

# **NORTHERN HEIGHTS HIGH SCHOOL STUDENT HANDBOOK 2023-24**

**1208 Hwy 56  
Allen, Kansas 66833  
Phone: 620-481-2087**



# **2023-24 NHHS Handbook**

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## **NONDISCRIMINATION POLICY:**

It is the policy of USD 251 North Lyon County not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), and socioeconomic status (for programs) in its educational programs, including career and technical education programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Title IX Compliance Coordinator, Section 504, Title II Compliance Coordinator, Robert W. Blair, Superintendent, 614 Main Street, Americus, KS 66835 (620) 481-2085, blairb@usd251.org

## **NOTICE:**

**This handbook has been set forth to reflect board policy and district operating procedures at the time it was adopted and approved by the Board of Education. It should be noted, however, that policy and procedures change from time to time to reflect the changing needs of USD 251. Every attempt will be made to keep patrons, students, and staff aware of these changes. In all cases, board adopted policy changes and revised operating procedures take precedence. If in doubt, please ask.**

## **REGISTRATION:**

New student registrations are handled in the school office. Proof of birth (copy of birth certificate, certified copy of a court order placing the child in custody of the Secretary of DCF, or other documentation which the board determines to be satisfactory) and a Kansas Certificate of Immunization for kindergarten and new first year students must be presented at the school office before enrollment is complete and your child is permitted to attend classes.

If proper proof of identity is not provided within 30 days of enrolling, the superintendent shall notify law enforcement officials as required by law and shall not notify any person claiming custody of the child.



## **ENROLLMENT:**

### **In-District Students**

Students and or parents may be required to provide proof of residency as determined by the administration. Some proof of residency examples are the following but not limited to: rental agreement, proof of house payment, utility bill, Kansas driver's license, Kansas tax return, vehicle registration, Kansas voter registration, and property tax receipt. If the principal needs additional documentation, the parent or guardian may be asked to sign an affidavit under oath attesting to residency within the boundaries of the school district and/or the state of Kansas.

## **Out-of-District Students**

USD 251 North Lyon County holds all students accountable for their behavior and attitude. Out-of-District students are held to an even higher standard because USD 251 is not legally obligated to enroll Out-of-District students. We believe it is a privilege to be enrolled in this school district and that Out-of-District students need to behave and perform in a manner that respects that very privilege.

### **Admission of Out-of-District Students**

All Out-of-District students must complete an out-of-district application and supply the following information to the building principal for examination before admission is made:

- 1) Transcripts from previous schools attended that show grades, discipline referrals, and attendance.
- 2) Assessment scores.
- 3) Current address.

After reviewing the records and testing data, the building principal shall make the enrollment decision.

### **Maintaining Out-of-District Status**

Out-of-District students are expected to pass all of their classes. Out-of-District students are expected to behave and follow our school Discipline Policy. Any out of district student who does not remain in good standing with regard to behavior, attendance, or grades, will have their enrollment privileges revoked for the remainder of the school year. The building principal will have the responsibility of deciding if and when an Out-of-District student's enrollment privileges are to be revoked.

### **PROOF OF IDENTITY:**

All students enrolling in the district for the first time shall provide required proof of identity. Students enrolling in kindergarten or first grade shall provide a certified copy of their birth certificate, a certified copy of the court order placing the child in the custody of the Secretary of DCF, or other documentation which the board determines to be satisfactory.

### **SECURITY CAMERAS:**

Inside and outside school premises are protected and recorded 24 hours a day by closed circuit video equipment. Recordings may be used as evidence in investigations of school rule violations and/or criminal acts.



### **SCHOOL PROPERTY:**

A student is responsible for the full replacement cost of lost or damaged school property assigned to them. School property lost or damaged by a student will be assessed under the following categories:

1. **Vandalism:** payment of all charges, including labor, plus possible suspension.
2. **Damage or destruction unintentional but due to student violation of a rule, regulation, policy or direction of one in authority:** payment of all charges, including labor, plus possible discipline consequences.

## IMMUNIZATIONS:

Division of Public Health  
Curtis State Office Building  
1000 SW Jackson St., Suite 300  
Topeka, KS 66612-1368



Phone: 785-296-1086  
www.kdheks.gov

Lee A. Norman, M.D., Secretary

Laura Kelly, Governor

### KANSAS SCHOOL KINDERGARTEN THROUGH GRADE 12 IMMUNIZATION REQUIREMENTS FOR 2021-2022 SCHOOL YEAR

Immunization requirements and recommendations for the 2021-2022 school year are based on the Advisory Committee on Immunization Practices (ACIP) and the Centers for Disease Control and Prevention (CDC) recommendations. The current recommended and minimum interval immunization schedules may be found on the [CDC webpage](#). The best disease prevention is achieved by adhering to the recommended schedule. However, if a child falls behind, the catch-up schedule is implemented. To avoid missed opportunities, immunization providers may use a 4-day grace period, in most instances, per age and interval between doses. In such cases, these doses may be counted as valid.

[K.S.A. 72 - 6261](#) - Kansas Statutes Related to School Immunizations Requirements and [K.A.R. 28-1-20](#), published [July 18, 2019](#) in the Kansas Register, defines the immunizations required for school and early childhood program attendance.

- **Diphtheria, Tetanus, Pertussis (DTaP/Tdap):** Five doses required. Doses should be given at 2 months, 4 months, 6 months, 15-18 months, and 4-6 years (prior to kindergarten entry). The 4<sup>th</sup> dose may be given as early as 12 months of age, if at least 6 months have elapsed since dose 3. The 5<sup>th</sup> dose is not necessary if the 4<sup>th</sup> dose was administered at age 4 years or older. A dose of **Tdap** is required at entry to 7<sup>th</sup> grade.
- **Hepatitis A (Hep A):** Two doses required. Doses should be given at 12 months with a minimum interval of 6 months between the 1<sup>st</sup> and 2<sup>nd</sup> dose.
- **Hepatitis B (Hep B):** Three doses required. Doses should be given at birth, 1-2 months, and 6-18 months. Minimum age for the final dose is 6 months.
- **Measles, Mumps, and Rubella (MMR):** Two doses required. Doses should be given at 12-15 months and 4-6 years (prior to kindergarten entry). Minimum age is 12 months and interval between doses may be as short as 28 days.
- **Meningococcal-Serogroup A,C,W,Y (MenACWY):** Two doses required. Doses should be given at entry to 7<sup>th</sup> grade (11-12 years) and 11<sup>th</sup> grade (16-18 years). For children 16-18 years, with no previous MenACWY, only one dose is required.
- **Poliomyelitis (IPV/OPV):** Four doses required. Doses should be given at 2 months, 4 months, 6-18 months, and 4-6 years (prior to kindergarten entry). Three doses are acceptable if 3<sup>rd</sup> dose was given after 4 years of age **and** at least 6 months have elapsed since dose 2.
- **Varicella (Chickenpox):** Two doses are required. Doses should be given at 12-15 months and 4-6 years (prior to kindergarten entry). The 2<sup>nd</sup> dose may be administered as early as 3 months after the 1<sup>st</sup> dose, however, a dose administered after a 4-week interval is considered valid. No doses are required when student has history of varicella disease documented by a licensed physician.

Legal alternatives to school vaccination requirements are found in [K.S.A. 72-6262](#).

In addition, to the immunizations required for school entry the following vaccines are recommended to protect students:

- **Human Papillomavirus (HPV):** Two doses *recommended* at 11 years of age or three doses if the series is started after 15 years.
- **Influenza:** Annual vaccination *recommended* for all ages  $\geq$  6 months of age. Number of doses is dependent on age and number of doses given in previous years.

Vaccination efforts by school and public health officials, immunization providers, and parents are key to the success of protecting our children and communities from vaccine preventable diseases. Thank you for your dedication.

Rev. 2/16/2021

## BELL SCHEDULE

### Black/White Day

## Northern Heights High School

### Block Schedule A/B Days

7:50 – 9:20	1 <sup>st</sup> / 5 <sup>th</sup> Block
9:24 – 10:54	2 <sup>nd</sup> / 6 <sup>th</sup> Block
10:58 – 12:04	PLT/Seminar
11:18 – 11:41	1 <sup>st</sup> Lunch
11:41 – 12:04	2 <sup>nd</sup> Lunch
12:08 – 1:37	3 <sup>rd</sup> / 7 <sup>th</sup> Block
1:41 – 3:10	4 <sup>th</sup> / 8 <sup>th</sup> Block

## GRADUATION REQUIREMENTS

Requirements for graduation for 2024/25/26 graduating classes with some modifications.

Classes of 2024/25 and 26

4 units of English

½ unit of American Government

½ unit of Economics

1 unit of American History

1 unit of World History/World Geography

3 units of Science

3 units of Math

1 unit of Physical Education

1 unit of Fine Arts

½ unit of Financial Literacy

8 ½ electives

Classes of 2027 on

4 Units of English

½ Unit of Speech

½ Unit of Government

½ Unit of Economics

1 Unit of American History

1 Unit of World History/World Geography

3 Units of Math

1 Unit of Physical Education

½ Unit of Health

½ Unit of Financial Literacy

1 Unit of Fine Arts

3 Units of Science / or STEM

4 ½ Units of IPS aligned courses

7 Elective credits

Graduating classes will differ in credits required for graduation until the 2027 graduating class. The following is the total number of credits required for graduation at Northern Heights High School

- Class of 2024 25 credits
- Class of 2025 26 credits
- Class of 2026 27 credits

## College, Career and Community Exploration



Ultimately each student would need to accumulate 40 points to graduate (10 points for each year they attend NHHS). 1 point will be earned for every hour of time they participate in any of the following (The hours must come from at least 2 of the 5 following areas):

- College Visit (max 5 points).
- Community service
- Job Shadow
- Xello ACT Test Prep (2 points per completion of each section, An additional 2 points for completion of the full program - 1 time only)
- Civic Engagement (i.e. attend school board meeting, city council meeting, town hall meeting, etc. - up to 2 points per event w/ reflection turned in)

Additional forms will be attached as part of the requirements. The goal would be for all students to record/document their experiences in Xello with the advisory teacher's final approval.

.\*\*\*\*Students do not have to complete 10 points each year (it is highly recommended), they must have 40 (or 10 per year attended) to graduate. The 10 points are just a guide to complete the 40 total points.

***All students must be in good standing to participate in graduation ceremonies. A student in good standing is defined as:***

- 1. All disciplinary actions have been served. (detentions, ISS, OSS, etc.)***
- 2. Student account balances are not negative. (lunch balances)***
- 3. All school fees are paid and materials are returned.***
- 4. All administrative requirements are met.***

## SENIOR ACADEMIC AWARDS POLICY

***A Valedictorian will be recognized with a medallion for the senior who has met the following criteria:***

- 1. Completed all NHHS graduation requirements as well as one of the three options listed below.***
- 2. The highest GPA for their entire high school career.***
- 3. If ties remain after #2, the highest composite ACT score of those tied***
- 4. If more than one student is tied after #3, those tied will be recognized and no one will be recognized as Salutatorian.***

***A Salutatorian will be recognized with a medallion for the senior who has met the following criteria:***

- 1. Completed all NHHS graduation requirements as well as one of the three options listed below..***
- 2. The second highest GPA for their entire high school career***
- 3. If ties remain after #2, the highest composite ACT score of those tied***
- 4. If more than one student is tied after #3, those tied will be recognized***

***Options for Valedictorian/Salutatorian:***

- ***Option 1: Complete a vocational program starting their junior year.***
- ***Option 2: Complete a vocational program starting their senior year as well as a 4th year of math (through Algebra 2 as a minimum) or science (to be chosen from Chemistry, Physics, Earth Science, Anatomy and Physiology)***
- ***Option 3: Complete a 4th year of math (through Algebra 2 as a minimum) or science (to be chosen from Chemistry, Physics, Earth Science, Anatomy and Physiology)***

Option 1	Option 2	Option 3
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<ul style="list-style-type: none"> <li>• All graduation requirements</li> <li>• Complete a vocational program starting their junior year</li> </ul>	<ul style="list-style-type: none"> <li>• All graduation requirements</li> <li>• Complete a vocational program starting their senior year</li> <li>• Complete a 4th year of upper level math <b>OR</b> science</li> </ul>	<ul style="list-style-type: none"> <li>• All graduation requirements</li> <li>• Complete a 4th year of upper level math <b>AND</b> science</li> </ul>
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## KANSAS SCHOLARS CURRICULUM

Students who are planning to attend a four year college or university following high school and who want to qualify for the State of Kansas scholarship programs should consider the following Board of Regents profile:

4 Units of College Prep Math –

Algebra I

Algebra II

Geometry

Trigonometry/Pre-Calculus or College Algebra

Calculus

3 Units of Science –

Biology

Chemistry

Physics

3 Units of Social Sciences –

Social Science elective

US History

Economics and Government

4 Units of Language Arts –

English I

English II

English II

English IV

2 Units of Foreign Language

## QUALIFIED ADMISSIONS

Kansas Board of Regent Schools have independent admission qualifications. Please check with the university or with a counselor to determine specific requirements for each university.

## WITHDRAWAL FROM CLASSES

A student will be able to withdraw from a class within five school (5) days after the class has begun (the beginning of the school year or semester), for a semester class. The withdrawal from a class will only be permitted after a conference between the student and counselor. Any course change beyond the five [5] day limit must have administrative approval.

## EARLY RELEASE APPLICATION

1<sup>st</sup> Semester – Applications will be accepted at enrollment and ending the day before the first USD 251 Board of Education meeting in August.. 2<sup>nd</sup> Semester – Applications will be accepted starting December 1<sup>st</sup> and ending the day before the USD 251 Board of Education meeting in December.

Applications will be subject to review by the Administration and Board of Education. This will require the parents or guardians to meet with the Administration to present their case for early out consideration. \*\*All applications will be screened by the Principal and Counselor and may not be approved\*\*

Three allowable reasons for early out:

1. Family hardship (death or disability of a family member requiring students help at home or financially).
2. Student wanting to attend college, FHTC, or other higher institution of learning, while also attending high school (credits, ability, etc.)
3. Student illness making it impossible for attendance at school.

### **GUIDELINES FOR EARLY OUT**

1. Must attend school so that state and district graduation requirements are met.
2. Must have parental permission.
3. The parent and student must give strong consideration of the educational well-being of the student prior to signing the work permit.
4. The job will allow the student sufficient rest, time for homework, and school attendance. The job will not interfere with the student's academic progress and eligibility status.
5. The administration and counselor will periodically check to see that the student is still working. The student will provide validation from an employer and if the student is not working, the student will enroll in classes at NHHS during the early out time frame.
6. If participating in KSHSAA athletics and/or activities; the student shall be enrolled in and attending a minimum of five new subjects of unit weight, or its equivalency, during the present semester.

### **HONOR ROLL**

An Honor Roll will be compiled each nine weeks and also at the end of each semester. The "B" Honor Roll consists of those students who have a 3.00 GPA for that period. The "A" Honor Roll consists of those students who have a 3.670 average for that period. The "Straight A" Honor Roll consists of those students who had all A's. No student is listed on any Honor Roll if he/she has a grade of D+ or below in any class.

The following table indicates the numerical value assigned to the letter grades.

A	4.000
B	3.000
C	2.000
D	1.000

### **ACADEMIC LETTER**

Our purpose will be to promote academic excellence. The criteria and qualifications for the academic letter is below.

1. The student must be enrolled in a minimum of 6 graded classes.
2. The student must have a minimum grade point average of 3.600 for the year.
3. The student must not receive a grade of 2.000 (C ) or below in any class.

4. Office aides, teacher aides, study hall and courses deemed remedial will not count toward qualification for Academic letter.

Students who meet the qualifications will be awarded a letter and gold bar for the first time they qualify for academic letter, and a gold bar for each year thereafter. If the student has a 4.0 grade point average, or above, he/she will be awarded a star.

### **USD #251 GRADING SCALE**

A	100-93
A-	92-90
B+	89-87
B	86-83
B-	82-80
C+	79-77
C	76-73
C-	72-70
D+	69-67
D	66-63
D-	62-60
F	Below 60

### **WEIGHTED GRADES**

Northern Heights High School has a weighted grading system. For the purposes of determining grade point averages, a weighted class is worth five points as opposed to four points for non-weighted classes. Weighted grades will take effect for the Class of 2024 and beyond.

The weighted classes are as follows:

College Algebra  
College Composition  
Anatomy & Physiology  
Calculus  
Trigonometry  
Physics

### **ELIGIBILITY**

Students at Northern Heights High School must meet all eligibility requirements as set forth by the Kansas State High School Activities Association (KSHSAA) and, in addition, the requirements of USD #251.

KSHSAA requirements: semester and final grades will be used at the end of the second and fourth nine weeks to determine semester eligibility. If a student fails to earn five (5) credits from the previous semester, they will be ineligible for 18 weeks.

Any student who has a failing grade for more than one week is ineligible for extra-curricular activities and school activities until they do not have a failing grade.

The ADR (academic deficiency report) will be printed every Friday and e-mailed to all teachers and coaches on Friday. Teachers will contact a parent of each failing student in their class. The teacher will discuss the reason for

the student's failing grade by (phone or email) with the parent. Any student on ADR with an "F" is automatically on probation for one week.

If, after the one week probationary period, the student is not passing all classes, the student is ineligible for all extra-curricular activities and school-sponsored events beginning Monday. Students will remain ineligible until they are passing all classes. According to coach's or sponsor's policies, an ineligible student may continue to practice and/or sit with the team during events, if appropriate. During the week of ineligibility, if the student is to raise all F's to passing, he/she would need to pick up an "I'm passing" form in the office, fill it out, have it signed by the appropriate teacher(s) and return it to the Counselor. It is the student's responsibility to initiate this process. Once that process is completed, the Counselor will email the appropriate parties the student is officially passing all classes. Once the process is completed the student will be deemed eligible for all extra-curricular activities immediately. Students will only be allowed one [1] probationary period per semester. If a student earns eligibility again after being on probation, the next subsequent failing grade will make them ineligible for the following week. They will not be granted another probationary period.

### **Late Work Policy**

NHHS staff will accept no late work, unless arrangements have been made with the instructor. It is the student's responsibility to contact the instructor and work out arrangements for work to be turned in beyond the due date. If a student fails to contact the instructor, work will not be accepted for a grade. However, the instructor can require the student to turn in the assignment completed past due date for completion and course credit.

**National Honor Society is a service organization. Membership is a highly sought after honor, but it requires commitment to the ideals of the organization. Acceptance of membership into the Honor Society will indicate a willingness to participate in all National Honor Society activities such as meetings and service projects, and to uphold high standards of scholarship, leadership, service and character.**

- All Sophomores, Juniors and Seniors who have a cumulative high school GPA of 3.4 or above may be eligible for membership in the National Honor Society. **Membership is not automatic.** The Faculty Committee will invite students who meet the GPA criteria to provide information that will be used in the final selection process. Candidates must demonstrate significant accomplishment and demonstration of the four pillars of the National Honor Society: Scholarship, Character, Leadership, and Character. (See chart below)
- The Faculty Committee will use the four pillars as the basis of the selection process. The committee will evaluate inquiry information provided by the candidates, and evaluate the candidates before the final selection is made.



# The Four Pillars of the National Honor Society

Scholarship	Leadership
<p>The Student of scholarship:</p> <ul style="list-style-type: none"> <li>• Is at least a High School Sophomore</li> <li>• Maintains a minimum cumulative GPA of 3.4</li> </ul>	<p>The student who exercises leadership:</p> <ul style="list-style-type: none"> <li>• Demonstrates leadership in promoting school activities</li> <li>• Exercises influence on peers in upholding school ideals</li> <li>• Contributes ideas that improve the civic life of the school</li> <li>• Exemplifies positive attitudes and inspires positive behavior in others</li> <li>• Successfully holds school offices or positions of responsibility</li> <li>• Is thoroughly dependable in all responsibilities accepted</li> </ul>
Service	Character
<p>The student who serves:</p> <ul style="list-style-type: none"> <li>• Participates in outside of school activities such as Scouts, church groups, volunteer services for the aged, poor, or disadvantaged</li> <li>• Participates freely in school service activities such as fundraising, tutoring, assemblies, inter-class and interscholastic activities, etc</li> <li>• Willingly volunteers well-planned, dependable assistance</li> <li>• Works well with others and is willing to take on difficult tasks cheerfully</li> <li>• Cheerfully and enthusiastically renders service at school</li> <li>• Does work without complaint</li> <li>• Shows courtesy by assisting visitors, teachers, and students</li> </ul>	<p>The student of character:</p> <ul style="list-style-type: none"> <li>• Shows courtesy, concern, and respect for others</li> <li>• Constantly exemplifies desirable qualities of personality- for example: cheerfulness, friendliness, poise, stability, and reliability</li> <li>• Upholds principles of morality and ethics</li> <li>• Cooperates by complying with school regulations- adheres to the Student Handbook</li> <li>• Demonstrates the highest standards of honesty and reliability</li> <li>• Takes criticism willingly and accepts recommendations graciously</li> </ul>

**Note- Any student who has any documented violation of these principles or school policies by the teaching staff or the administration may be in jeopardy of not being admitted into NHS.**

## PLAGIARISM/CHEATING

Plagiarism is using another's work or idea and passing it off as one's own. If a student uses another's work, he/she must give credit to the person or to the source. If the student does not give credit, the student is attempting to pass the work off as his/her own. Depending on the severity of the plagiarism, a teacher may reduce the grade given for the assignment, give no credit for the assignment, ask the student to rewrite or redo the assignment, or give a reduced grade for the entire course. Plagiarism includes the use of on-line support systems such as Chegg, ChatGPT or other AI types of educational assistance programs.

## ATTENDANCE/ABSENCES

**Legal Basis for Attendance** – Regular attendance is required of all students enrolled in schools under Kansas compulsory attendance statute (K.S.A. 72-1111). It is a parental responsibility under Kansas statute to require regular school attendance of any child. Achievement and attendance in the classroom are closely correlated.

Absences will be reported to the office each hour of the school day. If a student is absent from school, the parents of the student should contact the high school office by 8:30 am the day of the absence. If no call has been made by 8:30 am, the high school secretary will make calls to parents of students who are absent. Notes will be accepted from those students who do not have a telephone, or who have not been contacted by the school office. After excused absences, an opportunity to make up work missed will be extended to the student, provided he/she contacts the teacher after his/her return to school. It is the student's responsibility to make this contact. Students will have two school days to make up work for every day missed.

Students who are 18 or turn 18 during the school year and check themselves out because they can, will be considered an unexcused absence.

A student missing school due to a scheduled activity must make arrangements to turn in assignments, take tests, etc. with his/her teacher before being absent. A student must follow the attendance requirements found in the Athletic/Activity Policy to participate in a school sponsored activity that night. Additional information in reference to school activities and attendance can be found in the Athletic/Activity Policy.

**Excessive Absenteeism** – Excessive absenteeism is defined as ten (10) or more absences (excused or unexcused) in a specific class in a semester. The purpose of the ten (10) absences in a specific class in a semester is to allow for:

- a. Illness
- b. Serious personal or family problems
- c. Medical appointments
- d. Other issues that may have been pre-arranged with principal

After 10 days of excused absences in a semester, all further absences are considered unexcused unless documented proof accompanies the absence. Acceptable documentation includes doctors verification, court, dental, counseling or other type of service. If a parent believes that an unexcused absence should be excused, an appeal may be made to the Principal. Excused absences are defined as those absences necessary due to events that cannot be made on Saturday or after school hours. A verified placement is required on all doctor or dentist appointments. This can be a note from the office at which the appointment occurred. Any illness that requires a student to be absent for three consecutive days should be verified by a doctor's note. The truant officer will decide if absences are excused or unexcused.

**Truancy** – Students who are truant and meet the following conditions will be reported to the appropriate authorities in Lyon County as required by state statute.

1. Students are absent all or a significant part of three consecutive days unexcused.
2. Students are absent all or a significant part of five cumulative days within a semester unexcused.
3. Students are absent all or a significant part of seven cumulative days within a school year unexcused.

### **TARDY**

At the beginning of the school day, if a student is more than 10 minutes late, it will be considered an absence. If a student is less than ten minutes late to class the student will be considered tardy.

### **RELEASE OF A STUDENT DURING THE SCHOOL DAY**

Building principals shall not release a student during the school day except upon a written or verbal request from the student's lawful parent or person acting as a parent. Before releasing a student during the school day, the building principal shall be responsible for verifying the identity of the person seeking release of the student. If the principal is not satisfied with the identification provided by the person seeking release of a student, the student's release may be refused. Students shall not be allowed to run personal errands for school employees off school premises during the school day.

### **AFTER SCHOOL POLICY:**

Any student in the building after school must be directly supervised by a staff member for a valid reason or they must exit the building within 5 minutes of school dismissal. Students staying after school for a valid reason must report to the main entrance to wait for their ride and be picked within 15 minutes of the end of their activity. Students who are found to be loitering in other parts of the building after school hours will be subject to disciplinary action.

### **ADVERTISING MATERIAL**

All material posted in the halls or on school property must be approved by the principal. Otherwise, it will be removed. This applies to campaign material and posters or notices of any type.

### **ASSEMBLIES**

A standard of conduct at assembly programs, plays, and similar performances should conform to normal rules of courtesy and common sense. Assemblies are a regular part of our school program and help create better school spirit, develop leadership and talent, and give our students an opportunity to enjoy good entertainment.

### **CONTAINERS**

No outside beverages are allowed in the building. Students may bring a container to put water or state approved beverages purchased from the school vending machine. All products in the vending machine are state approved.

### **HEADPHONES/CELL PHONES**

With the proliferation of personal electronic equipment by all members of society, we believe our focus should be towards responsible use of these devices, i.e.: iPods, MP3 players, iPads, smartphones, etc. Students may have cell



phone on their person as long as it is unseen and unheard. Students will have access to their phones before school, after school and in the lunchroom during their assigned lunch time.

First Offense - device will be turned into the front office and the student can pick up their device at the end of the school day. Warning issued

Second Offense – device will be turned into the front office each morning for a week at the beginning of each school day and the student can pick up the device at the end of each school day. Detention and discipline points assigned

Third plus Offense - Student will turn their device into the office the student will continue to turn in the device to the office every morning and pick it up after school for a week. ISS or OSS and discipline points assigned. Misuse of electronic devices during school hours will result in more severe punishment, i.e.: cyberbullying, sexting, unauthorized photography, accessing social media etc.

Cell phone usage in the locker room is strictly prohibited. Violation of this rule will result in immediate movement to 3rd offense and OSS. Teachers have the right to require students to check in phones when they enter the room. Students who refuse to check phones in and violate policy will move immediately to 3rd offense.

School administration may check any students' phone at any time they feel there is a justified reason

1. The search must be justified at its inception. This means that school officials must have reasonable grounds to believe that a search will discover evidence that a student has broken or is breaking either the law or school policy.
2. The search must be reasonably related in scope to the nature of the infraction and not unreasonably intrusive.



## **HEALTH**

If a student becomes ill or has an accident during the school day, he/she is to report to the nurse or office. The students' parents will be notified and a parent and the nurse will determine the appropriate action.

## **FEES**

Fees are for book rental, technology, lunch accounts, projects, and for any damages to books or school property. Book rental is to be paid when the student enrolls. Students moving during the school year will be given a refund prorated on the amount of time enrolled.

## **FIRE AND EMERGENCY DRILLS**

Fire drills are held four times a year, tornado drills are held three times a year and crisis drills are held four times a year, in accordance with Kansas Statutes. Every student and teacher is required by law to vacate the building during the drill. Teachers should be the last to leave the room and should see that all windows and doors are closed upon leaving the room. Immediately upon getting outside the building, the teacher should check the roll to be sure that all pupils are present.

Each classroom will have a displayed map of the building detailing primary and secondary fire exits.

A tornado drill procedure has been outlined and given to the teachers. Students will be briefed and notices posted by the teacher.



## **LIBRARY**

Students will maintain a studious environment. To protect the library's resources and technology, students will leave food, candy, and beverages in their lockers.

## **LOCKERS AND LOCKS**

Lockers are assigned by the office at the beginning of the school year. If, for some reason, the student would like to change lockers, he/she is to contact the principal. Security of personal property is the individual responsibility of each student. A locker with an individual lock is available for freshman students. Freshman students are allowed to bring their own locks but they must turn in their combination or key. Sophomore, Junior, and Senior students have new lockers with locks built into the locker. The administration urges all students to keep their hall and P.E. lockers locked at all times. Generally speaking, large sums of money and articles of considerable value should not be brought to school. The school is not responsible for stolen or lost articles. Be sure locker doors are closed and all books and papers are inside before leaving lockers. All book bags should also be stored in lockers, not carried to class. Each instructor has the right to allow or not allow book bags within their classroom. Lockers are a permanent part of the building and are the property of the school. Therefore, examination and periodic locker checks are legal, when deemed necessary by the administration. Students shall have no expectation of privacy with regard to the contents of the locker(s) assigned to them by the school.

All students enrolled in physical education classes, or participating in a school athletic activity will be assigned lockers in the appropriate locker room. All of these students will be given locks to put on their lockers. Students should keep their lockers locked at all times when they are not in the locker room. All lockers are the property of USD 251.

## **LUNCHROOM PROCEDURES**

Students will be assigned a time to go to lunch. The teacher in charge of the class will accompany the students to lunch. Students will line up at the kitchen door in the order they arrive - no cutting in line will be allowed. Students will not be allowed to leave the lunch room during lunch unless it is planned. All students must report to the lunchroom, whether they eat or not.

Northern Heights High School has a "closed" lunch. Students may not leave the building to eat. No carbonated beverages purchased from the machines are allowed in the lunchroom.

## **LUNCHES/BREAKFAST**

All USD #251 attendance centers serve breakfast and Type A hot lunches to all students and teachers who wish to avail themselves of this service. Students may eat lunch any day they desire to do so. In order to keep accounting to a minimum, students will be required to make deposits on meal accounts in the high school office, before and after school. Students will be allowed to charge NO MORE THAN TWO MEALS on their meal account.

## **MEDICATION**

There are very strict guidelines for the supervision and administration of medications at school. We will act in strict compliance with Board and State policy in these matters.

### **PARKING (Motor Vehicles)**

All motor vehicles must be parked upon arrival at school and left parked during the day. No student may drive a motor vehicle during the school day without special permission from the office. Students are to stay out of the parking lot during the school day, unless they have permission from the office. Once in the building, students are not to leave without permission. Students are to park in the south lot in designated spaces. Students are not permitted to park in bus zones or on the east and north sides of the building. Reckless driving in the student parking lot will result in disciplinary action to be determined by the principal. If the offense is repeated, or is a danger to others, the student could lose parking privileges. All students who drive to school must have their vehicle(s) registered in the office. This can be done at enrollment.

### **PERMITS AND PASSES**

No student is permitted out of the classroom during the period without a hall pass. Teachers and the principal have the right to deny use of passes to students if, in their judgment, a pass is not needed.

If a student wishes to see a teacher during any period, the student must arrange for this in advance. Students will not receive a pass to see another student.

### **SCHOOL PARTIES**

Only Northern Heights High School students and dates are permitted to attend school sponsored social functions, parties, picnics, dances, etc. No student is permitted to leave a school dance and return. (In other words, when a student leaves the building in which a dance is held, he is not permitted to re-enter.)

A special permit, which must be obtained from the principal, is required before an outside individual is allowed to attend a school dance. No Junior High students will be admitted.

### **TEXTBOOKS**

#### Rental/Purchase:

All students may use texts on a rental basis. Statements for rental fees will be determined at the time of enrollment. Payment is due at that time. Any or all texts may be purchased by the student/parent from the district at the full purchase price.

#### Inventory-Check Out and Check In:

A district and building inventory will be kept of all rental books or sets of books. A record of book usage will be kept in all buildings for all students. The District name will be stamped in all books and the books will be numbered. A record will be kept showing the number of each book issued to each student. Each teacher is responsible for checking out the textbooks to the students in his/her class and for noting in the record the condition of the book when it is checked out to the student. Each teacher is also responsible for checking the textbook back in at the end of the required student usage of the textbook. Condition of the textbook will also be

noted on the check-out/check-in sheet at that time. The student is responsible for the textbooks and workbooks assigned to them.

#### Replacement for Lost or Damaged books:

If a book or workbook is lost or damaged beyond normal wear and tear by the student, replacement costs will have to be paid by the student responsible for the book. The law provides that a system of fines and penalties may be established for lost or damaged books. The cost to the student for a lost or damaged text will be assessed based on the following and a letter to the parents will be issued.

1-2 year old textbook – 80% of Replacement cost

3-4 year old textbook – 60% of Replacement cost

4+ year old textbook – 50% of Replacement cost

Books include workbooks, textbooks, reference books, library books, or special skill books issued to a student by the school for his/her use either at school or to be taken home.

### **STUDENT DISCIPLINE POLICY:**

#### **Philosophy**

One of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlies the whole educational structure. It is the training that develops self-control, character, orderliness, and efficiency and is the key to good conduct and proper consideration for other people.

#### **Teacher Authority**

Teachers are expected to maintain a proper school atmosphere. This responsibility extends beyond their classroom and their particular assignment of pupils. Pupils who refuse to comply with reasonable requests of any teacher discharging this responsibility will be subject to appropriate disciplinary action. Teachers may assign after school detention to students to be served in their classrooms.

### **GUIDELINES FOR STUDENT BEHAVIOR**

A Goal of Northern Heights High School's educational program is to encourage independence and responsibility, which are characteristic of the mature person. Since an orderly atmosphere is essential if learning is to take place, these guidelines are for the personal welfare of the student, as well as for the common good of the entire school.

1. Students will respect constituted authority. This will include conformity to school rules and regulations and the provisions of law, which apply to conduct of juveniles or minors.
2. Student conduct will reflect considerations for the rights and privileges of others and demonstrate cooperation with all members of the school community.
3. High personal standards of courtesy, dress decency, morality, clean language, honesty, integrity, and wholesome relationships with others shall be maintained. Respect for real and personal property, pride in one's work and achievement within one's ability shall be expected of all students.
4. Every student who gives evidence of a sincere desire to remain in school, to be diligent in studies, and to profit by educational experiences provided will be given every opportunity to do so and will be assisted in every way possible to achieve scholastic success.

5. In order to be eligible for participation in an interscholastic activity program a student must be a bona fide undergraduate member of the school and in good standing. A student who is under penalty of suspension of whose conduct brings discredit to the school or to the students, as determined by the principal, is not in good standing and is ineligible for a period of time as specified by the principal.

## **RESPONSIBILITIES OF STUDENTS**

The admittance to and the continued attendance in public school is a privilege dependent upon compliance with the laws of the State of Kansas and the rules and regulations of USD 251. Students shall assume their share of the responsibility in maintaining a positive school climate in all classes and activities. It follows that when a student does not comply with the law and the rules, the privilege of attending school is revoked. The failure of students to continue to be responsible usually constitutes misconduct and such a student is liable to probation, detention, suspension, or expulsion. The expectations of the students are as follows:

1. Comply with the policies of the board and the rules and regulations of the school attended.
2. Obey and respect the authority of the teachers, staff, and administration of the school.
3. Display proper conduct to and from the school and refrain from acts of misconduct while on school grounds, in school buildings, and activities.
4. Be diligent in your studies. To be diligent in study, a student will (a) complete all assigned work on time; (b) pay attention to the teacher; (c) exhibit good citizenship at all times; (d) do that caliber of work consistent with the student's individual ability and grade level; 9e) cooperate with teachers and other students; and (f) be regular and punctual in attendance.

### **Policy**

Short-term suspension will constitute one to ten school days. Long-term suspension will be longer than ten days. Expulsion means removal of a student for the remainder of the entire school year.

The Board of Education of USD 251 has authorized the administration and/or its designee to suspend any student guilty of any of the following:

- 1) Willful violation of any published regulation for student conduct adopted or approved by the Board of Education.
- 2) Conduct which disrupts, impedes, or interferes with the educational mission of the public schools.
- 3) Conduct that impinges upon or invades the rights of others.
- 4) Conduct which has resulted in conviction of the student of any offense specified in Chapter 21 and Chapter 65, article 41 of the Kansas Statute annotated or any criminal statutes of the United States or the State of Kansas.
- 5) Disobedience of an order by a teacher, peace officer, school security officer, or other authority, when such disobedience can reasonably be anticipated to result in disorder, disruption or interference with the operation of the public school's educational mission and/or impingement upon or invasion of the rights of others.

All suspensions will initially be short-term unless otherwise stated (not to exceed ten days), with written notice of the short-term suspension and the reason for the suspension furnished to the student involved, to the student's parent or guardian and to the superintendent within 24 hours after the suspension has been imposed. Any notice of proposal to suspend for an extended term or to expel shall state the time, date, and place that the student will be afforded a hearing. Such date shall not be later than the last day of the short-term suspension of such pupil(s)

or student(s). Such notice of the extended suspension shall be accompanied by a copy of K.S.A. 72-8901 et seq. as amended and a copy of the regulations of the Board of Education.

Any hearing held in compliance with K.S.A. 72-8901 et seq. as amended will be conducted by an administrator in accordance with the due process outlined in Kansas Statute.

Absences resulting from out-of-school suspensions are excused. Make-up work due to suspension will be allowed for short term suspension. This work is due no later than the day after a student is readmitted to school. Students who have been suspended out of school or expelled are not allowed to attend school activities or be on school property during the period of suspension or expulsion.

#### **DISCIPLINE AND OFFICE REFERRALS:**

Students are expected to share the responsibility for maintaining an atmosphere conducive to teaching-learning situations in all classes and activities. Acts of behavior, which interferes with the maintenance of a good learning environment or is antagonistic to the welfare of others, are not acceptable.

Office referrals will be handed to students for unacceptable behavior. The student will be given a copy of the referral and a copy will be sent to the student's parent to inform them of the situation and the consequences for the behavior.

The following infractions are listed along with the consequences for each behavior. The consequences accompanying the infractions listed are to be used as a general guideline. Many factors will be considered including the age of the offender, the frequency of previous incidents, and the severity of the behavior.

**The final determination will be left up to the administration.**

#### **NHHS Discipline Point System:**

Each behavioral referral will be given a point rating. These points will be accumulated and totaled with each referral by the administrator. The number of points is based on the severity of the infraction. A list of infractions and the respective points follows. This list is designed to assist with consistency in administering the consequences for disciplinary infractions; however, the severity of the offense will be individually evaluated and administered at the discretion of the administration.

##### **1 Point (30-60 minute detention)**

Cafeteria or bus violation (1<sup>st</sup>)  
Continually not following directions  
Defacing handbook/agenda  
Lack of class materials  
Hall violation (loud, disruptive)  
Profanity (not directed at a person)  
Cheating/plagiarism (1<sup>st</sup>)  
Failure to serve teacher assigned detention  
Dress code violations  
Horseplay outside classroom  
Inappropriate behavior  
Inappropriate language or gesture  
Public display of affection  
Parking violations

Tardies over 5 per semester  
Cell phone, pager, cameras (1<sup>st</sup>)  
Bullying Policy – Level 1 violation  
Wearing a hat  
Other violations identified by the principal or teachers  
**2 Points (60 minute detention or ISS depending on circumstances)**  
In part of building without permission  
Cafeteria or bus violation (2<sup>nd</sup>)  
Leaving class without permission  
Skipping class  
Profanity in class  
Failure to serve assigned office detention  
Damage to school property  
Disruptive in class  
Refusing a reasonable request  
Misuse of school property  
Unacceptable behavior at a school activity home or away  
Detention violations  
Report of misbehavior from substitute teacher  
Possession of electronic devices not for academic use  
Profanity, obscenity, gestures to others – (not staff)  
Throwing of dangerous object  
Cell phone, pager, cameras (2<sup>nd</sup>)  
Other violations determined by the principal or teachers

**3 Points (1-3 days ISS or OSS depending on the circumstances)**

Tobacco possession/use  
Harassment (sexual/racial/bullying)  
ISS room violation  
Hazing/intimidation  
Rude/disrespectful to staff  
Profanity directed to staff  
Pornography possession  
Pushing/shoving  
Slapping/kicking  
Skipping school, truancy  
Leaving campus without permission  
Cheating (2<sup>nd</sup>)  
Computer network violation  
Cyber bullying  
Conflict with another student  
Inciting others to fight  
False note or form



Failure to follow a teacher, staff directive  
Open defiance of authority  
Extortion of any type and/or amount  
Conduct which disrupts the school's activities and mission  
Theft (1<sup>st</sup>)  
Willful damage to school, staff, or student property  
Insubordination (1<sup>st</sup>)  
Cell phone, pager, cameras (3<sup>rd</sup>) (each subsequent violation)  
Bullying Policy – Level 2 offense  
Other violations determined by the principal or teachers

**5 Points (1-5 days OSS)**

Threats/intimidation/bullying  
Vandalism, destruction of school property  
Tobacco (2<sup>nd</sup>)  
Harassment (sexual/racial/bullying) (2<sup>nd</sup>)  
Theft (2<sup>nd</sup>)  
Hazing (2<sup>nd</sup>)  
Open defiance  
Insubordination (2<sup>nd</sup>)  
Threats, obscenity, profanity, gestures to a staff member  
Weapons – dangerous  
Threat of assault  
Verbal abuse to staff in or out of school  
Bullying Policy – Level 3 offense  
Other violations determined by the principal or teachers

**8 Points (1-5 days OSS)**

Fighting and/or provoking a fight  
Violent act against student or staff  
Physical assault  
2<sup>nd</sup> threat or intimidation  
Alcohol (1<sup>st</sup>), (suspension from all student activities for at least one month, and reported to law enforcement)  
Other violations determined by the principal or teachers

**Automatic 5 days OSS with recommendation for long-term suspension or expulsion**

Alcohol (2<sup>nd</sup>), (may be readmitted on a probationary status if the student agrees to complete a drug and alcohol rehabilitation program, suspension from all school activities of not less than one semester or four months, and reported to law enforcement)  
Illegal drugs  
False alarms  
Fighting (2<sup>nd</sup>)  
Threats (3<sup>rd</sup>)  
Bomb threat  
Criminal statutes  
Arson

Weapons – deadly

Other violations determined by the principal or teachers

### **Ways to Get Points Off of Your Record:**

Any student that has been assessed discipline points will have a chance to have their points reduced by:

1. Show model citizenship/behavior for 3 weeks in a row (no office discipline consequences) = 1 point off.  
A student may remove 1 point per 9 weeks.

### **Possession of Weapons:**

Any student in possession of a weapon (as defined by state law) at school, on school property, or at a school supervised activity will be suspended/expelled from school for a period of not less than one calendar year. In addition, students in possession of weapons will be referred to appropriate state and local law enforcement agencies. **See policy JCDBB.**

### **Disciplinary Point System Procedures (9-12):**

The administrator will assign points and consequences behavior and a note will be sent home to the parents/guardian. When a 9th-12th grader reaches 9 points they will receive at least one day OSS. After a student has been given 1 day of OSS, then when they return they may have a meeting with a parent and administration to fill out a behavior intervention plan. When a 9th -12th grader reaches 12 points it will be at least three days OSS, when they return they may have a meeting with a parent and administration to review and modify the behavior intervention plan if needed. When a 9th-12th grader reaches 15 points it is at least 5 days OSS with recommendation for long term suspension/expulsion.

Points are cumulative for the year. A student may be given probationary status after 15 points as a “last chance”. Any disciplinary action taken against the student on probation will result in OSS and suspension/expulsion proceedings.

### **Search and Seizure:**

Principals are authorized to search property if there is reasonable suspicion that district policies, rules or directives are being violated. In addition, all lockers shall be subject to random searches without prior notice or reasonable suspicion. **See policies JCAB-JCABB**

### **Search of Lockers:**

Lockers in the district schools shall be under supervision of the principal. Students shall have no expectation of privacy in any locker. The combinations and/or keys to all locker locks shall be in the possession of the principal and stored in a place designed to guard against unauthorized access or use. The principal may search any locker at any time without notice. Students shall not place locks, other than those approved by the school, on any locker. **See policies JCAB-JCABB**

### **Search of Property:**

Any person other than the principal who wishes to search a student’s locker or property shall report to the principal before proceeding. In no event shall any person be permitted to search a student’s locker or property without the principal’s consent unless the person has a valid search warrant authorizing a search. If a law enforcement officer desiring to search a student’s locker or property has a search warrant, the principal shall permit the search which shall be made in the presence of the principal. In the event that the principal or law enforcement has reasonable suspicion that a student is in possession of contraband that violates school policy, law, or in emergency situations where there is a potential danger, a search warrant is not required. Prohibited

items found during the search shall remain in the custody of either the building principal or the law enforcement officer. If any items are turned over to law enforcement officials, the principal shall receive a receipt for the items. A student may willingly waive his or her rights of privacy under the Fourth Amendment.

### **Use of Trained Dogs to Search:**

At the request of administration, law enforcement officers or licensed private agencies may use trained dogs on school premises to identify student property which may contain illegal or illicit materials and to determine whether materials are present which may threaten the general health, welfare and safety of students and/or district employees. (When the principal is mentioned in this rule, it shall be construed so to include the superintendent “or designated representative.”)

## **BULLYING POLICY ACTION PLAN:**

### **Bullying**

USD 251 Schools are committed to providing a safe, positive, productive, and safe educational environment for all of its students. Our school encourages the promotion of positive interpersonal relationships between members of the school community. Aggressive behavior toward a student or staff member, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse. The school will not tolerate any comments, threats, or actions, which cause or threaten to cause bodily harm or personal degradation. This applies to all activities in the District, including activities on school property or while traveling on school transportation en route to or from school and those occurring off school property if the student or employee is at any school-sponsored activity, such as field trips or athletic events where students are under the school’s control, or where an employee is engaged in school business.

Bullying is defined as any intentional gesture or any written, verbal, or physical act or threat that is sufficiently severe, persistent, or pervasive that creates an intimidating, threatening or abusive educational environment for a student or staff member that a reasonable person, under the circumstances, knows or should know will have the effects of:

- a) Harming a student or staff member, whether physically or mentally;
- b) Damaging a student’s or staff member’s property;
- c) Placing a student or staff member in reasonable fear of harm to the student or staff member;
- d) Placing a student or staff member in reasonable fear of damage to the student’s or staff member’s property;
- e) Any form of intimidation or harassment prohibited by the board of education of the school district in policies concerning bullying adopted pursuant to this section or subsection (e) of KSA 72-8205 and amendments thereto.

### **Conduct which is not bullying policy**

For the purpose of this policy, bullying does not mean mere teasing, put-downs, “talking trash”, trading insults, or similar interactions among friends, nor does it include expression of ideas or beliefs so long as such expression is not lewd, profane, or does not interfere with students ability to learn, the instructional program, or the operations of the school. This does not preclude teachers or school administrators from setting and enforcing rules for civility, courtesy, and/or responsible behavior in the classroom and the school environment.

## **Bullying determination**

The determination whether a particular conduct constitutes bullying requires reasonable consideration of the circumstances, which include the frequency of the behavior at issue, the location in which the behavior occurs, the ages and maturity of the students involved, the activity or context in which the conduct occurs, and the nature and severity of the conduct.

## **Reporting of bullying**

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. All complaints about aggressive behavior that may violate this policy shall be promptly investigated. Reports shall be made to any faculty member or the principal. All reports will be investigated by the principal.

## **Bullying sanctions**

Level 1 Offense:

Ø First offense-verbal apology, promise not to repeat and/or behavior contract, detention-1 discipline point if applicable.

Ø Second Offense-1-5 days in school suspension-3 discipline points if applicable

Level 2 Offense:

Ø First offense-1-5 days out of school suspension-3 to 5 discipline points depending on the infraction

Level 3 Offense:

Ø First offense-3 days up to one calendar year out of school suspension-5 to 8 discipline points depending on the infraction

The building administrator will make a determination regarding the level of offense based on the severity of the infraction.

## **Examples of Level One Offense**

Threatening gestures, defacing property, insulting remarks, calling names, insulting gestures, spreading rumors, teasing publicly about clothes, gossiping, looks, etc.

## **Examples of Level Two Offenses**

Threatening physical harm, damaging property, harassing with cell phone at school, insulting your physical characteristics, race, color, religion, ethnicity, gender, disability, degrading notes, degrading electronic messages, posting slander in public places, extortion.

## **Examples of Level Three Offenses**

Practicing extortion (such as taking money), graphic threats, threatening to keep someone silent, destroying property, setting fires, physical cruelty, assault with a weapon, repeated harassment because of bias against your race, religion, ethnicity, gender, disability, or sexual orientation, and arranging public humiliation.

## **Legal Consequences**

Many of the above-mentioned behaviors are against the law, therefore, in addition to school discipline consequences, all violations of the law will be reported to the appropriate law enforcement agencies.

## **Cyber Bullying**

Cyber bullying is defined as the use of e-mails, cell phones, pagers, text messages, instant messaging, defamatory websites, defamatory online personal polling websites, and chat rooms to intimidate or to cause harm to student or staff member. Cyber bullying will not be tolerated and will be treated as a Level II offense. This includes, both on campus and off campus cyber bullying that causes a substantial and material disruption of the school environment.

#### **MANDATORY REPORTING:**

According to Kansas reporting law (K.S.A. 38-2223) mandated reporters are required to report child abuse or neglect. If teachers, school administrators, or other employees of an educational institution which the child is attending and persons licensed by the secretary of health and environment to provide child care services or the employees of persons so licensed at the place where the child care services are being provided to the child have reason to suspect that a child has been harmed as a result of physical, mental, or emotional abuse or neglect or sexual abuse, the person shall report the matter promptly.

### **DRESS CODE**

Northern Heights High School is committed to providing a safe and friendly learning environment for its students. Attire is not only a reflection of the individual student, but also of the general learning environment. Therefore, students have the responsibility to wear clothing that projects a positive attitude of pride in self, school, and community. Students are required to wear appropriate, comfortable, and safe clothing that is neat, clean, and in good taste. No article of clothing will be worn that distracts from the education process. Northern Heights High School views the dress code as a serious issue and expects parents to promote the observance of this policy. Building administrators have the final decision as to the appropriateness of all clothing and attire. Following are the guidelines for the students:

Vulgar, and/or sexually oriented statements or suggestions on clothing are not permitted. Any statement which causes, intends to cause, or is likely to cause a hostile, intimidating, degrading, offensive, harassing, or discriminatory environment is prohibited. Clothing with messages or pictures promoting drug, alcohol, and/or tobacco use are prohibited.

Shirts and tops shall overlap the top of jeans (bare midriffs), slacks, or skirts. Spaghetti straps, thin strap tank tops (including low-cut under the arms, front or back, halter type, see-through, off the shoulder tops, backless tops), or revealing clothing is not allowed (no cleavage – front or back). In addition, no clothing made to be worn as undergarments shall be showing (including sports bras).

Hats (or other head coverings), hoods, bandanas, hoodies with hoods covering the head and sunglasses are not permitted to be worn inside the school building unless approved by a principal, physician, and/or the school nurse. (Exceptions will be made during spirit weeks if these accessories go with the theme.)

Pants, jeans, shorts, etc. must be worn at waist level, considered non-revealing and cover all undergarments. (No sagging) Ripped shirts and pants shall not be worn that expose undergarments or private areas.

Chains and/or studded accessories are prohibited and will be confiscated until the end of the school week. Accessories that increase a student's risk for accidents are not permitted.

Appropriate and safe shoes or sandals must be worn at all times. Administration will have the final decision and determination of appropriateness of attire.

Some school programs, such as industrial arts, laboratory activities, physical education, and interscholastic athletics may require special hair care, clothing, footwear, or restrictions on jewelry to ensure the health and safety of all students.

### **ILLEGAL CONTRABAND**

Students are not allowed to use, store, or carry alcohol, drugs, or drug related equipment to school. Legal authorities will be contacted if drugs are found. Objects (including knives and guns) that can be used as a weapon, or could cause injury to other students or teachers, are not to be in possession of the student or in lockers. Being in the possession of a firearm or weapon, with a weapon being *(1) any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (2) the frame or receiver of any weapon described in the preceding example; (3) any firearm muffler or firearm silencer; (4) any explosive, incendiary, or poison gas (A) bomb, (B) grenade, (C) rocket having a propellant charge of more than four ounces, (D) missile having an explosive or incendiary charge of more than 1/4 ounce, (E) mine, or (F) similar device; (5) any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than 1/2 inch in diameter; (6) any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled; (7) any bludgeon, sand club, metal knuckles or throwing star; (8) any knife, commonly referred to as a switch-blade, 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; (9) any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun. The term "weapon" does not include within its meaning (1) an antique firearm; (2) any device which is neither designed nor redesigned for use as a weapon; (3) any device, although originally designed for use as a weapon, which is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device; (4) surplus ordinance sold, loaned, or given by the secretary of the army pursuant to the provisions of section 4684(2), 4685, or 4686 of title 10 of the United States Code; (5) class C common on school property shall be cause for expulsion.*

### **FIGHTING**

Fights on school property or in the building are not permitted. Fighting may result in immediate suspension. The harassment of students or threats made by one (or more) student(s) to another student or to a staff member will not be tolerated. Law enforcement may be called in the case of physical violence or suspected violation of criminal law.

### **LANGUAGE**

The use of profanity in today's society has become so commonplace that many do not even realize they are swearing. It is possible to carry on a conversation without the use of curse words.

### **PUBLIC DISPLAY OF AFFECTION**

Displays of affection at school or at school functions are not permitted in the school building or on school grounds. Northern Heights High School has adopted the "HANDS OFF" policy for students enrolled at NHHS. "HANDS OFF" includes any display of affection that goes beyond hand-holding in school, on school grounds or at school sponsored events and activities.

### **SMOKING, VAPING AND DRINKING REGULATIONS**

Smoking, vaping, and drinking of intoxicants by students in the building, on school grounds, or in automobiles parked on the school grounds at any time is prohibited. Being in possession of alcohol and/or tobacco products at school, on school grounds, or at a school function is prohibited. Suspensions will be given for breaking the 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 (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 substance 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. “Electronic

**Nicotine Delivery System (ENDS)”** means any device that delivers a vaporized solution (including nicotine, THC or any other substance) by means of cartridges 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.

### **DRUGS/ALCOHOL:**

While on school property or school sponsored activities, the possession or use of alcohol, drugs or other controlled substance by a student, or a student who admits the same, shall be in violation of school policy. Also, conduct which appears to be altered by the use of alcohol, drugs or a controlled substance is a violation of school policy. A Breathalyzer test may be used by the administration, or their designee(s) at their discretion for suspected consumption of alcohol. If the student refuses to take the test or if the test results are positive, the student will be subjected to the sanctions specified below. Medication specifically prescribed for a student by an authorized health care professional will be exempt from this policy.

- 1) Any student who is selling or trafficking drugs, drug paraphernalia and/or other controlled substances at school, on school property, or at a school supervised activity shall receive a mandatory expulsion for 186 school days.
- 2) Any student who is in possession of, uses, or is under the influence of alcoholic beverages, drugs (except as medically prescribed), drug paraphernalia and/or other controlled substances at school, on school property, or at a school supervised activity will receive one of the following disciplinary actions:

#### **Use or Possession:**

- a) First Offense: Law enforcement and parents will be contacted immediately upon verification of the violation. The student will receive, at a minimum, a short-term suspension not to exceed 10 school days. The administration will determine whether a long-term suspension or expulsion shall be recommended and notify students for a due process hearing. At the time of the hearing, administration may recommend that the student be afforded the option to have the suspended student meet with a community resource (which may include mental health agency counseling program, an alcohol and drug service agency, or a physician) to discuss the student’s problem with drugs/alcohol. Upon receipt of written documentation that the student is complying with the recommendation of a licensed substance abuse treatment provider’s recommended action, the suspension shall be deferred and the student will be allowed back in school; however, should the student violate the terms of the agreement upon which the student was allowed to



return to school, the balance of the suspension shall be reinstated. In addition, the student will be automatically suspended from all student activities for not less than one semester or four months.

b) Subsequent Offenses: Parents and law enforcement will be contacted immediately upon verification of the violation. The student will be recommended for expulsion from school for NO LESS THAN 186 SCHOOL DAYS.

- 3) Prescription medication or over the counter medication can and will be given by the school RN or designated person after the Request to Administer Medication at School form has been completed. Prescription medication and over the counter medication not following medication policy will be subject to the same restriction as illegal drugs.

## **RANDOM DRUG TESTING:**

The mission of the USD 251 Random Drug Testing Policy is to provide a safe and drug free educational setting where all students can achieve their full potential. The purpose of the Random Drug Testing Policy is to help students manage social pressure that may lead to the use of illegal drugs. The goal of the policy is to help and guide students to make good choices and refrain from the use of illegal drugs. Random Drug Testing is a proactive “Helping Policy” that assists students and their parents in identifying the use of illegal substances. Early identification of drug usage helps families address addiction and other issues that may result from drug use.

In order to provide a drug free environment and assist in the prevention of drug use, wellness promotion, and treatment of students who have engaged in drug use, “Extra-Curricular Activities” shall be defined as any activity not falling within the scope of the regular curriculum. This policy applies to USD 251 students in grades 6-12 who participate in KSHSAA sponsored activities, school clubs, or school sponsored extracurricular activities will be subject to random drug testing. Extracurricular activities would include, but not limited to participation in or spectator at athletic events, school dances, school clubs, and all other school activities.

### **The random drug screening process is outlined below:**

#### **Drug Testing Process:**

1. Students will be randomly selected to be tested from the eligible pool of students mentioned above for testing throughout the school year. Parents/Guardians will be notified in advance by the Principal or Principal’s designee of students who have been selected for testing and have the option to be present when test samples are taken.
2. The Principal or designee will clip a sample of hair from the student and place it in an envelope. The student will witness the sealing of the envelope, confirm his/her identification number, and verify or “vouch for” accuracy by initializing the envelope.
3. The collected samples will be sent to the drug testing facility selected by the board of education for analysis. No other lab may be used.
4. Parents/Guardians will be contacted by the Principal or designee and given the results of each test within two to four weeks of the submission of the hair sample. Contact by phone, email, and/or mail will be made for negative test results. Contact by phone or certified mail will be made for positive test results.
5. Students whose test has a positive result will meet with their parents/guardians and the Principal or designee to review consequences.
6. Positive test results are considered cumulative during a student’s junior high and high school years.

7. Positive/negative test results will be available only to the student, the parents/guardians, and only to school officials who have a legitimate educational need to know.
8. Once a student has been tested and the results have been returned, his/her number is placed in the general pool for further random testing. Therefore, it is possible that a student may be tested more than once during the school year and several times during their years at NLC Junior High School or Northern Heights High School.
9. If parents/guardians question the validity of the test results they may request a second test be conducted on the same hair specimen, if sufficient hair remains at the lab from the first sample, at their own expense. A test result may be challenged within five (5) calendar days of the results being shared with the parent and must be in writing. It is important to note that any positive results will have had two completely separate tests performed – an immunoassay screen and a mass spectrometry confirmation test prior to the notification of a positive result.
10. The Testing Facility uses a liquefying method to process hair samples. Positive results or prescription medication will be made negative after valid copies of the prescription are received by the school. To help ensure valid test results, students taking prescription medications and/or any supplements will write the names of any and all medications or supplements they are taking on the envelope that will be sent to the lab.
11. Any student who refuses to submit to a drug test after being randomly selected and is currently participating, has participated in, or plans to participate in any of the school activities offered will have participation suspended until a test is taken.
12. The student and/or the student's parents will be advised of nearby drug assessment program(s) available to the student. If the student participates in an evaluation and is enrolled in a qualified, ongoing treatment program, he or she may be eligible for a reduced suspension from school activities.
13. Use, consumption of, and/or possession of any drug and/or alcohol on school property is prohibited and students are subject to the disciplinary actions outlined in the student handbook.
14. The board reserves the right to have its staff randomly use a Breathalyzer (or other instant tests such as saliva tests) for students participating in school activities, including, but not limited to, school dances.
15. In order for a student to be eligible to participate in or be a spectator at any extra-curricular activities as outlined in this policy, the student must have a completed and signed consent for random drug testing opt in form on file in the school office.

## **PROCEDURES IN THE EVENT OF A POSITIVE TEST RESULT:**

Whenever a student(s) test result indicates the presence of an illegal drug or banned substance, the provision set forth will apply:

### **Self-Reporting of Drug Usage**

A student or parent/guardian may self-report a student's drug usage at any time before the random drug test selection. Consequences will be avoided by self-reporting to the Principal or Superintendent, prior to the random drawing. A subsequent positive test result will count as a second positive test. Self-referral can only be used **once** by a student throughout junior high and high school attendance. Students must self-report prior to the random drawing or they will be treated the same as any other student who is selected for testing.

Self-referral can only be used prior to a first offense under this policy. The student will be expected to complete follow-up test(s) that will be scheduled in 90-100 day increments. A positive test will count as a second positive test.

**A. 1<sup>st</sup> Violation of a USD 251 Student:**

- If a student tests positive, the student will miss (14) calendar days as a participant or spectator. The student is expected to continue to practice with the team/organization but will not attend competitions/activities outside of practice during the suspended time period.
- The student will be required to complete an initial Chemical Dependency Assessment done by a Certified Chemical Dependency Professional. Proof of completion is required. Because the USD 251 Random Drug Testing Policy is a proactive “Helping Policy” that assists students and their parents in identifying the use of illegal substances, USD 251 will cover the cost of an initial Assessment (up to \$150) for any student who tests positive and also cover the cost of an (ADIS) Alcohol/Drug Information Session with a provider designated by the district **OR** cover the cost of one treatment session with a district designated provider depending on the recommendation made by the Assessment.
- The student will be placed into the random drug testing pool for three (3) consecutive tests.
- The student will be expected to complete follow-up drug test(s) that will be scheduled in 90-100 day increments.
- In order to regain eligibility in activities, students must have completed all requirements stated in the policy.

**B. 2<sup>nd</sup> Violation of a USD 251 Student (Two Positive Test Results):**

- A forty-five (45) calendar day suspension from activities as a participant or spectator. With administrative approval and the coaches/sponsors consent the student may practice with the team/organization but will not attend competitions/activities outside of practice during this time period.
- The student will be required to complete an initial Chemical Dependency Assessment done by a Certified Chemical Dependency Professional. Any incurred expense for drug assessment and/or treatment will be the responsibility of the student/parent.
- Proof of completion is required before a student will be allowed to participate or be a spectator.
- The student will be placed into the random drug testing pool for three (3) consecutive tests.
- The student will be expected to complete follow-up drug test(s) that will be scheduled in 90-100 day increments.
- In order to regain eligibility in activities, students must have completed all requirements stated in the policy.

**C. 3<sup>rd</sup> Violation of a USD 251 Student (Three Positive Test Results):**

- A three hundred sixty five (365) calendar day suspension from activities as a participant or spectator. The student will not be permitted to participate in practices during the banned period.
- The suspension may be reduced to one hundred eighty (180) days if the student completes either a Certified Inpatient or Outpatient treatment program. The parent/guardian will be responsible for the cost of such program.
- Proof of completion is required before a student will be allowed to participate or be a spectator.
- The student will be placed into the random drug testing pool for three (3) consecutive tests.

- The student will be expected to complete follow-up test(s) that will be scheduled in 90-100 day increments.
- In order to regain eligibility in activities, students must have completed all requirements stated in the policy.

## **INTERROGATIONS AND INVESTIGATIONS:**

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

Parents do not have a right to be present during school investigations and do not have a right to be present when school administration is questioning their child. In the event that a parent instructs their child not to comply with the discipline decisions of the principal, the student will be expected to comply and failure to do so will result in suspension from school for insubordination.

**“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.

Breathalyzer tests may be required upon request by the administration. The administration or their designee will administer Breathalyzer tests. Refusal to submit to a Breathalyzer test will be treated as a violation

## **USD #251 INTERNET ACCEPTABLE USE AGREEMENT**

We are pleased to provide network services for student access to information resources, software, and communication tools for instruction, research and collaboration.

These guidelines are provided to help ensure that network resources are used in a manner consistent with the goals of the district and that the network is used responsibly and legally.

The use of the Internet is a privilege not a right, and inappropriate use may result in restricted or suspended access.

The district may prohibit access to any site or resource that compromises personal privacy or safety, contains offensive or obscene material, promotes illegal activities or does not fulfill the mission of the district.

### Inappropriate Material

The district cannot guarantee that its filtering software will block access to inappropriate materials in all instances. Parents and students are advised that some materials accessed over the Internet may be illegal, defamatory, inaccurate or offensive to some people.

### Safety and Privacy

- Access to online social networking websites is prohibited. This includes, but is not limited to, MySpace, Xanga, and Facebook.
- Students will not use the Internet to share personal information or to communicate with strangers. This includes chat rooms.

- A student may reveal his or her personal information on reliable websites for educational reasons such as classroom research or applications for scholarships.

#### E-MAIL

- Students may not use email until a school account is made available.
- Electronic mail is not guaranteed to be private and may be subject to search at any time by the district administration.

Users will follow these etiquette guidelines for communication:

- Do not send any documents, photographs or messages that are obscene or sexually explicit.
- Do not conduct private business.
- Be polite and respectful in all communication.
- Do not send any messages that are threatening, harassing or violent.

#### Copyright

Users are expected to obey copyright laws. Copyright means that only the artist or writer has the right to copy, modify, distribute and perform the work. Specifically, users should follow these guidelines.

- Do not copy or install commercial software.
- Give credit to sources in all your work. Give credit to any material you may use, including pictures, video, audio, graphics, etc.
- Copyrighted material should not be used for private business or personal gain.

#### Vandalism

Vandalism will result in a loss of computer privileges. Vandalism is defined as a malicious attempt to destroy hardware, software, data or the network.

#### Personal Business

Users will not use the network to conduct business or purchase goods or services.

### **BUS CONDUCT RULES/CONSEQUENCES:**

1. The first bus conduct report will be a warning. Applicable discipline consequences will be applied to any school rule violations. Therefore, it is possible for the student to be given the warning with regard to riding the bus and assigned discipline consequences for the applicable school rule violation at the same time.
2. The second bus conduct report will result in a three to five day suspension from riding any school transportation. Applicable discipline consequences will be applied to any school rule violations.
3. The third bus conduct report will result in a ten-day suspension from riding any school transportation. Applicable discipline consequences will be applied to any school rule violations.
4. The fourth bus conduct report will result in a suspension from riding school transportation of the remainder of the school year. Applicable discipline consequences will be applied to any school rule violations.
5. In the event that any bus violations that occur prior to the fourth bus violation are deemed dangerous or severe by the administrator, the student may be either given a longer bus suspension or suspended from riding the bus for the remainder of the school year.
6. During the suspension period, it is the responsibility of the parent/guardian to arrange/provide transportation for the student. Absences during the suspension period will be unexcused. If the student bus conduct is severe, they can be suspended from riding the bus for a longer period of time than those listed above.
7. USD 251 will only transport students who live within the school district boundaries who meet the board approved transportation criteria. Out of district students will not be transported by USD 251.

### **INSTRUCTIONS TO STUDENTS WHO RIDE THE BUS:**

Profanity of any kind is unacceptable on school transportation. Students engaging in the use of profanity will be written up for a bus conduct violation each and every time with the above consequences applied.

The driver is in charge of the pupils and the bus. Pupils must obey the driver promptly and respectfully. The driver may assign a seat to each student, and each student must be provided a seat. Students in less desirable seats may move to a second assigned seat for added comfort after the passenger load is lightened and when the bus is not in motion.

Pupils must be on time. The bus cannot wait for those who are tardy. Pupils must walk on the far left side of the road facing traffic when going to the bus stop.

Pupils must never stand in the roadway while waiting for the bus. All pupils must wait for the bus off the traveled portion of the road. Students should wait in an orderly manner and never push a fellow student. Students are not allowed to take pictures or videos with their cell phones or any other electronic device while riding the school bus under any circumstances.

Unnecessary conversation with the driver is prohibited. Do not talk loudly or distract the driver's attention. Remember, your safety is in his hands. No yelling or screaming will be permitted on the buses.

Outside of ordinary conversation, classroom conduct is to be observed.

Pupils must not throw waste paper or other rubbish on the floor of the bus. Help keep your bus clean and sanitary at all times.

Pupils must not at any time extend arms or head out of bus windows.

Pupils must not try to get on or off the bus or move about within the bus while it is in motion.

When leaving the bus, pupils must observe the directions of the driver. If you cross the road, do so in front of the bus after making sure the road is clear.

Any damage to the bus is to be reported to the driver at once.

Students are not allowed to take toys on the bus.

Students are not allowed to carry glass containers on the bus.

The transportation provided is for your convenience. However, we realize that not all get on and off at convenient times. Your cooperation and understanding is greatly appreciated.

Students are not to eat food or drink liquids on the school bus unless the sponsor and bus driver gives permission. Permission may be given on long activity trips.

Students who do not comply with the bus rules may be denied the right to ride the school bus to and from school.

#### **TRANSPORTATION TO SPONSORED EVENTS:**

The district furnishes transportation to athletic events for members, participants and cheerleaders. Members of the athletic squads are expected to ride the school bus. Permission to ride home from an event with parents or an adult designated by parents will be granted only on written application to the building principal or his designated representative. The teacher riding and sponsoring a bus on activity trips is the authority of the school on the bus. A bus sign-off sheet will be available at each event for parents to sign.

#### **HARASSMENT Racial and Disability Harassment: (JGECA):**

The board of education is committed to providing a positive and productive learning and working environment, free from discrimination, including harassment, on the basis of race, color, national origin, or disability. Discrimination or harassment on the basis of race, color or national origin ("racial harassment") or on the basis of disability ("disability harassment") shall not be tolerated in the school district. Racial or disability harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited. Racial harassment is unlawful discrimination on the basis of race, color or national origin under Titles VI and VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. Disability harassment is unlawful discrimination on the basis of disability under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. All forms of racial or disability harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Racial or disability harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds. It shall be a violation of this policy for any student, employee or third party (visitor, vendor, etc.) to racially harass

any student, employee or other individual associated with the school. It shall further be a violation for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy. Prohibited conduct under this policy includes racially or disability-motivated conduct which:

- Affords a student different treatment, solely on the basis of race, color, national origin, or disability, in a manner which interferes with
- or limits the ability of the student to participate in or benefit from the services, activities or programs of the school;
- Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of creating a hostile academic environment; or
- Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of interfering with a student's academic performance or ability to participate in or benefit from the services, activities or programs of the school. Racial or disability harassment may result from verbal or physical conduct or written graphic material. The district encourages all victims of racial or disability harassment and persons with knowledge of such harassment to report the harassment immediately. The district will promptly investigate all complaints of racial or disability harassment and take prompt corrective action to end the harassment.

Any student who believes he or she has been subject to racial or disability harassment or has witnessed an act of alleged racial or disability harassment, should discuss the alleged harassment with the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of racial or disability harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. The building principal shall discuss the complaint with the student to determine if it can be resolved. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a formal complaint under the district's discrimination complaint procedure. Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes racial or disability harassment under the definition outlined above. Unacceptable student conduct may or may not constitute racial or disability harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors which are unacceptable but do not constitute harassment may provide grounds for discipline under the code of student conduct. The discipline of a student for violation of any provision of the code of student conduct may be enhanced if the conduct is racially or disability motivated. An employee who witnesses an act of racial or disability harassment shall report the incident to the building principal. Employees who fail to report complaints or incidents of racial or disability harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take appropriate corrective action in response to complaints of racial or disability harassment may also face disciplinary action. When a complaint contains evidence of criminal activity or child abuse, the compliance coordinator shall report such conduct to the appropriate law enforcement or Department for Children and Families (DCF) authorities. To the extent possible confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the district's obligation to conduct a thorough investigation, to take appropriate corrective action or to provide due process to the accused. The filing of a complaint or otherwise reporting racial or disability harassment shall not reflect upon the student's status or grades. Any act of retaliation against any person who has filed a complaint or testified, assisted, or participated in an investigation of a racial or disability harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including expulsion for a student or termination of employment for an employee. False or



malicious complaints of racial or disability harassment may result in corrective or disciplinary action against the complainant. A summary of this policy and related materials shall be posted in each district facility. The policy shall also be published in student, parent and employee handbooks as directed by the district compliance coordinator. Notification of the policy shall be included in the school newsletter or published in the local newspaper annually.

### **SEXUAL HARASSMENT: (JGEC):**

The board of education is committed to providing a positive and productive learning and working environment, free from discrimination on the basis of sex, including sexual harassment. The district does not discriminate on the basis of sex in admissions, employment, or the educational programs or activities it operates and is prohibited by Title IX from engaging in such discrimination. Discrimination on the basis of sex, including sexual harassment, will not be tolerated in the school district. Discrimination on the basis of sex of employees or students of the district by board members, administrators, licensed and classified personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

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

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

Sexual harassment shall include conduct on the basis of sex involving one or more of the following: (1) A district employee conditioning the provision of an aid, benefit, or service of the district on an individual's participation in unwelcomed sexual conduct; (2) unwelcomed conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's educational program or activity; or (3) sexual assault, dating violence, domestic violence, or stalking.

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

The district encourages all victims of sexual harassment and persons with knowledge of such harassment to report the harassment immediately. Complaints of sexual harassment will be promptly investigated and resolved. Any person may make a verbal or written report of sex discrimination by any means and at any time.

The Superintendent, 614 Main Street, PO Box 527, Americus, KS 66835, Phone: 620-481-2085 has been designated to coordinate compliance with nondiscrimination requirements contained in Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964 regarding discrimination on the basis

of sex, and the Kansas Act Against Discrimination. Information concerning the provisions of these Acts, and the rights provided thereunder, are available from the Title IX Coordinator. Inquiries about the application of Title IX to the district may be referred to the Title IX Coordinator; to the Assistant Secretary for Civil Rights at the U.S. Department of Education, Office of Civil Rights, 400 Maryland Avenue, SW, Washington D.C. 20202-1100, (800)421-3481, or at OCR@ed.gov; or both.

#### **Response to Harassment Complaints:**

The district takes all reports of sexual harassment seriously and will respond meaningfully to every report of discrimination based on sex, including sexual harassment, of which the district has actual knowledge. Any students who believes that he or she has been subjected to sexual harassment should report the alleged harassment to the building principal, another administrator, the guidance counselor, the Title IX Coordinator, or another licensed staff member. All employees receiving reports of sexual harassment from a student shall notify the Title IX Coordinator.

Note: The entire JGEC policy is posted on the school district webpage.

#### **INSURANCE:**

USD 251 does not provide “school time” insurance. Parents always have the option of purchasing this same type of supplemental insurance beyond their primary insurance. The school will make purchasing options available to parents at the beginning of each school year, as it is provided by private insurance companies. Students who participate in interscholastic activities are covered by catastrophic insurance coverage through the Kansas State High School Activities Association (KSHSAA). The school district does not insure the personal property of students, employees, or visitors. Students who bring valuables to school do so at their own risk and they are advised to keep them locked up. The school district does not insure the personal property of students, employees, or visitors. Students who bring valuables to school do so at their own risk and they are advised to keep them locked up.

#### **GRIEVANCE PROCEDURE:**

PARENTS – PLEASE FOLLOW THE CHAIN OF COMMAND. If there is a problem please see your child’s teacher first. If you still have a problem, then talk to the principal.

#### **Complaint Procedure** (KN)

The board encourages all complaints regarding the district to be resolved at the lowest possible administrative level. Whenever a complaint is made directly to the board as a whole or to a board member as an individual, it will be referred to the administration for study and possible resolution. The District Superintendent, 1409 Vermont, Elwood, KS, 66024, (Telephone: 913-365-5632). has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and the Americans with Disabilities Act Amendments Act of 2007 and the Age Discrimination Act. The grievance procedure is applicable to complaints alleging discrimination on the bases of sex, disability, race, color, national origin, and age, including allegations of harassment. Information concerning the provisions of these Acts, and the rights provided thereunder, are available from the compliance coordinator.

Complaints About Discrimination or Discriminatory Harassment

Complaints of discrimination or discriminatory harassment by an employee should be addressed to the employee's supervisor, the building principal, or the district compliance coordinator. Complaints by a student should be addressed to the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of discrimination or harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal.

If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. Complaints by any other person alleging discrimination should be addressed to the building principal or the district compliance coordinator. The identity of the individual filing a complaint will be kept confidential to the extent possible without compromising a thorough investigation. Complaints about discrimination, including complaints of harassment, will be resolved through the following complaint procedures:

#### Informal Procedures

**The building principal shall attempt to resolve complaints of discrimination or harassment in an informal manner at the building level.** Any school employee who receives a complaint of discrimination harassment from a student, another employee or any other individual shall inform the individual of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. The building principal shall discuss the complaint with the individual to determine if it can be resolved. If the matter is resolved to the satisfaction of the individual, the building principal shall document the nature of the complaint and the proposed resolution of the complaint, and forward this record to the district compliance coordinator. Within 20 days after the complaint is resolved in this manner, the principal shall contact the complainant to determine if the resolution of the matter remains acceptable. If the matter is not resolved to the satisfaction of the individual in the meeting with the principal, or if the individual does not believe the resolution remains acceptable; the individual may initiate a formal complaint. Use of the informal complaint procedure is not a prerequisite to filing a formal complaint or using the formal complaint procedure.

#### Formal Complaint Procedures

- **A formal complaint should be filed in writing and contain the name and address of the person filing the complaint.** The complaint should briefly describe the alleged violation. If an individual does not wish to file a written complaint and the matter has not been adequately resolved, the building principal may initiate the complaint. Forms for filing written complaints are available in each building office and the central office. The forms are also included at the end of this policy.

- A complaint should be filed as soon as possible after the conduct occurs, but not later than **180 days** after the complainant becomes aware of the alleged violation, unless the conduct forming the basis for the complaint is ongoing.

- An investigation shall follow the filing of the complaint. Individuals who conduct the investigation shall be impartial. If the complaint is against the superintendent, the board shall appoint an investigating officer. In other instances, the investigation shall be conducted by the building principal, the compliance coordinator or another individual appointed by the board. The investigation shall be informal but thorough. All interested persons, including the complainant and the person against whom the complaint is lodged, will be afforded an opportunity to submit written or oral evidence relevant to the complaint.

- **A written determination of the complaint's validity and a description of the resolution shall be issued by the investigator, and a copy forwarded to the complainant no later than 30 days after the filing of the complaint.**

If the investigation results in a recommendation that a student be suspended or expelled, procedures outlined in board policy and state law governing student suspension and expulsion will be followed.

If the investigation results in a recommendation that an employee be suspended without pay or terminated, procedures outlined in board policy, the negotiated agreement or state law will be followed.

- Records relating to complaints filed and their resolution shall be forwarded to and maintained in a confidential manner by the district compliance coordinator.
- **The complainant may appeal the determination of the complaint. Appeals shall be heard by the district compliance coordinator, a hearing officer appointed by the board, or by the board itself as determined by the board.** The request to appeal the resolution shall be made within 20 days after the date of the written resolution of the complaint at the lower level. The appeal officer shall review the evidence gathered by the investigator and the investigator's report, and shall afford the complainant and the person against whom the complaint is filed an opportunity to submit further evidence, orally or in writing, within 10 days after the appeal is filed. The appeal officer will issue a written determination of the complaint's validity and a description of its resolution within 30 days after the appeal is filed.
- Use of this complaint procedure is not a prerequisite to the pursuit of any other remedies including the right to file a complaint with the Office for Civil Rights of the U.S. Department of Education, the Equal Employment Opportunity Commission, or the Kansas Human Rights Commission.

#### Complaints About Policy

The superintendent shall report any unresolved complaint about policies to the board at the next regularly scheduled board meeting.

#### Complaints About Curriculum

The superintendent shall report a failure to resolve any complaint about curriculum to the board at the next regularly scheduled board meeting.

#### Complaints About Instructional Materials

The building principal shall report any unresolved complaint about instructional materials to the superintendent immediately after receiving the complaint.

#### Complaints About Facilities and Services

The superintendent shall report any unresolved complaint about facilities and services to the board at the next regularly scheduled board meeting.

#### Complaints About Personnel

The superintendent or the building principal involved shall report any unresolved complaint about personnel to the board at the next regularly scheduled board meeting.

### **NORTHERN HEIGHTS ATHLETIC/ACTIVITY POLICY**

There will be no deviations of rules from one student-athlete to another.

If a student-athlete is involved in a situation, inside or outside of school, in which his/her behavior reflects poorly upon the school and his/her team, the Head Coach, Athletic Director, and Principal will determine dismissal.

There will be specific regulations for the following areas:

- |                                |                                   |
|--------------------------------|-----------------------------------|
| A. Eligibility                 | D. School and practice attendance |
| B. Alcohol, tobacco, and drugs | E. Athletic trips and contests    |
| C. Good standing               | F. School equipment               |
|                                | G. Other Rules                    |

#### **A. Eligibility**

The eligibility of the student-athlete will be determined by the guidelines established by KSHSAA, USD #251, and Northern Heights High School. In order to enter and participate in any activity you must maintain certain academic standards, comply with school rules for student behavior, and meet all eligibility requirements.

#### **C. Good standing**

All student-athletes must remain in good standing with faculty and administration. Detentions, disrespectfulness, rudeness, tardiness, absences, etc. will not be tolerated and will be dealt with by the coach and administration on an individual basis.

#### **D. School and practice attendance**

1. Whenever a student-athlete is participating in an official practice session a coach or sponsor must be present.
2. Any student-athlete wishing to participate in any activity are required to meet one of the following requirements and absences need to be documented with the school and coach.
  - a. The student-athlete must attend  $\frac{1}{2}$  the school day for practice or competition eligibility.
  - b. If more than  $\frac{1}{2}$  of a day will be missed, administration may be contacted 24 hours in advance of the event for special permission to participate.
  - b. If student-athletes miss more than  $\frac{1}{2}$  school day, they must have one of the following acceptable reasons: Doctor/Dental/Eye appointments, funeral, college visit, court appearances, and school sponsored activities. Verified by administration.
  - c. Unexcused absence for any period of time will result in missing part or all the activity.
3. If a student-athlete is under any type of suspension from school, they may not participate in practices or games.
4. An unexcused absence from practice will be handled by the coaching staff and the team rules.
  - a. 3 unexcused absences during the season will result in dismissal from the team.
5. Any time a student-athlete misses a practice, he/she should expect to forfeit a proportional amount of playing time in the next contest. This should not necessarily be viewed as a punishment for missing a practice. This is simply an opportunity for a more deserving student-athlete to step in and get his/her opportunity. It is important that the student-athlete is at practice each day. If he/she is not there someone else is getting more opportunities than he/she is to play. It is expected that student-athletes will be at practice every day.
6. Any time a student-athlete is aware that he/she may miss a practice; the coach should be informed well in advance by the student-athlete. The coach will declare the absence as "excused" or "unexcused" which will allow the student-athlete to make a final decision about missing practice. Whenever a practice has been missed, the student-athlete is expected to contact the head coach upon arriving back at school the next morning to give an account of his/her whereabouts.

## **E. Athletic trips and contests**

Students may ride home with parents and/or immediate relatives 18 years of age or older and/or Parent of a team member. Parents must sign their child out with a coach before the student may ride home with them. Students are not allowed to leave an activity unless they have been signed out. Students riding home with a parent of a team member, will need to send communication to the coach and or administration.

## **F. School equipment**

1. Each athlete has the responsibility for taking care of school athletic equipment.
2. Athletic equipment lost or damaged at any time must be paid for by the student.
3. In order for an athlete to compete for the current season equipment from all previous activities must be accounted for.

## **J. Other Rules**

There are various other team rules student-athletes will be asked to follow being a member of his/her activity. In the interest of keeping this document short, they will not all be listed.

### **SPORTSMANSHIP**

The idea of sportsmanship permeates virtually every aspect of our culture. The ethic of fair play may be witnessed in all facets of life. However, its origin has been firmly established in sports as a concept and as a pragmatic training ground for good citizenship and high behavioral standards. Sportsmanship is one of the major goals of the Northern Heights High School athletic / activity programs. Student-athletes are to set a good example of sportsmanship at all times. Student-athletes displaying poor sportsmanship are subject to punishment and possible suspension by the administration or coaching staff.

Northern Heights High School is a first rate school with high academic standards: in other words, it is a "Class Act". The following "Sportsmanship Code" exemplifies class; therefore, every member of the student body is expected to follow this code and demonstrate that they attend a school with class. This sportsmanship code complies with KSHSAA Rule 52.

1. Be courteous to opponents, fans, and cheerleaders.
2. Cheer for your team and not against opponents. All cheers and yells from fans should be positive in nature and geared toward your team and fans. Actions that are considered by the administration to be rude and discourteous will be prohibited.
3. Exercise self-control at all times. Respect and abide by the official's decision.
4. Maintain personal integrity and conduct yourself at all times in such a manner as to display character in every action and be a credit to yourself, your school and your community.
5. All banners and signs should be in good taste and not personal, negative, vulgar, or unsportsmanlike.
6. Respect the host school's property and the public property of other communities. Fans, students, and cheerleaders should refrain from stomping and kicking bleachers.)
7. Learn to win with character and lose with dignity. Never use derisive chants or cheers at your opponents when you feel you have won the game.
8. Treat all your opponents as you would like to be treated.