



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



**2023-2024
Riley County High School
Student Handbook**

Table of contents

Introduction	
District Motto	6
Mission Statement	6
Administration	7
Board of Education	7
Faculty & Staff	7
Curriculum and Professional Development Council	8
Alma Mater	9
General Policies and Regulations	10
Grading Scale Policy	10
Incompletes	10
Make Up Work	10
Report Cards	11
Dropping a Class	11
Student Intervention Team	11
Assemblies	11
Lockers	11
Textbooks and Workbooks	12
Library	12
Appropriate Dress	12
Building Passes and Hall Passes	13
Leaving the Building	13
Eighteen-Year-Old Students	14
Visitors	14
Use of Facility	14
Advisory/Seminar Period	14
Structured Study	15
Plagiarism Guidelines	15
Research Paper Guidelines	16
Copyright Policy	16
Academic Honesty	16
Complaints about Policy	16
Graduation Requirements	16
Definition	16
State/Local Minimum Requirements	17
Early Graduation from RCHS	17
Accelerated Instruction for Middle School Students	18
Alternative Credit Options	18
Dual Enrollment	19
Guidelines for Students Wishing to Attend College Half Time	19
Guidelines for Taking Online College Courses(s) on RCHS Campus	19
Students with Gifted IEP	20
Virtual Prescriptive Learning	21
RCHS Cooperative Educational Program	21

Honors and Awards	21
Riley Country High School Valedictorian	21
Awards Given at Awards Night	22
Honor Roll	23
Kansas Honors Program	24
National Honor Society	24
Criteria for NHS Members	24
Attendance/Tardies	28
General Regulations	28
Excused Absences	28
Unexcused Absences	28
Excessive Absences/Truancy	28
Tardies	29
Absences the Day of a School Activity	29
After School Activities	29
College/Career Day	29
Perfect Attendance	30
Discipline	30
Definition of Discipline	30
Student Regulations	30
Office Assigned Detentions	31
Teacher Assigned Detentions	31
Behavior/Rules	31
In-school Suspension	31
Out-of-School Suspension	32
Expulsion or Long-Term Suspension	32
Behavioral Referral/Record Keeping	32
Cell Phones and Electronics	32
Discipline Matrix	34
Due Process Procedures	35
Acts Leading to Suspension or Expulsion	35
Short-Term Suspension, Long-Term Suspension, Expulsion	35
Special Education Suspension or Expulsion	36
Theft	37
Vandalism	37
Weapons	37
Drug Free Schools and Community Act	38
Tobacco-Free School Grounds for Students	39
Reporting Crimes to Law Enforcement	40
Student to Student Relationships	40
Affection	40
Bullying	41
Sexual Harassment Policy	43
Extra-Curricular Activities	44
Athletic and Activity Substance Abuse Policy	45
Athletic Passes	47
NCAA Eligibility Guidelines	47

Dual Sport	47
Sports Lettering	47
Fall Sports	47
Winter Sports	48
Spring Sports	48
Other Activities	48
Dropping a Sport	48
Overnight Trips with Students	49
Fund Raising	49
Concession Stands	49
Dances	50
Junior-Senior Prom	50
Outside Dates at School Social Events	50
Student Council Constitution	51
Transportation	53
Walker & Riders	53
Bus Stops	54
Bus Regulations	54
Consequences for Bus Infractions	54
Away Game Bus	55
Sponsors of Buses	55
Riding of Buses by Non-regular Bus Riders	55
Transportation of Non-district Students	55
Parking and Driving on Campus	56
Acceptable Use Technology	56
Acceptable use of Information Retrieval System	56
Technology Policy	57
Permission for Student Use of Information Retrieval Systems	57
Children's Internet Protection Act	59
Children's Internet Protection Act (CIPA) Plan	59
Computer Use	60
School Food Service	60
Closed Noon Hour	61
Beverages in Classroom	61
Vending Machines	61
Student Fees and Charges	61
Payment of Debts	63
Check Policy	63
Student Health Information	63
Communicable Diseases/Exclusion from School (JGCC)	64
Immunizations (JGCB)	64
Non-Immunized Students	66
Medication at School	66
Student Insurance Policy	67
Communication	68
Directory Information	68
Student Publications	68

Telephone	68
Parental Grievance Procedures	69
Records	69
Family Education Rights & Privacy Act (FERPA)	69
Statement of Non-Discrimination	70
McKinney-Vento Homeless Education Assistance Act	70
State Report Card	70
Emergency Procedures	71
ESI Acknowledgment Form	71
Severe Weather Information	71
Fire Drill Plan/Instructions	71
Disaster Drill Instructions	72
RCHS Fire, Tornado, Disaster Evacuation Plans for Disabled Students	72

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

The mission of USD 378, Riley County, is to put into action our district's motto, 'All our children learning.' The Riley County schools are a place where students will be empowered to learn and will graduate as responsible citizens with skills in creative thinking, decision making, communication, self-discipline, and cooperation.

ADMINISTRATION

Superintendent of Schools – Mr. Cliff Williams

Principal – Dr. Charles Kipp

Assistant Principal – Dr. Erin Flair

BOARD OF EDUCATION

Samantha Brown - President

Nathan Mead – Vice President

James Greer – Member

Jeff Hancock – Member

Justin Ricketts – Member

Julie Thiele – Member

Chris White - Member

FACULTY

Jennifer Meadows	Art
Erin Lloyd	Band
Steve Wagner	Body Conditioning/Physical Education
Zac Rieck	Business/Computers
Mick Tener	Counselor
Samantha Netterman	English
Hannah Pickering	English
Megan Steiner	Family and Consumer Sciences/Yearbook
Andrew Garver	Industrial Arts
Weston Steiner	Intervention Resource Classroom (SPED)
Doug Thompson	Intervention Resource Classroom (SPED)
Alexis Bowen	Mathematics
Jesse Woodard	Mathematics
Dunia Harmison	Science
Breanne Williamson	Science
Kathy Seyfried	Spanish & VPL Mentor/Structured Study
Jayne Krohn	Social Science
Erik Willimon	Social Science/Physical Education
Jessica Whitesell	Social Worker
Deb Huyett	Vocal Music
Anna Williamson	Vocational Agriculture

STAFF

Erin Flair	Athletic Director
Cara Rignell	Concessions
Jonathan Bostick	Custodian
Trish Bostick	Custodian
TBD	Custodian
Grace Brown	Food Service Director
TBD	Food Service
Stephanie Henton	Food Service
Kris Burnett	Library Media Specialist
Travis Schardein	Maintenance Director
Dustin Webber	Network Administrator
Donna Tittel	Network Administrator Assistant
Conrad Seyfried	Network Administrator Assistant
TBD	Nurse
Jarrold Sheldon	School Resource Officer
Angela Marden	Secretary
Amanda Pfizenmaier	Secretary
Brian Schuh	Transportation Director

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

Riley County High School	Riley County Grade/Middle School
Charles Kipp – Principal	Principal – Jared Larson
Erin Flair-Assistant Principal	Ben Gordon- Assistant Principal
Mick Tener - Counselor	Alissa Duncan-Counselor
Kathy Seyfried	Darnell Vargo*
Erik Willimon	Whitney Easterberg
TBD	Alicia Klucas
	Donica Nelson
Superintendent of Schools - Cliff Williams	

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.

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 (EXCUSED ABSENCES)

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](https://usd378.powerschool.com/public). 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 INTERVENTION TEAM

Riley County High School maintains a Student Intervention 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 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.

TEXTBOOKS AND WORKBOOKS

Textbooks and workbooks will be provided for each class. 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 standard of dress and grooming habits are necessary to maintain a wholesome and inspiring learning atmosphere for students. Appropriateness, moderation, and concern for the avoidance of distractions to the educational process are the guiding principles of the student dress code.

Each student shall be responsible for maintaining appropriate school dress and for the development of personal grooming standards that will result in a neat, clean personal appearance. Students will be responsible to make improvements in grooming whose appearance does not give indication of effort to dress appropriately, to be neat, and clean, or whose appearance is disruptive. Students who are inappropriately dressed will be required to change their clothing.

The school does reserve the right to regulate student dress that is a distraction to learning, is of questionable decency, or creates a health or safety hazard. The principal shall make the final determination regarding the appropriateness of a student's appearance.

The following is the RCHS dress code:

- Neatness and cleanliness are the basic requirements for good appearance.
- Clothing with drug, alcohol, and/or gang themes or with objectionable language, innuendos, graphics, or other illegal references is inappropriate.
- Apparel that is excessively short, excessively tight or excessively low-cut may not be worn. Tights, leggings, compression shorts and spandex worn by themselves are considered inappropriate.
- Clothing must cover chest, midriff, and lower back areas and all undergarments. All garments must have sleeves. Strapless tops and dresses are inappropriate
- Pants, shorts, and skirts must be worn at the natural waistline.
- Dresses, skirts, shorts, tunic tops, or any such primary garment must be no higher than fingertip length with the arms and fingers hanging down in the "at rest" position.
- Certain jewelry and accessories can cause a safety concern; all such jewelry (including chains) is prohibited.
- Hats, caps, head-coverings of any type, and sunglasses shall not be worn in the building.
- Pajamas (tops and/or bottoms) and slippers are not acceptable school attire.
- Shoes must be worn at all times.
- Dress up days for Spirit Weeks must follow dress code policy unless pre-approval has been granted by the sponsor and the principal.
- Clothing normally worn when participating in a school-sponsored extracurricular or sports activity may be worn to school when approved by the sponsor or coach and principal. Examples include: cheerleader outfits, drill team, band uniforms, and team shirts.

School administrators may allow exception in special circumstances including, but not limited to medical or religious needs, holidays or special performances, and may further prescribe dress in certain classes such as physical education, vocational classes and science labs.

BUILDING PASSES AND HALL PASSES

Students are to come to class prepared. 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. 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.

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

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 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.

COMPLAINTS ABOUT POLICY

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

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 ($\frac{1}{2}$) 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 unit of U.S. government.
- ❖ One half (1/2) unit of physical education.
- ❖ One half (1/2) unit of health.
- ❖ One (1) unit of Computer Apps I and II
- ❖ One (1) Fine Arts Credit
- ❖ Twelve credits in elective courses

Total number of credits required for graduation from RCHS totals 28. 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 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 28 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 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 1st. 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.

DUAL ENROLLMENT CLASSES

Dual Enrollment courses are available for the following Riley County High School students: juniors, seniors, or freshmen and sophomore students in a gifted program. The approved courses are sanctioned by Manhattan Area Technical College 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, Statistics, Anatomy & Physiology, and Advanced Biology. 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 MATC. These courses and instructors are subject to approval by MATC. Please understand that just because these courses have been approved doesn't mean the course will be offered. The cost per credit hour are subject to change on an annual basis.

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 the previous 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 as an elective credit and apply to his/her graduation plan must gain prior written approval from school administration 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.

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, two (2) weeks 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 as an elective credit. **Approval is subject to the availability of space in the VPL classroom to accommodate the student during the hour requested.**

This option will be subject to the following guidelines:

1. The college course work approved may not replace a course offered in the high school curriculum.
2. The student shall be responsible for college tuition and fees.
3. College course work taken for will not be counted in the high school GPA and but will be counted as an elective credit towards graduation requirements
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. College course taken during non-school hours will not be placed on the transcript and will not be included in the graduation plan.
6. Any student who fails or withdrawals from an online college course will not be permitted to take another online college course or Odysseware class the following semester.
 - a. If a student would like to appeal this guideline they will be required to write a one page paper that includes the following:
 - i. What course they would like to enroll in and how it relates to their career goals
 - ii. An explanation that outlines why their previous attempt was unsuccessful
 - iii. What skills have been acquired that would enable or increase the likelihood of success in the course

STUDENTS WITH GIFTED IEP (INDIVIDUAL EDUCATIONAL PLAN)

A student with a Gifted IEP may test-out of a core course by following these guidelines:

1. In order for Gifted IEP students to test-out of any core course they must take the test-out exam for that course.
2. The student will only be able to take this exam one time and it must be taken prior to the academic school year in which the course credit will be received.
3. The school counselor will proctor the exam at the high school.
4. The grade the student receives on the test-out exam will be used as the final transcript grade for that course.
 - a. The student will have the opportunity to accept that grade or go into the classroom with the Riley County teacher.
5. Those wishing to test out of Junior English must take the Pearson online exam and complete the junior research paper prior to the academic school year in which the course credit will be received. The Pearson online exam and the junior research paper grade will be averaged and that grade will be used as the final transcript grade for that course.
 - a. The student will have the opportunity to accept that grade or go into the classroom with the Riley County teacher.

VIRTUAL PRESCRIPTIVE LEARNING

Students who fail Science, English, Math or Social Studies classes may be required to complete the course using the Virtual Prescriptive Learning system. The placement of the student will be dependent on class type and approval of the administration.

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.
7. Any student who is dismissed from OJT will be required to complete a work based project for USD 378. This project will be determined by the principal.

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 completion of Kansas Scholars Curriculum, and the third indicators 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. If there is a tie, the second indicator will be the completion of Kansas Scholars Curriculum, and the third indicators will be the highest composite ACT score for each student. (Class of 2023) 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.

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 second indicator will be the completion of Kansas Scholars Curriculum, and the third indicators will be the highest composite ACT score for each student.

*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 second indicator will be the completion of Kansas Scholars Curriculum, and the third indicators will be the highest composite ACT score for each student. *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.

*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 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 & the members toward fulfilling the obligation of both chapter & 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:

- Keep an accurate record of the business and activities of the Chapter.
- Prepare and distribute copies of the minutes of each meeting.
- Maintain an up-to-date record of attendance at meetings.
- Record participation in projects, both chapter and individual.
- Help adviser keep NHS bulletin board up-to-date with reports and notices of chapter activities.
- 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 end of the semester, the NHS member must return the completed project log form to the adviser. The 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 a 3.5 GPA. 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 school rules. The exception is suspension, where the student may 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 meet 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 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. 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. ALL absences are recorded in the student's permanent record.

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. 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. ALL absences are recorded in the student's permanent record.

EXCESSIVE ABSENCES/TRUANCY (JBE)

Chronic absenteeism is a growing concern at the local, state, and national level. Kansas State Department of Education (KSDE) says, "Being chronically absent means a student is missing 10 percent (10%) or more of school, for both **excused and unexcused** reasons. This puts the student at a higher risk of not graduating high school and possibly becoming a high school dropout." As per Kansas statute, If a student is absent from school unexcused for three (3) consecutive days or five (5) 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 – 30 minute detention
- 4th tardy – 30 minute detention
- 5th tardy – 1 Hour detention
- 6th tardy – 1 Hour detention
- 7th tardy – One day of In-School Suspension
- 8th tardy – One day of In-School Suspension
- 9th tardy – Out of School Suspension or Saturday School
- 10th tardy – Out of School Suspension or Saturday School

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.

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 "Due Process Procedures."

OFFICE ASSIGNED DETENTIONS: (JDB)

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

TEACHER ASSIGNED DETENTIONS:

These will be served with the assigning teacher. Teachers may assign lunch, 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 adults in a position of authority.
- Use appropriate language (no use of profanity or calling someone a racial or discriminatory name)
- Toys, games, laser-lights, and distracting electronic devices are not to be brought into school.
- First offense; students may pick up the device after school in the office.
- Second offense; a parent must pick up the device & the 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 – 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, and bullying.

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 repeated similar infractions. 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

Expulsion or Long-Term Suspension is considered for those students who are seen as a threat to others or themselves, 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 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

The Discipline Matrix 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 subsequent discipline to any infraction not specifically stated in this handbook.

CELL PHONES AND ELECTRONICS

A goal of Riley County High School's education program is to encourage independence and responsibility. While keeping this goal in mind, the faculty recognizes the necessity of cell phones and other electronic devices. It is our intent to expect students to be responsible in their use of such devices and educate them on proper technology use.

Under the direct supervision and permission of an educator, cell phones and other personal electronic devices may be used for educational purposes within the classroom as defined by the teacher. Students using or accessing an electronic device for any reason without permission during class time will result in disciplinary action outlined below. Students may use personal electronic devices during passing periods or lunch, provided they are not used to infringe upon the rights of others. The use of cell phones and other electronic devices for inappropriate reasons while on school grounds (including cheating, sexting, harassment, bullying, or any use that is inappropriate or in violation of the Acceptable Use of Technology, or disruptive to a positive learning school environment) will be handled using the Discipline Matrix. It will be considered a violation if the student's cell phone or electronic device disrupts the class. Students are expected to cooperate in handing over cell phones and digital media devices when requested. If student refuses to hand over the device, it will lead to administrative actions.

Cell Phone Violation (Use Without Permission):

- 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 day and then other disciplinary options will be utilized to include detention and ISS.

Cell Phone Violation (Harassment, Bullying, Hazing)

- First offense: the student will serve either detention time or In-School Suspension.
- Second offense: the student will serve either In-School Suspension or Out of School Suspension along with a parent meeting and completion of an Electronic Etiquette Course.
- Third offense: the student will serve either Out of School Suspension or Long Term Out of School Suspension. Upon returning to school the student will also lose their right to bring electronic devices to school, unless they are kept in a secure location deemed acceptable by administration.

DISCIPLINE MATRIX

The matrix does not include all behaviors. This matrix is designed to assist with consistency in administering the consequences for disciplinary infractions. The severity of the offense will be individually evaluated and administered at the discretion of the administration.

Infraction	1st Offense	2nd Offense	3rd offense	4th Offense	5th Offense
Affection	Warning/Remedy	Detention	Detention/ISS	ISS/OSS	LT OSS
Cheating (Academic) *	Loss of credit	ISS/Parent	ISS/Parent	ISS/OSS	OSS/LT OSS
Disruptive Behavior	Detention	Detention/ISS	Detention/Parent	ISS/OSS/Parent	ISS/OSS
Defiance/Insubordination	Detention	Detention/ISS	Detention/Parent	ISS/OSS/Parent	ISS/OSS
Detention Missed	Detention	Detention/ISS	ISS/OSS/Parent	ISS/OSS/Parent	ISS/OSS
Disrespectful Behavior	Detention	Detention/ISS	ISS/Parent	ISS/OSS/Parent	OSS/LT OSS
Dress Code Violation	Remedy	Detention/Parent	ISS/Parent	ISS/Parent	OSS
Drugs/Alcohol **# Use or Possession	OSS/Parent	OSS/Parent	OSS/ LT OSS	OSS/ LT OSS	OSS/ LT OSS
Electronics Violation (Bullying/Harassment)	Detention/ISS	ISS/OSS/Parent/ Etiquette Course	OSS/LT OSS/Loss of Electronic Use	OSS/LT OSS	OSS/LT OSS
Electronics Violation (Inappropriate Use)	Warning/Remedy	Detention	Detention/ISS	ISS/OSS	LT OSS
Electronics Violation (Distributing Misinformation)	Detention/ISS	ISS/OSS/Parent/ Etiquette Course	OSS/LT OSS/Loss of Electronic Use	OSS/LT OSS	OSS/LT OSS
Fighting/Physical Aggression	ISS/OSS/Parent	OSS/Parent	OSS/LT OSS	OSS/LT OSS	OSS/ LT OSS
Harassment /Bullying	Detention/ISS	ISS/OSS/Parent	OSS/ LT OSS	OSS/ LT OSS	OSS/ LT OSS
Illegal Activity **	ISS/OSS/Parent	OSS/Parent	OSS/ LT OSS	OSS/ LT OSS	OSS/ LT OSS
Off-Campus w/o Permission	Detention	ISS	ISS/OSS	OSS/ LT OSS	OSS/ LT OSS
Out of Assigned Area	Detention	Detention	ISS	ISS/OSS	ISS/ LT OSS
Parking Lot Safety Violation	Detention/ISS	ISS	ISS/OSS	OSS/ LT OSS	LT OSS
Profanity/Obscenity	Detention	Detention	ISS	ISS/OSS	OSS/ LT OSS
Stealing/Theft **^	ISS/OSS	OSS	OSS/ LT OSS	OSS/ LT OSS	OSS/ LT OSS
Tardy	3 rd /4 th Detention	5 th /6 th Detention	7 th ISS	8 th ISS	OSS/Saturday
Threats **	ISS/OSS/Parent	OSS/ LT OSS	OSS/ LT OSS	OSS/ LT OSS	OSS/ LT OSS
Tobacco/ENDS **# Use or Possession	ISS	OSS (3-day)	OSS (5-day)	Oss/ LT OSS	OSS/ LT OSS
Vandalism **^	OSS/Restitution	OSS/Restitution	OSS/ LT OSS	OSS/ LT OSS	OSS/ LT OSS
Weapons **	OSS/LT OSS/Parent				

Legend for the above matrix

Symbol	Meaning	Symbol	Meaning	Symbol	Meaning
*	No credit on work	^	Restitution Required	>	Includes Alternative Smoking
**	Police may be notified	ISS	In School Suspension	OSS	Out of School Suspension
#	Suspension from extra-curricular activities	LT OSS	Long-term Suspension Hearing w/OSS more than 10 days required		

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 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 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 $\frac{1}{4}$ ounce; mine, or similar device;
- any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore or more than $\frac{1}{2}$ 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 SCHOOLS AND COMMUNITIES ACT (GADB, JDDA, LDD, JCDA)

Maintaining drug-free schools is important in establishing an appropriate learning environment for the district's students. Unless otherwise specified in this policy, the possession, use, sale, distribution, and/or being under the influence of illicit drugs, controlled substances, and/or alcohol by students at school, on or in school property, or at school sponsored activities or events is prohibited. Possession, use, and/or being under the influence of a controlled substance by a student for the purposes of this policy shall only be permitted if such substance was:

- Obtained directly from, or pursuant to a valid prescription or order, issued to such student from a person licensed by the state to dispense, prescribe, or administer controlled substances;
- In the case of use or possession, approved and administered, if administered at all, in accordance with board policy JGFGFB and/or board policy JGFGBA; and
- Used, if at all, in accordance with label directions.

As a condition of continued enrollment in the district, students shall abide by the terms of this policy. Students shall not unlawfully manufacture, distribute, dispense, possess or use illicit drugs, controlled substances or alcoholic beverages on school district property, or at any school activity. In addition to action taken under the Discipline Matrix and Substance Abuse Policy, students violating the terms of this policy will be reported to the appropriate law enforcement officials and will be subject to any one or more of the following sanctions:

First Offense: A first time violator shall be subject to following sanctions:

- A punishment up to & including long-term suspension;
- Suspension from all student activities for the duration of any suspension from school or for a period up to 20 school days.
- A student placed on long term suspension under this policy may be readmitted, in a probationary status during the term of a suspension, if the student agrees to complete a drug and alcohol rehabilitation program.

Second and Subsequent Offenses. A student who violates the terms of this policy for the second time in a school year, and any subsequent violations, shall be subject to the following sanctions:

- A punishment up to and including expulsion from school for the remainder of the school year.
- Suspension from participation and attendance at all school activities for the remainder of the school year.
- A student who is expelled from school under the terms of this policy may be readmitted to classes only, during the term of the expulsion, if the student has completed a drug and alcohol education and rehabilitation program at an acceptable program.

- Students who are suspended or expelled from school under the terms of this policy will be afforded the due process rights contained in board policies and Kansas statutes, K.S.A. 72-6114, et seq.

Nothing in this policy is intended to diminish the ability of the district to take other disciplinary action against the student in accordance with other policies governing student discipline. Drug and alcohol counseling and rehabilitation programs are available for the district students. If a student agrees to enter and complete a drug education or rehabilitation program, the cost of such program will be borne by the student and his or her parents.

A list of available programs along with names and addresses of contact persons for the program is on file with the board clerk. Parents or students should contact the director of the programs to determine the cost and length of the program. Compliance with this policy is mandatory. See "Suspension/Expulsion."

TOBACCO-FREE SCHOOL GROUNDS FOR STUDENTS (JCDA)

The use, possession, or promotion of any tobacco product by any student is prohibited at all time in any district facility; in school vehicles; at school-sponsored, activities, programs, or events; and on school owned or operated property.

Student violations will result in disciplinary actions as outlined by board policy and/or student handbooks. Disciplinary actions may include parent/guardian notification, participation in a tobacco and electronic nicotine delivery systems education program, referral to a cessation program, and/or community service. Student violations may be reported to law enforcement if use or possession is deemed to be illegal.

The following definitions apply to this policy.

"Tobacco product" means any product that is made from or derived from tobacco, or that contains nicotine, that is intended for human consumption or is likely to be consumed, whether smoked, heated, chewed, absorbed, dissolved, inhaled, or ingested by any other means, including, but not limited to electronic nicotine delivery system (hereafter "ENDS"), cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, or snus.

"Tobacco product" also means any component or accessory used in the consumption of a tobacco product, such as filters, rolling papers, pipes, charging devices, cartridges, and any substances used in ENDS, whether or not they contain nicotine. This definition does not include FDA-approved nicotine replacement therapies including transdermal nicotine patches, nicotine gum, and nicotine lozenges prescribed to the student by a medical practitioner or obtained over the counter and used in accordance with label requirements.

"Electronic nicotine delivery system" or "(ENDS)" means any device that delivers a vaporized solution (including nicotine, THC, or any other substance) by means of cartridge or other chemical delivery systems. Such definition shall include, but may not be limited to, any electronic cigarette, vape pen, hookah pen, cigar, cigarillo, pipe, or personal vaporizer. ENDS are not FDA-approved nicotine replacement therapy devices.

"Promotion" includes, but is not limited to, product advertising via branded gear, bags, clothing, any personal articles, signs, structures, vehicles, flyers, or any other materials.

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
- c. 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	Physically harming
Setting up/facilitating bullying behavior by others	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 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 our activities.

ACTIVITY/ATHLETICS	COACH/SPONSOR
Baseball	Weston Steiner
Basketball (Boys)	Dustin Webber
Basketball (Girls)	Kelsey Nelson
Cross Country	Maggie Henton
Football	Erik Willimon
Golf	TBD
Softball	Cara Rignell
Track	Jesse Woodard
Volleyball	Jessica Whitesell
Wrestling	Brian Schuh
<hr/>	
Art Club	Jennifer Meadows
Band	Erin Lloyd
Cheerleading	Kathy Seyfried
Culture Club	Kathy Seyfried
Dance	TBD
Forensics	Kathy Seyfried
Musical/Play Production	TBD
Pep Club	Erin Lloyd and Kathy Seyfried
Scholars Bowl	Erik Willimon
Science Club	Breanne Williamson

Vocal Music	Deb Huyett
Yearbook	Megan Steiner
FBLA	Weston Steiner
FCCLA	Megan Steiner
FFA	Anna Williamson
Key Club	Samantha Netterman
National Honor Society	Breanne Williamson
SADD	Megan Steiner
Student Council	Dunia Harmison

CLASS SPONSORS 2022-2023

Seniors	Juniors	Sophomores	Freshmen
Andrew Garver Zac Rieck Kathy Seyfried Steve Wagner	Erin Lloyd Samantha Netterman Hannah Pickering Breanne Williamson	Jayne Krohn Megan Steiner Anna Williamson Jesse Woodard	Alexis Bowen Dunia Harmison Jennifer Meadows Erik Willimon

ATHLETIC AND ACTIVITY SUBSTANCE ABUSE POLICY

Possession/use of alcohol, tobacco, alternative smoking, illegal drugs, & other controlled substances.

Students involved in school sponsored extra-curricular activities (athletic programs or non-athletic student organizations/activities) must abide by the school's substance abuse policy. This policy applies to those students at all times during the school year. Consequences will apply to both athletic and non-athletic organizations. This policy may not cover every possible scenario; therefore, some interpretation will be left up to the coach/sponsor and the school administration. Listed below are minimum requirements, the coach/sponsor has final discretion in determining the consequence level for their extra-curricular activity.

Violations can be substantiated by credible sources (examples: law enforcement, faculty/staff member, school administration, social-networking sites), or other sources deemed credible by the coach/sponsor, principal, and athletic director.

It is a violation of this policy to be under the influence of, possession of, using, distributing, selling, or attempting to sell any of the substances listed above. Violations are subject to disciplinary action and/or legal action as determined by the administration. It is not a violation for a student to be in possession of a drug specifically prescribed for a student's use by her or his own doctor.

Students who are concerned about their substance abuse and voluntarily notify faculty or staff will not be subjected to disciplinary action. Confidentiality will be observed while seeking and finding support for such a student. Self-disclosure may be utilized once to avoid disciplinary action and must be made prior to determination that they have violated this policy.

FIRST OFFENSE CONSEQUENCES – LEVEL 1 SUBSTANCE ABUSE
Tobacco and Alternative Smoking (Electronic Cigarettes, Vape Pens, Juuls)

Sport	Consequence
HS Football	1 Game
HS Volleyball	3 matches
HS Cross Country	1 meet
HS Basketball	2 games
HS Wrestling	3 matches*
HS Track	1 meet
HS Baseball/Softball	2 games
HS Golf	1 meet
HS Cheerleading**	3 events ***

Sport	Consequence
JH Football	1 day of games
JH Volleyball	1 day of matches
JH Cross Country	1 meet
JH Basketball	2 games
JH Wrestling	2 matches
JH Track	1 meet
Non-athlete: next major event scheduled by school or organization.	

*	Wrestling dependent upon the number of matches in the next scheduled event
**	Cheerleading is classified by KSHSAA as a sport during an athletic season and an organization when no cheering sports are in season.
***	A cheering event is one day of cheering regardless of how many games are included.

FIRST OFFENSE CONSEQUENCES – LEVEL 2 SUBSTANCE ABUSE
Repetitive Level 1 Consumption, Alcohol, Marijuana, Nonprescription Medication Overuse

Suspension from all student activities for the duration of any suspension from school or for a period up to 20 school days. A student placed on a long-term suspension under this policy may be readmitted on probationary status if the student completes a drug and alcohol rehabilitation program at an acceptable program, with proof of program admittance.

During this period of ineligibility, when violations occur outside of the school day and activity function or off-campus, the student will be able to practice and participate in team activities and meetings. The student may attend competitions only at the coach/sponsor's requests but will not dress out. During this time, the student will attend organizational meetings and participate in the fund-raising events.

When violations occur during school hours, any involvement with extra-curricular activities will be postponed or forfeited through the duration of the suspension.

Students not involved with school sponsored activities will miss the next major social event, such as Homecoming, Prom, or other school dances. Officers of an organization, who violate the policy, will be removed from office but not from the organization. In the event that more than one organization is involved, the sponsors will meet to determine consequences. The organization's sponsors will be responsible for determining "major events."

SECOND OFFENSE CONSEQUENCES – LEVEL 3 SUBSTANCE ABUSE
Repeat of Level 1 or 2 Offense or first time use of Narcotics (Cocaine, Meth, Heroin)

The student will not be allowed to participate in athletics or organizations for the remainder of the school year and will not be allowed to attend all remaining social events.

ATHLETIC PASSES

Athletic Pass fees are payable to USD # 378 or all fees can be paid online through E-Funds (Convenience fee applied)

Student Athletic Passes (per student, per year)	\$ 20.00
Adult Athletic Passes (per adult, per year)	\$ 55.00
Senior/Lifetime Passes (one-time fee)	\$ 50.00

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.

DUAL SPORT

Dual sport participation is allowed on a case by case basis. To be eligible, the student-athlete must declare a primary and secondary sport prior to the start of the season. This is first petitioned by the student-athlete to the coaches of the respective sports. Secondly, it is recommended by coaches to the Athletic Director(s) to review for approval or denial. Lastly, the Athletic Director(s) recommend approval to the Principal for Principal approval. Consideration for approval is focused on the student-athlete's grades, behavior, and attendance. In addition, the number of students participating and sports conflicts will be reviewed prior to the start of the first day of practice. The student will be notified of any approval or denial.

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 (KSHSAA) 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:

- Varsity football games, varsity basketball games, tournaments, and track meets
- Minor concession events are:
 - JV football, 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 (ex: Blue Crew, After Prom)
 - Outside groups that give a lot of their proceeds back to RCHS (ex: RCE)
 - Outside groups located within Riley County School District that don't give any of their proceeds to RCHS (ex: 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 (ex: Manhattan Basketball Association)

All sign-ups will be considered official only when it has been assigned by the Riley County High School athletic 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/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. 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. The name of the outside date requested to be brought to the dance by a student is to be submitted to the principal by 3:30 pm the Monday before the event.
2. Outside dates will be subject to the same rules as district students while at dances.
3. A district student bringing an outside date whose behavior is not acceptable may lose the privilege of attending future school social activities.

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, & 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. Student council shall meet when scheduled by the office. All meetings will 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 &, 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 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.

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. Stay in your seat until the bus is stopped at the destination.
2. Talk using a quiet voice level to those next to you. Obscene or vulgar talk is absolutely forbidden.
3. Keep the bus clean.
4. Keep hands, head, and all body parts to yourself and inside the bus at all times.
5. Any person damaging the bus on purpose will be held responsible. Report any bus damage to the driver right away.
6. The bus driver is in charge at all times when students are on the bus. Students must follow the driver's directions the first time they are asked.
7. Students must wait for the bus away from the road.
8. When leaving the bus, listen to the directions of the driver. If you cross the road, make sure the road is clear then cross in front of the bus.
9. Listen to news updates at home when weather may be severe.

CONSEQUENCES FOR BUS INFRACTIONS

Student(s) who become a discipline problem on the bus will be deprived of the privilege of riding the bus. The below outline is for handling infractions that both administration and the transportation director determine as minor or less severe.

First Offense:	Written warning to student and parent
Second Offense:	Detention
Third Offense:	Suspension from bus for 2 weeks
Fourth Offense:	Suspension from bus for 1 month
Fifth Offense:	Suspension from bus for remainder of year

Behaviors that are serious in nature may result in immediate suspension; each will be dealt with on an individual basis. This may include, but not limited, to possession of weapons or controlled substances or actions that could result in bodily injury. All major infractions will be handled using framework from the RCHS Discipline Matrix.

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.

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)

Permission for Student Use of Information Retrieval Systems and Acceptable Use of Technology

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 personnel 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 use of the Internet access and implementation of technology that will filter out objectionable content. In compliance with CIPA, USD 378, Riley County has installed a device that acts as a monitor and filter of Internet content. The device maintains report identifying computers and users attempting access to objectionable sites.

☐ **Yes, I give permission** for my student to use the district-provided information retrieval system (internet) during the current school year.

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

☐ **No, I do not** give permission for my student to use the district-provided information retrieval system (internet) during the current school year.

Parent Signature

Student Signature

Student Printed Name

Date

Children's Internet Protection Act (IIBGA)

The district shall implement the Children's Internet Protection Act (CIPA). The superintendent shall develop a plan to implement the Children's Internet Protection Act. This plan shall be on file with the board clerk and in each school office with Internet access, and copies shall be available. The superintendent shall ensure compliance with CIPA by completing Federal Communication Commission forms as required.

Revised: 3/23/2009

Children's Internet Protection Act (CIPA) Plan

The USD 378, Riley County, KS, plan shall, at a minimum:

- Provide reasonable public notice including at least one public hearing;
- Install blocks or internet filters to limit access by both minors and adults to child pornography or materials that are obscene, inappropriate or harmful;
- Monitor the on-line activities of minors;
- Address issues related to the safety of minors when using e-mail; chat rooms, and other electronic communication;
- Hinder unauthorized access (hacking) and other unlawful on-line activities by minors; and
- Prevent unauthorized disclosure of personal information regarding minors.

Approved: Board of Education on 3/23/2009

Computer Use (see GAA and JCDA) IIBG

Use of District Computer/Privacy Rights

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

Copyright (see ECH)

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

Installation

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

Hardware

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

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.

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 be refunded upon request from a parent. 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.

BREAKFAST**LUNCH**

Day	\$1.65	\$2.85
Extra milk	0.40	\$0.40

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

Fees below are payable to USD#378 except fees noted by **. They are payable to RCHS. All fees can be paid online through E-Funds (Convenience fee applied)

Instructional Fee	\$ 40.00 (one-time fee, per year, per student)
Technology Fee	\$ 10.00 (one-time fee, per year, per student)
Activity Participation Fee	\$ 40.00 (one-time fee, per year, per student)

Activity Fees include: Band, Baseball, Basketball, Cheer, Choir, Cross Country, Dance, Debate, Football, Forensics, Golf, Scholars Bowl, Softball, Track, Volleyball, and Wrestling.

**Senior Sitting Fee (only seniors must pay)	\$ 15.00 (this fee is payable to RCHS if not paid online)
--	---

Adv. Ag Power	\$ 50.00 deposit with remaining balance due upon completion of project/prior to removal from premises
Ag Mechanics	\$ 50.00 deposit with remaining balance due upon completion of project/prior to removal from premises
Ag Welding I & II	\$ 50.00 deposit with remaining balance due upon completion of project/prior to removal from premises
Baking & Pastry I	\$ 25.00
Band Instrument Insurance	\$ 2.00 per \$100.00 of Insurance
Instrument Rental (Usage of USD 378 instrument)	\$ 25.00
Carpentry	\$ 45.00 deposit with remaining balance due upon completion of project/prior to removal from premises
Ceramics	\$ 45.00
Consumer Math	\$ 25.00
Consumer & Personal Finance	\$ 25.00
Culinary Arts I	\$ 50.00
Culinary Essentials	\$ 25.00
Drawing	\$ 45.00
Driver's Education	\$ 100.00
Engineering Design	\$ 35.00
Graphic Design	\$ 45.00
Intro to Agriculture	\$ 15.00
Intro to Art	\$ 45.00
Intro to Family and Consumer Science (FACS)	\$ 20.00
Intro to Industrial Technology (Intro to Woods)	\$ 20.00
Painting	\$ 45.00
Photo Imaging	\$ 45.00
Studio Production	\$ 45.00

Meal Fees

Meal fees are payable to USD#378 Hot Lunch or all fees can be paid online through E-Funds (Convenience fee applied)

Breakfast**PK - 5th Grades**

Daily	\$ 2.20
Extra Milk	\$.50 each

6th – 8th Grades

Daily	\$ 2.20
Extra Milk	\$.50 each

9th – 12th Grades

Daily	\$ 2.40
Extra Milk	\$.50 each

Adults

Daily	\$ 2.70
Extra Milk	\$.50 each

Reduced Breakfast

Daily	\$.30
Extra Milk	\$.40 each

Free Breakfast

Extra Milk	\$.40 each
------------	-------------

Lunch**PK - 5th Grades**

Daily	\$ 3.45
Extra Milk	\$.50 each

6th – 8th Grades

Daily	\$ 3.55
Extra Milk	\$.50 each

9th – 12th Grades

Daily	\$ 3.65
Extra Milk	\$.50 each

Adults

Daily	\$ 4.35
Extra Milk	\$.50 each

Reduced Lunch

Daily	\$.40
Extra Milk	\$.40 each

Free Lunch

Extra Milk	\$.40 each
------------	-------------

All meal payments will be applied to all members of your family in a family account

Extra milk or Ala Carte' has a charge over and above daily meal fees. If your family qualifies for free or reduced meals these are not part of your qualifications.

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, and 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**" 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 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**.
12. Any other health issues, please refer to the Nurse's section or the Parent's Link on the school's website or contact the School Nurse.

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: See Non-Immunized Students for 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.

Kansas Requirements for the 2023-2024 School Year:

Grades 9-10

Tdap (Tetanus, Diphtheria, Pertussis): 1 dose in addition to 5 Dtap doses
IPV (Polio): 4 doses
MMR (Measles, Mumps, Rubella): 2 doses
Varicella (Chicken Pox): 2 doses
Hepatitis B: 3 doses
Meningococcal (MenACWY): 1 dose

Grades 11-12

Tdap (Tetanus, Diphtheria, Pertussis): 1 dose in addition to 5 Dtap doses
IPV (Polio): 4 doses
MMR (Measles, Mumps, Rubella): 2 doses
Varicella (Chicken Pox): 2 doses
Hepatitis B: 3 doses
Meningococcal (MenACWY): 1-2 doses

NOTE: If student has not had any doses, then one dose is required. If student has already had one dose, then 2nd dose is required.

Recommended, but not required, immunizations:

Human Papillomavirus (HPV): 2-3 doses
Influenza: Yearly (usually in the Fall)

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 respond or comply within 2 weeks of notice or 45 days after student's first day of school may result in exclusion from school until adequate immunizations are obtained or proof of appropriate signed exemption is 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 a written order from a medical person licensed to prescribe medication on file. The order, preferably written on the school's "*Permission to Administer Medication*" form, must include student's name, date, medication name, dosage, directions for administration, anticipated number of days to be administered and side effects. A parent/guardian must also sign this form. **If the medication is to be given for 2 weeks or less**, the original properly labeled container may be substituted for the medical prescriber's written order, however, parent/guardian must still provide written permission. (Example: antibiotic, eye-drops, etc.)
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: Antihistamine tablets, Antacid tablets, 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 **Over-the-Counter medications** not previously mentioned (eye-drops, nasal spray, etc.) or for any **Chronic or Frequent condition** requiring regular administration of an over-the-counter medication, a "*Permission to Administer Medication*" form should be completed and

signed by parent/guardian, and prescribing physician, if applicable. Medications must be sent in 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. Student must also sign acknowledging responsibility for carrying medication and ability to use their medication correctly.

* **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 9th and 11th 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.

STUDENT INSURANCE POLICY (JGA)

The USD 378 school board provides "school time" insurance for all students of the school district for the school year. This insurance is "excess coverage" only. The insurance does not take the place of any existing insurance and it does 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 complete all forms. 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.

USD 378 Secondary Student Insurance Policy begins at ten thousand dollars (\$10,000.00) and be up to five million dollars (\$5,000,000.00) 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 no 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)

For purposes of the Family Education Rights and Privacy Act (FERPA), USD 378 has designated certain information contained in educational records as directory information, which may be disclosed for any purpose without your consent.

Directory information includes the following: the student's name, parent or guardian, weight, height, participation in and eligibility to officially recognized activities and sports; dates of attendance or grade placement; honors and awards received; and the most recent educational agency or school attended by the student. You have the right to refuse to permit the designation of any or all of the above information as directory information. If you refuse, you must file written notification to this effect with USD 378 at USD 378 District Office, 204 W. Kansas, Riley, KS 66531 on or before September 30th of each school year. If refusal is not filed, USD 378 assumes there is no objection to the release of the directory information designated. All student records shall be treated as confidential and primarily for local school use unless otherwise stipulated.

Under the provisions of the FERPA parents of students and eligible students (those who are 18 or older) are afforded various rights with regard to educational records that are kept and maintained by the school. In accordance with the FERPA, you are required to be notified of those rights that include: The rights to review and inspect all your educational records except those that are specifically exempted.

The right to prevent disclosure of personally identifiable information contained in your educational records to other persons, with certain limited exceptions. Disclosure of information from your educational records to other persons will occur only if:

- we have your prior written consent for disclosure;
- the information is considered directory information and you have not objected to the release of such information; and
- disclosure without consent is permitted by law.

The right to request your educational records may be amended if you believe the records are misleading, inaccurate or otherwise in violation of your rights. This right includes the right to request a hearing at which you may present evidence to show why the record should be changed if your request for an amendment to your records is denied in the first instance.

The right to obtain a complaint with the Family Policy and Regulations Office at the U.S. Department of Education if you believe USD 378 has failed to comply with FERPA's requirements. The address of this office is 400 Maryland Ave. SW, MES, Room 4074, Washington, D.C. 20202. The right to obtain a copy of USD 378 policies for complying with FERPA. A copy may be obtained from USD 378 Superintendent, 204 W. Kansas. Riley, KS 66531 or 785-485-4000.

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:

- | | |
|---|---|
| <ul style="list-style-type: none">-Student's name and Address-Grade level and Dates of Attendance-Telephone listing-Electronic mail address-Photograph-Date and place of birth-Major field of study | <ul style="list-style-type: none">-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.) |
|---|---|

STATEMENT OF NON-DISCRIMINATION

Discrimination against any student on the basis of race, color, national origin, sex, disability, age or religion in the admission or access to, or treatment in the district's programs and activities is prohibited. The Superintendent of Schools, 204 W. Kansas, Riley, KS 66531, 785-485-4000, has been designated to coordinate compliance with non-discrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990. Any student who believes he or she has been discriminated against may file a complaint with the building or compliance coordinator. Any student complaint of discrimination shall be resolved under the district's discrimination compliant procedure.

MCKINNEY-VENTO HOMELESS EDUCATION ASSISTANCE ACT

If your family lives in any of the following situations: in a shelter, motel, vehicle, or campground; on the street, in an abandoned building, trailer, or other inadequate accommodations, or; doubled up with friends or relatives because you cannot find or afford housing – THEN, your preschool-aged and school-aged children have certain rights or protections under the McKinney-Vento Homeless Education Assistance Act. Your area contact is: Superintendent of Schools, 204 W. Kansas, Riley, Kansas 66531. 785-485-4000. Your state coordinator is: Tate Toedman, Kansas Department of Education.

STATE REPORT CARD

Riley County USD 378 Report Card can be found on the Kansas State Department of Education website for State Report Cards: <http://online.ksde.org/rcard>

EMERGENCY PROCEDURES (EBBD, EBBE, EBBF)

ESI Acknowledgment Form (GARF)

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, **Parent Square** will be used to disperse information. Information may be sent to the following radio and television 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).

FIRE DRILL PLAN/INSTRUCTIONS

In case of any natural or man-made fire, the following procedure will be used at Riley County High School. The alarms will be activated or a vocal "move to fire safety zone" announcement will be utilized.

Southeast (Red Zone) Rooms: 100 (Office), 101 (Krohn), 102 (Willimon), 103 (Pickering), 106 (Seyfried), 141 (M. Steiner), and 142 (South Gym) will 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 designated faculty members. 1st Contact: Amanda Pfizenmaier. 2nd Contact: Charles Kipp/Angie Marden

Southwest (Navy Zone) Rooms: 104 (Resource Classroom), 105 (Netterman), 107 (Harmison), 108 (Tech), 109 (B. Williamson), 110 (Library/Burnett) 111 (Technology), 112 (Bowen) and Stage will 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 designated faculty members. 1st Contact: Dunia Harmison. 2nd Contact: Samantha Netterman

Northwest (Gray Zone)- Rooms: 113 (Woodard), 114 (Custodian), 115 (Band/Choir), 126 (Wagner/Locker Rooms), 135 (SPED), 136 (SPED Resource), 201 (Meadows), 204 (Transportation) 205 (A. Williamson), 207 (Garver), 129 (North Gym), 301 (Weight Room) 302 (Health Room), 303 (All Purpose) will exit through the northwest door of the main building. Move to the west end of the gravel parking lot by the grass. Report attendance to designated faculty members. 1st Contact: Jesse Woodard, 2nd Contact: Jennifer Meadows

Northeast (Columbia Zone) Rooms: 129 (North Gym), 130 (Kitchen), 131 (Cafeteria), 132 (Conference), 133 (Rieck), 134 (SPED Resource), 137, 138 (SPED), 139 (Counselor), 140 (SPED Resource), North Gym, and Cafeteria will exit through the northeast door of the main building. Report attendance to designated faculty members. 1st Contact: Weston Steiner 2nd Contact: Doug Thompson

All persons in the building must leave the building during the fire drill. The designated faculty members will use their phones to report attendance. Once the "all clear" has been given by building administration, occupants may return. Shop classrooms will exit through the closest outside classroom door and join the closest group. Report attendance to the nearest faculty mentioned above.

DISASTER DRILL/INSTRUCTIONS

In case of any natural or man-made disaster, the following procedure will be used for the Riley County High School buildings. A vocal "take cover" signal will be utilized. Faculty will use phones to report attendance to the office personnel. Students are to remain in assigned areas until the "all clear" is given. When the "all clear" is given, all participants will return to the building.

Southeast (Red Zone) Rooms: 100 (Office), 101 (Krohn), 102 (Willimon), 103 (Pickering), 106 (Seyfried), 141 (M. Steiner), and 142 (South Gym) will move to the south tunnel through the east entrance and report attendance to: 1st Contact: Amanda Pfizenmaier. 2nd Contact: Charles Kipp/Angie Marden.

Southwest (Navy Zone) Rooms: 104 (Resource Classroom), 105 (Netterman), 107 (Harmison), 108 (Tech), 109 (B.Williamson), 110 (Library/Burnett) 111 (Technology), 112 (Bowen) and Stage will move to the south tunnel through the west stage entrance and report attendance to: 1st Contact: Dunia Harmison. 2nd Contact: Samantha Netterman

Northwest (Gray Zone) Rooms: 113 (Woodard), 114 (Custodian), 115 (Band/Choir), 126 (Wagner/Locker Rooms), 135 (SPED), 136 (SPED Resource), 201 (Meadows), 203 (Garver), 204 (Transportation), 205 (A.Williamson), 207 (Garver), 129 (North Gym), and 301 (Weight Room), 302 (Health Room), 303 (All Purpose) will enter the old weight room through the west door entrance to the stage and report attendance to: 1st Contact: Jesse Woodard . 2nd Contact: Jennifer Meadows

Northeast (Columbia Zone) Rooms: 129 (North Gym), 130 (Kitchen), 131 (Cafeteria), 132 (Conference), 133 (Rieck), 134 (SPED Resource), 137 (SPED Resource), 138 (SPED), 139 (Counselor), 140 (SPED Resource), will move to the old weight room through the northeast doors of the north tunnel and report attendance to: 1st Contact: Weston Steiner. 2nd Contact: Doug Thompson

Students in the south gym will move to the south tunnel hallway through the south stage stairway. Teachers will report attendance to: Amanda Pfizenmaier, Charles Kipp, or Dunia Harmison
Students in the north gym will move to the north tunnel (old weight room) through the closest entrance. Teachers will report attendance to: Jesse Woodard, Weston Steiner, or Doug Thompson

RCHS 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 REGARDING HANDBOOKS TO THE HIGH SCHOOL PRINCIPAL.