurance will not take the place of any existing insurance and it will not pay in addition to existing coverage. If you have insurance, which has a deductible, the board provided coverage may pay the deductible depending on the type of injury and the coverage provided. Claim forms will be provided by the insurance company and available at the principal's office. It is the responsibility of the parent to fill out all forms and mail them. Students are covered under this board provided insurance while traveling to and from school on district provided transportation, during school, and during all school sponsored activities including the travel while on a school bus.

## **SECONDARY STUDENT INSURANCE POLICY**

USD 378 Secondary Student Insurance Policy begins at 10 thousand dollars to 5 million dollars for all students enrolled at Riley County High School.

# **COMMUNICATION**

## **DIRECTORY INFORMATION**

For purposes of FERPA, USD 378 has designated certain information contained in educational records as directory information that may be disclosed for any purpose without consent. Information designated as directory information by the district are as follows:

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

Students/Parents have a right to refuse to permit the designation of any or all of the above information as directory information. If a refusal is requested a written notification to this effect must be submitted to USD 378 on or before September 1, of the current school year or 10 days from the receipt of this notice. If refusal is not filed, USD 378 assumes there is no objection to the release of the directory information designated.

## **STUDENT PUBLICATIONS** (JHCA)

School sponsored student publications shall be under the supervision of the building principal or designated faculty representative. Non-school sponsored publications may not be distributed without prior permission.

No student shall distribute any publication which:  
Is obscene according to current legal definitions;  
Is libelous according to current legal definitions; or  
Creates a material or substantial interference with normal school activity or appropriate discipline in the operation of the school.

All posters must be approved by the sponsor or administrator before being hung in the school.

## **TELEPHONE**

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.

## **PARENTAL GRIEVANCE PROCEDURES (JFAC)**

Any parent/guardian with concerns about their child in the schools of USD 378 are encouraged to follow these procedures in the order listed:

1. CONTACT THE CHILD'S TEACHER FOR A CONFERENCE
2. Contact the building principal if the parent-teacher conference does not resolve the concerns of the parent.
3. Contact the superintendent only if the problem cannot be resolved at the building level.
4. If the concerns are still not resolved, the parent may request permission through the superintendent to address the school board at its next regularly scheduled meeting.

## **RECORDS (JRB)**

### **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** (EBBD, EBBE, EBBF)

### **ESI Acknowledgment Form**

Kansas regulations now required that parents are provided with notice of written policies regarding Emergency Safety Interventions ("ESI"). All district policies are available on our website <http://usd378.org/>. In addition, a copy of the policy will be provided at any time upon request.

### **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 a 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.

**PLEASE ADDRESS ANY QUESTIONS TO THE HIGH SCHOOL PRINCIPAL .**