

Haven High School

2023-2024

Student Handbook



Phone: 620-465-2585
Principal: Jared Kirkpatrick
400 E. 5th Street, Haven, KS 67543

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FORWARD

This Handbook has been prepared to enable students and parents/guardians to understand the processes, procedures, policies, and regulations of Haven High School. It is not intended to be an all inclusive listing of rules, regulations, and expectations of Haven High School. All items outside of the written handbook are left to the discretion of administration.

Amendments: USD 312 reserves the right to amend this handbook at any time. Students will be notified of any changes that may occur. USD 312 policy changes will be posted on the district website.

NON-DISCRIMINATION STATEMENT

The U.S.D. #312, Haven, Kansas does not discriminate on the basis of race, color, national origin, sex, age or handicap in admission or access to, or treatment, or employment in its programs and activities. If you have questions regarding the above, please contact:

Superintendent of Schools

U.S.D. #312

Haven, Kansas 67543

U.S.D #312 VISION STATEMENT

Through intentionally designed systems, Haven School District is committed to creating a positive and inclusive culture, focusing on academic and personal success to ultimately be the district of choice for staff, students, and our community.

PHILOSOPHY

Haven High School serves all students who reside in the USD 312 school district and who have successfully completed the eighth grade. It is the goal of the Board, administrators and teachers at Haven High School to create an environment for the maximum development of each student. The total program shall be student-centered, with the welfare of the student as the criteria on which all programs and proposals are evaluated. The school is dedicated to providing not only academic and vocational education, but also to help young people to understand themselves and the world around them. It is the final goal of this institution to provide sound leadership for students through qualified and interested administrators and teachers and to influence students to become morally and socially responsible citizens.

SCHOOL SONG

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| <p>1. <i>O Haven must strive ne'er to fall!
Push the name of our school above all.
May the Gold and the Black set the pace,
For the school that will win every race.</i></p> <p>2. <i>May the students of old H.H.S
Strive hard to make our school the best.
We've won every trial, every quest,
The Gold and Black will surely back
Haven forever!</i></p> <p>3. <i>RA! RA! RA! RA! Wildcats!
Fight! Fight! Fight! Fight! Wildcats!
Win! Win! Win! Win! Wildcats!
Fight Team Fight!</i></p> | <p>4. <i>O Haven must strive ne'er to fall!
Push the name of our school above all.
May the Gold and the Black set the pace,
For the school that will win every race.</i></p> <p>5. <i>May the students of old H.H.S.
Strive hard to make our school the best.
We've won every trial, every quest,
The Gold and Black will surely back
Haven forever!!</i></p> |
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HHS Schedule 2023-2024

Monday-Friday

1st Hour	8:00-8:48
2nd Hour	8:52-9:40
3rd Hour	9:44-10:32
MTSS/PLT	10:35-11:25
Lunch/4th Hour	11:28-12:50
5th Hour	12:53-1:41
6th Hour	1:45-2:33
7th Hour	2:37-3:25

Lunch 1 - HS 11:28-11:58

4th Hour - 12:02-12:50

Lunch 2 - HS 12:20-12:50

4th Hour - 11:28-12:16

Administrators and Staff:

Superintendent	Craig Idacavage	Transportation Manager	Sheree Jones
Director of Learning	Megan Hett	Maintenance Director	Chris Rohr
Business Manager and Clerk	Dinelle Hunsberger	312 Technology Coordinator	Courtney Johnson
Secretary/Treasurer		312 Asst. Tech. Coordinator	Brad Russell
Accounts Payable and Payroll	Christy Redd	Food Service Director	Sheree Jones

Principals:

Haven High School	Jared Kirkpatrick
HMS/Yoder Charter	Shannon Atherton
Haven Grade School	Laurel Scott

Assistant Principal/Athletic Director (7-12):

Haven High/Middle School	Adam McCarthy
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Board of Education:

President: Chris Powell - 620-560-3459 - 103 E. Sedgwick Place, Haven, KS 67543
 Vice President: Jessica Schmidt - 620-664-8298 – 13114 E. Lake Cable Rd., Haven, KS 67543
 Ryan Blubaugh - 620-694-9593 - 9719 E. Stroud Rd., Burrton, KS 67020
 Paul Barlow - 316-734-1730 - 11915 S. Highway 17, Hutchinson, KS 67501
 Ken Nisly – 620-662-4887 – 5914 West Trails West Road, Hutchinson, KS 67501
 Daniel Kelly - 620-262-1276 - 3806 S. Mayfield Road, Hutchinson, KS 67501
 Darby Borntrager - 620-728-5951 - 7718 Greenfield Rd., Haven, KS 67543

2023-2024 SCHOOL FEES

Ag. Mech. / Ag. Const. (Per Class)	10.00	Textbooks	80.00
Art Fee (Per Class)	5.00	Yearbook	50.00
Band Uniform / Wildcat Singer Tux or Dress Fee	15.00	Drivers Education (In District)	205.00
Chromebook Technology Fee	25.00	Drivers Education (Out of District)	255.00
Class Dues	2.00	Adult Breakfast	2.50
FACS Class Fee (Per Class)	7.50	Adult Lunch	4.00
Industrial Technology (Per Class)	7.50	Student Breakfast	1.95
Physical Education Towel Fee (Per Class)	2.50	Student Lunch	3.15
Sports Medicine 1 and 2 (Per Class)	5.00	Extra Milk	.40
Athletic Towels (Per Sport)	3.00		
Ankle Brace Rental (Per Sport)	10.00	Replacement Student ID Cards	5.00
Ankle Brace Replacement	50.00	Replacement Lettering Bars	1.00

HAVEN HIGH SCHOOL
TEACHING AND SPONSOR ASSIGNMENTS

Jared Kirkpatrick
Adam McCarthy
LaNette Estill

Principal
Asst. Principal/AD
Counselor

Administrative Assistants

Milleson, Tracie
Barrientos, Destinee

Prom

Agricultural Education

Knapp, Baylee

FFA Sponsor

Art Education

Seip, Meghan

Art Club

Business Education

Wilson, Jessica
Micheli, Kareem

Peer Helpers/Asst. MS Volleyball Coach/Asst. MS Girls Basketball Coach

Expanded Learning

Chris Mason

FACS

Rinehart, Kim

Industrial Technology

Krol, Noah

Head Baseball Coach

Instrumental Music

Hoerst, James

Language Arts

Powell, Lauren
Manley, Amy
Coopriider, Tara
Barter, Mindy
Oyedeki, Abigail

Student Council/National Honor Society/Asst. Girls Basketball
Debate/Forensics/Prom
Reading Interventionist

Math

Lucas, Philip
Mathias, Michelle
Tolle, Rod

Physical Education/Health

Littlejohn, Kristina
Paramore, Lonnie

Head Boys Basketball Coach/Asst. Cross Country Coach

Resource Room

Albers, Cally
Vetter, Becca

Head Track Coach

Science

Cooprider, Thomas
Thalmann, Drew
Teter, Katie

Head Football Coach/Asst. Track Coach/Strength & Conditioning
Head Football Coach
Asst. FFA/Prom/KAY/Rise Up Reno

Social Science

Ashworth, Darin
Paramore, Lonnie
Roper, Dwight

Head Softball Coach/Senior Class Sponsor/Strength & Conditioning
Head Boys Basketball Coach/Asst. Cross Country Coach
Head Girls Basketball/Head Cross Country/Strength & Conditioning/Head Baseball

Spanish

Velazquez, Barbara

Vocal Music

Logan, Scott

Cooks

Cooper, Kathy
Cunningham, Tricia
Hoskinson, Tonya

Custodians

Meis, Troy
Cranwell, Virginia
Leonard, Mark
Leonard, Wyatt

BUILDING HOURS

Required attendance time: 8:00-3:25 Monday through Fridays.

School doors will open at 7:40 AM on regular scheduled days. All students must leave the building by 3:40 p.m. unless being directly supervised by a staff member. Students not involved in after school activities are not to remain in the building.

SCHOOL CLOSING

In the event of inclement weather or mechanical breakdown, school may be closed or starting time delayed. The same conditions may also necessitate early dismissal. These events will be announced over radio stations KWHK, KFH, KWBW and KWCH television. Reports in the morning will be between 6:00 and 7:30 a.m.

USD 312 has implemented the use of the Thrillshare System. This system notifies patrons both by phone, text, and/or e-mail. It is important when receiving a Thrillshare phone message that each patron listens to the entire message. At times, there might be a slight delay in the message.

It is recommended that each family formulate a plan of action in the event school is dismissed early.

Bus drivers will not travel roads, which appear to them dangerous or impassable.

MEDICATION

When medication (prescribed by a physician and/or approved by a parent) is necessary, the school will cooperate in the supervision of medication use by students. The parents must submit a written request to the building administrator to secure supervision and release the school district and personnel from liability. All medication for students must be checked in at the office, failure to do so may result in disciplinary action and the medication may be considered an illegal drug at school.

IMMUNIZATIONS AND HEALTH

USD #312 Immunization Policy:

1. Kansas Law (72-5208-5211) requires all pupils to present to the school a physical form or from the local health department a statement that the pupil has received or is in the process of receiving immunizations as deemed necessary.

Alternatives to such certification include (1) certification from a physician that such immunization would endanger the health of the child, or (2) a signed statement that the child adheres to a religion whose teachings are opposed to immunization, or (3) a signed statement by the parent that the immunizations are in process and will be completed within 90 days after admission to school.

Exceptions to this policy can be allowed only for students moving into the district and awaiting transfer of records.

Parents of students who need immunizations will be notified at the time of admission and about twelve weeks after admission. Students who are not completely immunized within 90 calendar days after admission will be excluded from school. Written notice of this exclusion will inform the parents of the reason for exclusion, the conditions under which the child may return to school and of the opportunity for a hearing with school officials upon the parent's request.

The required Kansas Certificate of Immunization form may be picked up from any of the school offices.

2. The school is authorized to send children home who are running a temperature of 100 degrees or more or when there are indications that the child has or may be getting a contagious disease.
3. Pupils who have been running a fever should not return to school for at least 24 hours after the temperature returns to normal without the aid of medication.
4. A written permit from a licensed physician is required before a child may return from the following diseases: pink eye, impetigo, ringworm, scabies, or trench mouth.
5. A child will be required to remain out of school the minimum time as recommended by the Kansas State Dept. of Health (7 days) for: chicken pox, measles, or mumps. A physicians' permit is not required for re-admittance.
6. Students infested with head lice will be excluded from school until treated with adequate insecticide shampoo and until all nits are removed. Manifestations will occur unless lice and nits are completely eliminated from the patient's environment, clothing and toilet articles.

7. Students should be kept at home when they have any of the following symptoms:
 - a. Cough or sore throat
 - b. Rash or skin infection
 - c. Temperature of 100 degrees or more
 - d. Nausea
 - e. Vomiting
 - f. Diarrhea
 - g. Difficulty breathing
8. Basic First Aid to injuries is the only treatment permitted in schools. Each child is to have an emergency procedure card on file, which will give the school permission to take the child to a clinic or hospital if needed.
9. Medication Policy: When medication (prescribed by physician and/or approved by parent) is necessary, the school will cooperate in the supervision of medication use by students. The parents must submit a written request to the building administrator requesting such supervision.

RENO COUNTY EDUCATIONAL COOPERATIVE

Special education services for Reno County (except Hutchinson) are provided through the Reno County Educational Cooperative commonly referred to as RCEC. RCEC was organized in 1973 for the purpose of improving and expanding special education services to school districts in Reno County that could not effectively implement these services on an individual basis.

The services offered by RCEC are: psychological services, speech and language services, classrooms for the hearing impaired, physically handicapped, educable mentally handicapped, trainable mentally handicapped, transition Kindergarten, work-study program for TMH and EMH, hearing conservation services, program for the gifted, behavior disorder programs, and classes for students with specific learning disabilities.

To receive services offered by RCEC a referral is initiated by the teacher through the school principal. This referral is sent to the RCEC director who assigns the appropriate RCEC staff member to assist the school and teacher in meeting the needs of the student. Before any student is excluded, reassigned, or transferred from a regular setting into a special education setting he or she will be staffed by the RCEC team assigned to the school along with the principal and teacher. Some temporary movements are considered an acceptable practice under SPED law and may be acted upon if deemed appropriate.

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99)

FERPA is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level.

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose

directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

PERSONAL PROPERTY

Students are responsible for personal property including, but not limited to, personal clothing, cellular phones, smart watches, personal electronic devices, headphones, wallets, purses. Students are responsible for personal items brought to school. The school reserves the right to not investigate or be responsible for personal items that are lost or presumed stolen.

VISITORS PERMITS

Visitors' permits will be restricted and granted by the administration only to members of approved groups and to those with official business with the counselors or main office. Persons requesting to relay messages to students, teachers, or other employees shall stop in the office to make the proper arrangements. Those who do not comply with this regulation will be considered unauthorized persons and will be asked to leave the school grounds. Those who continue the practice will be reported to the authorities and charged with trespassing, as loitering on school property is a violation of state law governing public school. This restriction does not apply to parents of students attending Haven High School as you are encouraged and invited to visit the school to become acquainted with the program. If you will contact the office, a guide will be provided and the proper arrangements made.

STUDENT OF GOOD STANDING

A student of good standing is one who has passing grades, follows attendance requirements, and has no major discipline infractions. The determination of good standing is applied to student eligibility related to school activities including, but not limited to, sports team participation, clubs, dances, and spectatorship. Student grades and /or discipline can impact administration's determination of student standing. Students not of good standing are restricted to attending class, right to lunch, and right to transportation eligibility. Students "not of good standing" status and length will be determined by administration.

GRADUATION REQUIREMENTS

- A. Units required for graduation: **24**
16.5 Units are required courses (listed below)
- B. All students will enroll in all classes except seniors who qualify for a work release.

Required Courses:

Language Arts	4 (4 English)
Math:	3 Units
Science:	3 Units
Social Science	3 Units
Health	.5 Unit required in 9 th grade
Physical Education	1 Unit - .5 required in the 9 th grade unless a doctor excuse is presented
Fine Arts	1 Unit
Speech	.5 Unit
Consumer & Personal	.5 Unit
Finance	

- C. Seniors meeting requirements for graduation will be allowed to participate in commencement exercises only if they have no outstanding fees, no outstanding behavior consequences, and agree to conduct themselves in an appropriate manner.

CLASS CHANGES

First semester changes are to be made prior to the first day of school. Changes will only be made if: It is discovered that a course is needed for graduation, the student did not fulfill a prerequisite to take the course, or the teacher recommends the change and it is approved by administration. Second semester class changes will not be made once the second semester begins. All changes are to be made a week prior to the conclusion of the first semester.

TEACHER CHANGE

This will be handled through administrative discretion.

WITHDRAWAL OF STUDENTS

A student planning to withdraw from school should report his/her intentions to the office. It is important that the student's record be marked to this effect, his/her textbooks checked in, equipment and properties checked in, detentions served, and settlement of outstanding bills made. The school reserves the right to withhold credit for work completed until withdrawal arrangements are properly made with the school.

NEW STUDENTS

Any student enrolling in U.S.D. #312 for the first time must have proof of identity, i.e. birth certificate and proof of residency.

Out of district waivers are reviewed and approved by administration. Student grades, behavior, discipline, and attendance are considered in the approval process. Administration reserves the right to deny waivers at any time.

HONOR ROLL

The honor rolls will be computed on the following criteria:

Principal's Honor Roll	4.00 grade point average
Black and Gold	3.76 – 3.99 grade point average
Honor Roll	3.25 – 3.75 grade point average
Honorable Mention	3.00 – 3.24 grade point average

Honor rolls will be computed at the end of each nine weeks and the end of each semester. Four courses (three for seniors) in "common core" necessary for the Principal's Honor Roll. Common core courses include Language Arts, Mathematics, Science, Social Science, Foreign Language, and Computer Science courses. Freshmen must be enrolled in three common core courses. Students are not eligible for the honor roll if a grade lower than a "C" is received in any class.

EXAMINATIONS

Teachers may administer tests in their classes at their discretion during the school year. A definite date and time will be provided for final semester examinations. All students will be required to take semester final exams. Students who fail to take semester examinations may be given no credit for the examination. All examinations (except finals in May), test, term papers, and major assignments handed in by students will be corrected and returned by the teacher.

GRADE REPORTS

Report cards are issued at the end of each nine weeks session. Letter grades are used to designate a pupil's progress.

Progress reports may be sent at any time between marking periods of students who need some type of special attention. These reports do not necessarily mean that a student is failing, but a deficiency is noted which needs correction. Acknowledgment of this report by a note, a phone call or visit to the teacher is appreciated.

GRADE SCALE

A	100-90
B	89-80
C	79-70
D	69-60
F	59 and below

ACADEMIC LETTERING

Students may earn an “Academic Letter” at Haven High School if they meet the following criteria:

1. A Grade Point Average of 3.5 must be achieved. The G.P.A. will be based on one year. Each year will stand by itself for the purpose of the Academic Letter.
2. A grade of D or F will disqualify the student for a letter, even if the 3.5 G.P.A. is achieved.

INTERNSHIP PROGRAM

Enrollment Criteria:

1. Students must have completed and received a B average or better in a related career technical class prior to enrolling in the internship program.
2. Students have had no more than ten excused absences during the year prior to the internship.
3. Students have had no unexcused absences during the year prior to the internship.
4. Students have had no history of being removed from class for misbehavior or suspended from school for any reason during the year prior to an internship.
5. Students must be on track to graduate according to Haven High School requirements.
6. Students must submit a completed internship application and an updated resume to the Internship Coordinator.
7. Students must participate in Junior Shadow Day.
8. Exceptions to the above criteria may be allowed at the discretion of the Instructor, Internship Coordinator, or Administration.

CHECKING OUT OF SCHOOL

1. After a student has reported to school grounds he/she is not to leave the building at any time except after reporting to the office and receiving permission.
2. If a student finds it absolutely necessary to leave during the day, he/she must report to the office for the proper permit slip which requires approval from parents.
3. Permission will not be granted unless a telephone call has been received from the parents.
4. Failure to follow the proper procedure when leaving the building could result in some disciplinary action taken at the discretion of the administration.
5. Daily, weekly and special bulletins will carry announcements of students who are to be excused to take part in special activities. In such cases, the student is not to be marked absent and they will be given the opportunity to make up for the work missed.
6. A student checking out and missing more than one half of the period will be counted absent.

ATTENDANCE AND TRUANCY POLICY

Any form of absences beyond **10 days a year** will be considered excessive/unexcused and will require a medical/professional note to be excused or have administrative approval. All professional notes intended to excuse absences must be received by the office within 1 business day.

Excused absences will be approved for the following

- A. Student illness
- B. Medical professional appointment
- C. Death or serious illness in the family
- D. School sponsored activities
- E. Emergencies
- F. In-School Suspension
- G. Out of school suspension

Unexcused absences that meet the state statute truancy markers will be reported to the county District Attorney's office. Student unexcused absences will be addressed by the administration in respect to disciplinary action.

K.S.A. 72-1113(c)(1): "Whenever a child is required by law to attend school and such child is inexcusably absent there from on either three (3) consecutive days or five (5) school days in any semester or seven (7) school days in any school year, whichever occurs first, such child is truant. A child is inexcusably absent from school if s/he is absent therefrom all or a significant part of a day without a valid excuse acceptable to the school employee designated by the Board of Education to have responsibility for the school attendance of such child."

A phone call or visit from a parent or legal guardian will be required to verify an absence. The school should be notified of student absences by 9:30 a.m. the day of the absence. Absences which are not verified will require the student to obtain an admit slip from the office before 8:00 a.m. on the day he/she returns to school.

Students should be fever free before returning to school.

A doctor's or dentist's statement or appointment card may be submitted to the office in lieu of a phone call or visit if advanced notice is given to the office prior to the appointment.

The administration will make the determination as to the absence being excused or unexcused in accordance with the policies of USD #312.

It is the responsibility of each student to make up all work missed due to absences. An authorized school activity or an excused absence allows the student the privilege of making up the work missed and receiving a grade and credit when the make-up work is completed within a reasonable amount of time. A reasonable amount of time for doing make-up work would be suggested as the number of days absent plus one day.

EXCUSED: Excused absences shall include any absence because of personal illness, serious illness or death in a student's immediate family, necessary medical or dental appointments, personal or family emergencies. All necessary medical and dental appointments should be verified with a doctor's statement on official stationery. This should be presented to the attendance office when the student returns to school. The administration reserves the right to judge the sufficiency of any claimed emergency. All other excused absences should have the prior approval of the administration. This prior approval should be obtained well in advance of the date when the student will be absent.

UNEXCUSED: Our school is committed to the philosophy that every student should attend every class every day. Regular attendance and punctuality are expected in all classes and are essential for success in school. The intent of this attendance policy is to place the responsibility for attendance upon the student and the parent. All unexcused absences accumulate on a yearly basis. Haven High School will strictly enforce the Compulsory Attendance/Truancy Laws as stated in K.S.A. 72-1113. Administration will determine the definition of unexcused absences.

ILLNESS DURING SCHOOL

If a student becomes ill during the day, he/she may not leave without checking out through the office. Students not ill enough to leave school will remain in their classrooms. Those students waiting for parents or a ride may wait in the office area or in an area deemed appropriate for mitigation of illness transmission.

DISCIPLINARY GUIDELINES FOR EXCESSIVE TARDINESS

Tardies are a classroom disruption and will be handled as a disciplinary action. Students at Haven High School will be counted tardy if they are not in class according to classroom procedure when the final bell rings. Any student tardy to his first class of the day must report to the office before going to class for determination of the validity of the tardy. Any student detained by a teacher must obtain a pass from the teacher for admittance to the next class. Otherwise, any tardy that results will be an unexcused tardy. A student more than 5 minutes tardy to class will be considered absent and the excused/unexcused absence policy will be in effect. The tardy policy is as follows. All tardies are cumulative throughout the seven period day for one semester.

3rd Tardy:	One Hour Friday Night Detention (3:30 - 4:30)
4th and 5th Tardy:	Two Hour Friday Night Detention (3:30 – 5:30)
6th and 7th Tardy:	One Day In-School Suspension
8th and 9th Tardy:	Two Day In-School Suspension
10th and 11th Tardy:	Multiple days of In-School Suspension or out of school suspension
12th Tardy and beyond:	The 12th tardy will also result in a request for a conference among administrators, parent/guardian and the student to determine discipline and a plan of action to improve the student's punctuality.

ADVANCE NOTICE OF ABSENCE

Teachers may give advanced make-up work to students who need to be gone.

However, it will be the students' responsibility to plan ahead and forewarn each instructor of a planned absence. The best interest of the student may not be served if class work is such that it should not be given out of sequence.

MAKE-UP WORK

In many cases, classes are taught in a progressive manner and in a logical sequence. One lesson may be the groundwork for all succeeding lessons. It is to the discretion of each teacher to determine specific requirements for make-up work in each class. An expected requirement would be conferring with the student outside of regular class time (before, during, or after school), to help bring the student up to date.

A reasonable amount of time for make-up would be interpreted as the number of days absent plus one day.

Absences from final presentations or long term project work will need to be pre arranged unless an emergency has arrived. Students may not be able to make up the work from the absence. The definition of emergency will be interpreted by the teacher and/or administration. Students assigned to the A-Room or in school suspension will not be granted extra time to complete make-up work. Students that are out of school suspended are expected to work while at home and may not be granted additional time to complete make-up work.

SKIP DAYS

Skip days are not approved and may be considered an unexcused absence.

COLLEGE/POST SECONDARY VISITATION DAYS

Each Senior is permitted three college/postsecondary institution/carrier shadow visitation days if arrangements are made in advance through the Guidance Office. Each Junior is permitted two college/postsecondary institution/carrier shadow visitation days if arrangements are made in advance through the Guidance Office. These visits are considered a school activity and do not count towards a student's 10 days of excused absences. College visitation days will not be excused if taken within two days before or after a school vacation. To count as a college visitation day, the student must visit with a college official. Exceptions to this policy will be made by the principal contingent upon circumstances.

KSDE WELLNESS POLICY GUIDELINES FOR USD 312

Background information:

FEDERAL LAW: The Child Nutrition and WIC Reauthorization Act of 2004, the U.S. Congress established a new requirement that all school districts with a federally-funded school meals program develop and implement wellness policies that address nutrition and physical activity by the start of the 2006-07 school year.

STATE LAW: Senate Bill 154 required the Kansas State Board of Education to establish wellness policy guidelines. This bill was written into law as Kansas Statute 72-5128.

COMPLETE DISTRICT WELLNESS POLICY: The entire Wellness policy is available upon request and includes additional guidelines that are being addressed by food service, health/PE teachers and/or building administrators. The guidelines noted in this document only address those that classroom teachers need to be aware of.

LOCAL WELLNESS POLICY

The program shall:

- Include goals for nutrition education, physical activity and other school-based activities designed to promote student wellness in a manner that the board determines is appropriate;
- Include nutrition guidelines for all foods available in each school during the school day; the objectives of the guidelines shall be to promote student health and reduce childhood obesity;
- Assure that guidelines for reimbursable school meals shall not be less restrictive than regulations and guidance issued by the Secretary of Agriculture, as those regulations and guidance apply to schools;
- Establish a plan for measuring implementation of the local wellness policy, including designation of one or more district employees who shall be charged with operational responsibility for ensuring the wellness policy is effectively enforced; and
- Involve parents, students, representatives of the school food authority, the school board, administrators and the public in the development of the school wellness policy.

STUDENT BEHAVIOR DISCIPLINE

USD 312 administration will apply consequences by utilizing consistent discipline guidelines. Guidelines for disciplinary actions including, but not limited to, detention, in-school suspension, out of school suspension, long term suspension, expulsion, or community service.

SUSPENSION AND EXPULSION

Kansas Law 72-6144. Grounds for suspension or expulsion; who may suspend or expel. The board of education of any school district may suspend or expel, or by regulation authorize any certificated employee or committee of certificated employees to suspend or expel, any pupil guilty of any of the following:

- (a) Willful violation of any published regulations for student conduct adopted or approved by the board of education;
- (b) conduct which substantially disrupts, impedes or interferes with the operation of any public school;
- (c) conduct which endangers the safety of others or which substantially impinges upon or invades the rights of others at school, on school property, or at a school supervised activity;
- (d) conduct which, if the pupil is an adult, constitutes the commission of a felony or, if the pupil is a juvenile, would constitute the commission of a felony if committed by an adult;
- (e) conduct at school, on school property, or at a school supervised activity which, if the pupil is an adult, constitutes the commission of a misdemeanor or, if the pupil is a juvenile, would constitute the commission of a misdemeanor if committed by an adult; or
- (f) disobedience of an order of a teacher, peace officer, school security officer or other school authority when such disobedience can reasonably be anticipated to result in disorder, disruption or interference with the operation of any public school or substantial and material impingement upon or invasion of the rights of others.

History: L. 1970, ch. 300, § 1; L. 1994, ch. 307, § 1; May 12.

Source or Prior Law:

72-8901.

Students behavior that violates the following may be subject to in or out of school suspension or expulsion. (This is not an all inclusive list). Repeated violations may result in increased consequences and/or expulsion.

1. Vandalism
2. Possession/use or distribution of tobacco products (includes vape and E-cigs) at school or at sponsored school event or on school property at anytime
3. Use, suspected use, possession, or distribution of alcohol, drugs, simulations of drugs or drug paraphernalia.
4. Disrespect, harassment, intimidation, and threats to staff, students, or others in the educational environment or disobedience of staff
5. Fighting
6. Leaving school without permission of a school authority.
7. Possession or use of fireworks
8. Throwing food or lunch materials
9. False fire alarm pull
10. Possession of matches or lighter
11. Set or attempt to start fire
12. Use of inappropriate language directed towards staff, students, or others affiliated with the district
13. Committing an act dangerous to others
14. Stealing or possession of a stolen item
15. Repeated violations of school policies
16. Use, possession of a weapon or simulation on USD 312 property or school events
17. Violation of acceptable use policy for electronic devices
18. Assault/ Battery of others
19. Terroristic threat
20. Participation in any walk out, strike, or protest/demonstration
21. Violation of dress code
22. Inciting racial unrest/social issues
23. Making derogatory comments/slurs about the sexuality, religion, race, gender or other language used to discriminate others
24. Recording and/or collecting of audio or video/images of students and/or staff in the building without permission
25. Inappropriate behavior
26. Disruptive behavior

Acts outside of this list are considered isolated and may be subject to discipline. Administration will handle such actions on a case by case basis and deliver appropriate disciplinary action in accordance with laws, policies, and/or regulations.

A written notice of any short term suspension and the reason therefore shall be given to the student involved, to his/her parents or guardian and to the Board of Education within twenty-four 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 the student and representative should meet. A parent conference is required for a student to be reinstated after an out-of-school suspension. All suspension will be in compliance with K.S.A. 72-8901 and in accordance with due process as outlined by Kansas statute.

DISCIPLINE WITH CONSIDERATION OF EXTRA-CURRICULAR ACTIVITIES

Students may not be allowed to participate in an extra-curricular competition or performances on the day of out-of-school or In-School Suspension.

KANSAS SCHOOL SAFETY AND SECURITY ACT

Effective July 1, 1996, Kansas Law (HB.2821) requires a report be made to the police for any act “which constitutes the commission of a felony or misdemeanor or which involves the possession, use or disposal of explosives, firearms or other weapons”.

72-89b03. Information regarding the identity of specified pupils, disclosure requirements; criminal acts, reports to law enforcement agencies and state board of education; school safety and security policies, availability; civil liability, immunity. (a) If a school employee has information that a pupil is a pupil to whom the provisions of this subsection apply, the school employee shall report such information and identify the pupil to the superintendent of schools. The superintendent of schools shall investigate the matter and, upon determining that the identified pupil is a pupil to whom the provisions of this subsection apply, shall provide the reported information and identify the pupil to all school employees who are directly involved or likely to be directly involved in teaching or providing other school related services to the pupil.

SEARCH CANINES

Search Canines are invited to our school each year to help keep our students and school safe. Multiple times each year they will conduct random searches of the school grounds. Students found to be in possession of items deemed inappropriate, or, in violation of school and district policies may receive consequences.

WEAPONS

A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon on the school grounds or off the school grounds at a school activity, function or event.

This policy shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon. Possession of a firearm shall result in expulsion from school for a period of one year (186 school days), except that the superintendent may recommend that this expulsion requirement be modified on a case-by-case basis.

As used in this policy, the term “firearm” means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, or any firearm muffler or silencer; or any destructive device.

As used in this policy, the term “destructive device” means any explosive incendiary or poison gas; bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce minimum, or other device similar to any of these devices.

No personal protection devices including but not limited to pepper spray, mace, and tasers are allowed at school, at school activities or on school grounds.

ALTERNATIVE ROOM SETTING (A-ROOM)

The alternative room is a room used for alternate placement in the building. Students placed in the alternative room may be there for discipline or alternative setting.

Students assigned to the Alternative room will be required to report prior to the start of school with appropriate texts, papers and writing instruments. These students will be allowed a five-minute break in the morning and another five-minute break in the afternoon. Students assigned to the Alternative room will be allowed a lunch period under continuous supervision of the Alternative room supervisor.

Students placed in the Alternative room are expected to follow all rules and directions given by staff. Inability to do so may result in further disciplinary action.

Rules for Alternative room:

1. Absolutely no communication with other students
2. Remain in chair
3. No food, gum or drink while in In-School Suspension except during lunch.
4. No Sleeping.
5. Students are expected to work on school assignments
6. Breaks – Restroom and drinks once in the morning and once in the afternoon.
7. Any violation of rules may result in immediate suspension out of school.
8. No access to personal devices

APPEAL OF DISCIPLINE

Discipline review and appeal for long term suspension may be requested from the parent/guardian. Such action requires a written request by the parent/guardian to the building principal within ten days of suspension notification. This process is an informal hearing process. Short term suspensions and detentions are not subject to appeal.

BULLYING /HARASSMENT

Haven USD 312 Bullying Definition:

Behavior that is unfair or one sided. It happens when someone repeatedly keeps making fun of, hurting, frightening, threatening, or leaving someone out on purpose.

Haven USD 312 Bullying Policies

The USD 312 Board of Education believes that all students have a right to a safe and healthy school environment.

The district, school and community have an obligation to promote mutual respect, tolerance, and acceptance.

Haven USD 312 will not tolerate behavior that infringes on the safety of any student and/or disrupts the educational process. A student shall not bully, intimidate, or harass another student through words or action, written, drawn, or spoken. Such behavior includes, but is not limited to: direct physical contact, such as hitting or shoving; threats; verbal assaults, such as teasing or name-calling; and social isolation or manipulation either in person or on the internet, while on school district property or as an educational disruption brought to the school through a personal or commercial internet communication.

This policy applies to students on school grounds, while traveling to and from school in school provided vehicles, while waiting for the arrival of, or immediately following the departure of any school bus at designated school bus stops and at school-sponsored activities whether on or off campus. This policy also includes conduct occurring off campus which manifests itself at school and results in a disruption of the educational process.

Students who violate this policy are subject to disciplinary action.

The 2013 Legislature amended the anti-bullying statute (KSA 72-8256) and effective July 1, 2013 requires schools to include the following in their bullying policies:

1) Bullying means: a) any intentional gesture or any intentional written, verbal, electronic or physical act or threat either by any student, staff member or parent towards a student or by any student, staff member that is sufficiently severe, persistent, or pervasive that such gesture, act or threat creates an intimidating, threatening or abusive educational environment that a reasonable person, under the circumstances, knows or should know will have the effect of:

- a. Harming a student or staff member, whether physically or mentally;
- b. Damaging a student or staff member in reasonable fear of harm to the student or staff member; or
- c. Placing a student or staff member in reasonable fear of damage to the student's or staff member's property;
- d. Cyberbullying; or
- e. Any other 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 € of K.S.A. 72-8205 and amendments thereto.

Playfulness/Banter vs. Bullying/Harassment

Playfulness/Banter

- **Allows the teaser and teased to swap roles with ease**
- **Is innocent in motive; NOT intended to hurt the other person**
- **Maintains the basic dignity of everyone involved**
- **Pokes fun in a lighthearted, clever way**
- **Is meant to get both parties to laugh**
- **A small part of shared activities of all parties**
- **Is stopped when the teased becomes upset**

Bullying/Harassment

Harassment and bullying are overlapping terms

- **Is based on an imbalance of power and is one-sided**
- **Is sinister in motive-intended to harm**
- **Involves humiliation, cruel, demeaning comments**
- **Includes laughter directed at the target, not with the target**
- **Is meant to diminish the sense of self-worth of the target**
- **Induces fear of further taunting or physical contact continues even though the target is upset or distressed**

Sexual Harassment

Sexual harassment is any unwelcome behavior of a sexual nature that interferes with the learning process and creates a negative school atmosphere for the victim; it is unsolicited and non-reciprocal. Harassment includes use of sexist terms, comments about body parts, sexual advances, unwanted touching, gestures, taunting, sexual graffiti or notes, and spreading rumors about a classmate's sexual identity or activity. Repeated harassment is bullying. Haven High School urges victims of sexual harassment and/or bullying to report their victimization promptly to a teacher or the principal. Teachers and/or administration will investigate all complaints. The complainants' statements will be kept as confidential as possible and the complainant does not have to face those doing the harassing or bullying. The complainant can end the school's informal investigation at any time and make a formal criminal complaint. The goal of the investigation will be a fair resolution that includes, if warranted, appropriate and corrective action.

Racial and Disability Harassment

JGECA

(See GAACA, GAAB, GAF, JDDC and KN)

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 so 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 in policy KN.

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.

If discrimination or harassment has occurred, the district will take prompt, remedial action to prevent its reoccurrence.

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 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 or discrimination against any person who has filed a complaint or testified, assisted, or participated in any investigation, proceeding, or hearing involving 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.

Racial and Disability Harassment Cont.

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, if applicable.

Approved: February 2017

KASB Recommendation—8/98; 7/03; 4/07; 6/09; 9/12; 6/15; 6/16

Incident Investigations

Building administrators may conduct investigations and question students about infractions of school rules or the student behavior code. If there is 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.

Kansas Reporting Laws:

Mandated reporters are required to report child abuse or neglect under the Kansas reporting law (K.S.A. 38-2223) as follows: (a) Persons making reports. (1) When any of the following persons has 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 as provided in subsections (b) and (c); 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;

SAFETY DRILLS

Fire, intruder, earthquake, shelter in place, tornado and other safety drills are held regularly to develop safety practices that will help students react quickly and safely in a real emergency. Rules of safety and evacuation are posted in each classroom. All persons are asked to take these drills seriously.

SECURITY CAMERAS

Security Cameras are in use in the building. Video may be used for reasons such as discipline evidence and safety purposes.

ELECTRONIC DEVICES

Unauthorized use of electronic devices is prohibited unless approved by the administration. Parents must pick up all confiscated electronic devices. Electronic devices are prohibited at school assemblies. Any student that chooses to bring their personal laptop or chromebook, or iPad, must register that device with the director of technology for USD 312.

Cell Phone Policy

No student cell phones, smart watches that connect to cell phones or other electronic devices, earbuds, air pods, or bluetooth headphones will be allowed to be in use in classrooms during the school day, for any reason.

Cell phones must be on silent or off and stored inside backpacks or lockers. Phones may only be accessed before or after school, while in the hallway during passing periods and at lunch. The school is not responsible for lost, stolen, or misplaced cell phones or other electronic devices.

1st Offense - Device confiscated and returned to student after school

2nd Offense - 1 hour detention

3rd Offense - 1 Day ISS and phone turned into the office for 5 school days

4th Offense - 3 Days ISS* and phone turned into the office for the remainder of the quarter

5th Offense & Beyond* - OSS/admin. discretion and phone turned into the office for remainder of the semester

* Device confiscated and returned to parent/guardian

PLAGIARISM AND ACADEMIC DISHONESTY

Academic dishonesty is not acceptable. Cheating, defined as copying another student's work and claiming it as your own and plagiarism, defined as the use of another's ideas or writing without giving credit to the true author, are both prohibited practices. Materials taken from electronic sources are covered by this policy.

A student who engages in any form of academic dishonesty will be subject to the loss of credit for the work in question, as well as other disciplinary measures. Multiple infractions can result in loss of class credit.

AFTER SCHOOL DETENTION SESSIONS

After school detentions may be assigned by the administration to enforce school regulations. Detention time will convene promptly at 3:30 and may last until 5:30 p.m.

Students may be assigned classroom work to complete and return to the instructor. Credit will be given and all assignments must be completed. **Very few** excuses will be accepted for dismissal from detention, including work, parental request, etc. Failure to attend detentions will result in an office referral and additional disciplinary action. Plus, the original detention will be rescheduled.

After School Detention Procedures

1. Begins promptly at 3:30 p.m.
2. The student should bring all work, assignments, and materials. Students will not be dismissed from class to go to lockers.
3. Students are required to stay busy on **legitimate** schoolwork the entire time. Work sessions will be fifty-five minutes with five-minute restroom breaks each hour.
4. Please return from the break period promptly. Late returnees will receive an additional tardy referral. Leaving early will result in an office referral.
5. No food, candy, pop, electronic devices, etc. are to be brought into the classroom.
6. **Absolutely no** disruptions will be tolerated. Any lack of cooperation, rudeness, sleeping, failure to work, excessive tardiness, horseplay, eating or violation of any school or detention session policies will result in removal from the session and an office referral.
7. Supervisors need not ask students to correct their conduct. Students may be dismissed without prior warning; consequently, students must observe all guidelines at the start of the session.

SPORTSMANSHIP

Those who are in attendance at Haven High School activities will adhere to Citizenship/Sportsmanship Rule 52 as members of the Kansas State High School Activities Association. Sportsmanship is a way of thinking and behaving.

- a. Be courteous to all participants, coaches, officials, staff and fans.
- b. Know the rules, abide by and respect the official's decisions.
- c. Win with character, lose with dignity
- d. Display appreciation for good performance regardless of the team
- e. Exercise self-control and reflect positively upon yourself, team and school.
- f. Permit only positive sportsmanship behavior to reflect on your school or its activities.

All actions are to be **for, not against: Positive, Not Negative or Disrespectful!**

STUDENT - TEACHER ASSIGNED CONFERENCE

Teachers may detain students after regular school dismissal if there is benefit for a student-teacher conference. Some signs of the necessity of a student-teacher conference include:

1. Back work (daily lesson assignments, book reports, special projects, tests, etc.) that has not been completed within a reasonable amount of time.
2. Failing work for the previous week.
3. Poor citizenship

The student-teacher conference is scheduled to begin at 3:30 p.m. and may extend until 4:30 p.m. One day's notice will be given to all students scheduled for the conference period in order that transportation home can be arranged.

Conferences not served may result in an office referral.

DRESS CODE/STUDENTS

Each student attending Haven High School shall be responsible for maintaining appropriate school dress and for the development of personal grooming standards, which will result in a neat, clean personal appearance, avoiding disruptions in the learning environment. Shoes are to be worn at all times.

Extreme or sloppy styles, which are disruptive, will not be allowed. Clothing or other wearing apparel that promotes and/or advertises alcohol, tobacco, or illegal substances is prohibited.

The building administration and staff are responsible for requiring students to make improvements to appearance that is disruptive.

Students who participate in or attend interscholastic activities will be expected to adhere to the personal appearance standards developed by the directors or coaches of those activities and as approved by the building principal.

The following items listed are considered inappropriate for school wear: (not an all-inclusive list)

1. Hats and caps – to be left in lockers during regular building hours and not to be worn or carried around during regular building hours.
2. Hoods and Sunglasses are not to be worn in building
3. Skirts, Spandex, boxer shorts, and shorts that are excessively short, low cut, or torn.
4. Clothing that exposes the chest area, mid-section or buttocks.
5. Students are not permitted to wear sleeveless shirts that are split on the side. Shirts should cover the midriff area and fit the armpit area.
6. Obscene, double-meaning or suggestive clothing
7. No sagging pants.
8. Blankets are not brought to classes or worn in hallways, with the exception of designated days.

PARKING PERMITS

All students and staff automobiles will be required to have a parking permit if they are parked on school property during regular school hours. Permits will be provided at no cost and may be obtained in the high school office.

PARKING REGULATIONS

To provide for the safety of all parties concerned, the following driving and parking regulations are in effect for Haven High School.

1. The parking lot is considered an extension of the school and all school regulations apply thereof.
2. Maximum speed is 10 mph.
3. The parking lot is not to be used as a turnaround: therefore, when students enter the lot the vehicle is to be parked.
4. Once the car is parked, it is not to be driven during the school day without permission of the office.
5. Students are not allowed to be in the parking lot during the school day without permission from the office.
6. Any violation while sitting in a car on school property will be considered a violation of the policy of the school.
7. These regulations also apply to other types of vehicles driven or ridden to school.
8. The school expects students to drive courteously and at a safe speed at all times and will not hesitate to take the steps necessary, including fines, to eliminate reckless driving.
9. Park vehicles within the marked parking slots.
10. All student vehicles will be parked in the east parking lot, and must have a parking permit.
11. Students are not to loiter in the parking lot before or after school. After the vehicle is parked, all occupants must come into the building.

ABSTINENCE SEX EDUCATION INSTRUCTION POLICY
(Including AIDS Education)

1. USD #312 may present an abstinence only sex education curriculum to students in grades 5 – 9.
2. Prior to teaching the sex education materials, parents will be provided curriculum objectives, a bibliography of materials, and the procedure for opting their student out of all or part of the program. It is suggested that parent meetings be scheduled for this purpose whenever possible. If this meeting doesn't occur, notification will be made by mail.
3. USD #312 Policies provides every parent with an opportunity for his/her child to "opt out" of all or part of the sex education instruction without penalty. This "opt out" request must be made in writing. Parents may use the form on page 34 for this purpose. (This "opt out" process will be published in the school handbook).
4. Below high school level, the topics of human reproduction and physical changes shall be taught in homogeneous groups.
5. Outside agencies provide programs, which deliver or supplement some of the objectives listed in this guide.

IDENTIFICATION BADGES AND HALL PASS

Identification Badges will be issued to all students. Students are not allowed to deface either the image on the ID badge or damage the ID badge. Replacement Identification Badges may be purchased in the office at an escalating price for each replacement. Replacement ID badges will cost \$5.00. Students not complying may receive a disciplinary behavior referral.

Teachers must issue a hall pass on all occasions requiring a student to be absent from a classroom. Personal reasons (locker privileges, restroom, etc.) will be handled by the teacher. These reasons should be of an emergency nature and not because the student necessarily desires to do so. These will be issued on a limited basis and if abused then the privilege will be withdrawn.

Counselors when requesting a student from classrooms may also use hall passes. Usually a counseling appointment will not involve the entire period.

They will also be used when a student is called to the office.

ASSEMBLY PROGRAMS

A limited number of assembly programs will be selected, financed and scheduled by the student council, faculty and administration each year. Programs will be selected that are informative, educational, and entertaining. Student body attitudes toward assemblies and respect shown for the participants will determine the number of programs scheduled. Students are expected to demonstrate proper respect toward the presenters. Whistling, shouting, obnoxious clapping, or any action that draws attention to individuals in the audience is not considered proper respect for performers.

ABNORMAL OR IRRATIONAL BEHAVIOR

If a student exhibits unusual or abnormal behavior, the parent may be required to have the student undergo psychological testing to ascertain the cause of the disturbing behavior, during which time the student is not allowed in school or attend school activities. Once the student's testing is complete and deemed not a threat to themselves or others by a licensed professional. He or she may be admitted back to school.

When it is determined that any student whose actions are abnormal, irrational, or suffers from emotional disturbances, and that behavior and/or academic performance is not normal, the following steps will be taken:

1. The student may be given an alternative placement, including but not limited to remote learning, until a conference has been held between the student, parent and an administrator.
2. The student may be evaluated by the appropriate agency whenever possible to verify the condition and cause of behavior at the expense of the parent.

LUNCH

All students will report to the cafeteria during the lunch period whether they are eating lunch or not. This excludes grab and go breakfast programming. Taking food or drink from serving lines or other students' trays without paying will be dealt with according to school discipline policies.

Students may walk home for lunch providing they submit an appropriate parental release form. Violations of agreement will revoke home-lunch privileges.

Only students bringing food and a drink for lunch are permitted to bring outside food and beverages to school. No other outside food or beverages are permitted, unless they receive administrative approval beforehand.

Students without a positive lunch balance will not be allowed to charge for lunch or breakfast. Students are reminded of low balances beginning with a balance of \$10.00. Also, parents have the option of signing up for notification of low balances through PowerSchool. Parents will be notified of low balances using the district notification system.

DUAL CREDIT POLICY

Haven High School juniors and seniors will be provided the opportunity to take classes at local colleges and receive credit through both the college and the high school with the following stipulations.

1. Students must maintain their status as a full time high school student.
2. All classes required by the 312 Board of Education must be completed at Haven High School.
3. In lieu of the above, classes may be completed through alternative learning centers with approval of the Principal of Haven High School.
4. Transportation to and from the college classes will be the responsibility of the student.
5. A College Course Contract must be completed through the counselor's office.
6. If you drop your college course after the first five days of the semester, the following will take place: You will receive a withdrawal on your transcript and there will be no GPA awarded towards that course. Additionally, you will be enrolled in an online course through Odysseyware that you must complete by the end of the semester no matter when you chose to drop the course. This only pertains to online college courses. If you drop a college course that is offered here at the high school, you will stay enrolled in that class for high school credit.

TEACHER AUTHORITY

Teachers are expected to maintain a proper school atmosphere. This responsibility extends beyond their classrooms 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. A student is expected to give his/her own name if asked for by a staff member who is dealing with a problem situation.

CARE OF PROPERTY

In the event a student is apprehended for willfully and maliciously mutilating, defacing or destroying school property the student may be suspended in accordance with Board of Education policy. The student will also be required to pay a dollar amount including labor cost for repairing the damages. Damage resulting from accidents or horseplay may result in full payment by the student(s) responsible. Parents and taxpayers are legally required to pay taxes that build and maintain our school. Damage done to facilities or equipment, buses or books must be paid for with your own family's money. Help protect your school and report vandalism by others.

LOCKERS

Students are assigned lockers at the beginning of school. These lockers and lock combinations are recorded in the office for the student's convenience. Students are not to change lockers for any reason. All lockers are to be kept shut when not in use. Students may check out locks from the office if they wish to lock their lockers. **Only school owned locks may be used. Privately owned locks may be cut off at any time at the expense of the owner.**

Students will be charged for the lock if it is lost or destroyed.

Only administratively approved locker decorations may be placed on or in lockers. Locker inspections may be conducted on a regular basis. Contraband, illegal objects or substances that undermine school discipline or order will be confiscated and student discipline will be assessed by administration.

HALL CONDUCT

Proper conduct in the building is expected at all times. This means students are to pass quietly through the halls and should not loiter, run, push or hit others as they pass.

RESTROOMS

Restrooms are not to be loitered in. Such conduct will be subject to discipline by administration.

DISPLAYS OF INTIMATE AFFECTION

Proper student relationships are expected at all times. Overt physical displays of affection are not acceptable at any time. Physical contact, which exceeds hand-holding, may result in disciplinary action. Repeat offenders may be assessed disciplinary action including suspension.

TRANSPORTATION POLICY

Bus expectations may change by administration if deemed appropriate

1. The driver is in charge of the students and the bus. Students must obey the driver promptly.
2. The driver will assign seats. Students are to adhere to assignments.
3. Students must never stand in the roadway while waiting for the bus. Students must walk on the far left side of the road facing traffic when going to the bus stop. Students must wait in an orderly manner and never push a fellow student. Board the bus only after it has come to a complete stop.
4. Unnecessary conversation with the driver is prohibited. Do not talk loud or distract the driver's attention. Remember safety is in his/her hands.
5. Classroom conduct is to be observed.
6. Students must stay seated while the bus is in motion.
7. Aisle must be kept clear.
8. Keep the bus clean and sanitary at all times. Any trash must be put into provided trash cans.
9. Students must not extend any part of the body or place any objects out of the window. Windows must not be lowered below halfway.
10. Any damage/vandalism must be reported immediately to the driver. (Student will be responsible for damages.)
11. Use or transport of tobacco, alcohol or illegal drugs is prohibited.
12. Animals will not be transported on a bus.
13. Electronic devices like video games and music players may be used, only if it does not cause disruption on the bus.
14. When leaving the bus, students must observe the directions of the driver. If crossing the road, cross in front of the bus after making sure the road is clear.
15. During stormy seasons, students are advised to listen to their home radio for storm warnings. Do not try to reach school when forewarned.
16. District may install and use video cameras to assist with disciplinary action and to monitor buses.

FOLLOW THESE RULES RIDING THE BUS:

1. Rules for behavior are the same as at school.
2. Sit properly in the assigned seat.
3. Be courteous, no profanity, cruel teasing, rude gestures, or put downs.
4. Keep all parts of the body and objects to yourself and inside the bus.
5. No eating or drinking on the bus.
6. Follow the bus driver's directions.

Penalty: For violating these rules students will be reported to the school principal who can deny students the privilege of riding the bus.

CONSEQUENCES FOR MISBEHAVIOR ON BUS

- 1st Time - Warning
2nd Time - Referral to principal, parent conference, probation, possible Tuesday or Thursday detention.
3rd Time - Referral to principal, suspension from bus for 3 days.
4th Time - Referral to principal suspension from the bus for 5 days.
5th Time - Referral to principal, suspension from bus remainder of semester.
Severe - Immediate suspension from the bus. Penalty determined by school policy and administration

ACTIVITY TRANSPORTATION

As a rule, students shall ride school provided transportation to and from the activity site. Students may ride home with their own parents/guardians if approval is given by the sponsor to the parents/guardians at the site.

Students may ride home with the parents/guardians of another student, if prior arrangements are made with the principal well in advance of the activity. Prior arrangements include a parental note and a phone call to the office.

Students are not permitted to ride to/from activity sites with boyfriends, girlfriends, other students, etc. Should emergencies or unusual circumstances occur, they should be reported to and arrangements made with the principal.

ATTENDANCE/PARTICIPATION OF ACTIVITIES

In most cases students absent a significant part of the day (one-half day), the day of the activity are not eligible to participate or be in attendance in that day's activity. The principal will be responsible for reviewing the circumstances and will render a decision of eligibility. All cases are contingent upon circumstances. As a rule, if a student is too sick to attend class ½ day then participation will be denied. Exceptions may be made with a doctor's note or phone call indicating a student's ability to participate in activities. Arrangement for exceptions to this must be made in advance whenever possible.

Those students who have been suspended may not participate in any activities or be on school property until reinstated. Individual coaches/sponsors may set group/team training rules, codes of conduct, etc. Students are obliged to adhere to such policies if they plan to participate in activities.

GRIEVANCE PROCEDURE FOR STUDENTS

A. Definitions:

1. Step One:
 - a. Any student may, or by his or her parent or legal guardian, in writing, present a grievance to the principal of the school the student is attending within thirty days following knowledge of the act or condition that is the basis for the grievance. The principal of the school shall confer with the student and/or parent or legal guardian within five (5) school days of the receipt of the grievance. At the conference his/her parent or legal guardian, and counsel may represent the student.
 - b. The principal of the school will communicate his/her decision concerning the grievance, in writing, with supporting reasons, within five (5) school days following the conference.
2. Step Two:

- a. If the grievance is not resolved at Step One, the aggrieved student may, or by his/her parent or legal guardian, appeal to the Superintendent of Schools within six (6) school days after the receipt of the written decision of the principal.
 - b. The Superintendent of Schools, or his/her designee, shall meet and confer with the student and/or his/her parent or legal guardian on the grievance within ten (10) school days of the receipt of the appeal, with a view to arriving at a mutually satisfactory solution to the grievance. The student and his/her parent or legal guardian will be given three (3) school days notice of the conference. At the conference his/her parent or legal guardian, and counsel may represent the student.
 - c. The Superintendent of Schools, or his/her designee, shall communicate his/her decision in writing, together with support reasons, to the student and his/her parent or legal guardian within ten (10) school days following the conference.
3. The time limits specified herein may be extended, in any specific instance, by mutual agreement.
 4. No reprisal of any kind will be taken by the Board of Education, School Administrators, or school teachers against any student because of his/her participation in any grievance procedure provided herein.

HAVEN HIGH SCHOOL GRADE APPEAL PROCESS

Student data correction requests are a legal right for students in the public education setting. The following process is in place to abide to this right. Response to grade appeals are criteria based and will be conducted by the administration. If the parent/authorized advocate or student 18 years of age or older would like to request a grade appeal, they must do so in writing to the attention of the building principal. After investigation, all decisions by administration are final and considered to satisfy due process. One or more of following criteria must be met to award a change of record:

1. The grade was miscalculated
2. An electronic platform malfunction or error in manual/electronic entry of a grade has occurred.
3. The grading criteria is not directly related to one or more of the following: learning outcomes, standards, or assignments.
4. The grading system is not approved or deemed appropriate in accordance with school policies.
5. There is a clear ethical standards violation
6. A hardship is proven including but not limited to medical

If the parent/authorized advocate or student 18 years of age or older requests a grade/data correction and it is awarded it shall be noted in the below fashion.

- The student transcript shall reflect a “P”, indicating the student has been awarded credit
- The student will not be awarded a change of letter grade such as A, B ,C ,D, or F.
- The indicator “P” will equate as null in the grade point average.

If none of the criteria stated have been met the grade assigned by the educator will remain.

- The student grade card will reflect the teachers assigned grade

COMPLAINT POLICY

In recognition that complaints may arise from time to time with reference to professional employees, and in order to resolve such complaints in a timely manner, the following criteria shall apply.

1. The Complainant should seek to resolve the problem by first going to the teacher.
2. If the Complainant is not satisfied with the outcome, he or she should submit written documentation of the complaint and meet with the building administrator and the teacher.
3. If the Complainant is not satisfied with the outcome, he or she should meet with the superintendent or the superintendent’s designee, the building administrator, and the teacher.
4. When applicable with laws and policies the staff member may have access to the identity of the complainant.

SCHOOL DANCE POLICY

Haven High School dances are open to Haven High School students and registered/administratively approved dates only. Haven High School eligibility policy will be in effect for all dances.

Haven High School students may register their dates prior to Thursday at 3:40 p.m. the week of the scheduled dance, (unless notified differently). Administrative approval will be given upon registration or no later than Thursday. No out of school date may be older than 19 or more than one year out of high school, this applies to all dances, including Prom. All dates must have prior approval. Out of school students/alumni will not be admitted at the door.

All Haven High School students and their dates will observe the published guidelines/policies of Haven High School. Haven High School students will be responsible for their dates.

Do not plan to return to the dance once you have left. The doors will close and be locked 30 minutes after published starting time. Students arriving after this time will not be admitted unless prior arrangements have been made with the administration.

ATTENTION PARENTS AND STUDENTS KSHSAA ELIGIBILITY CHECKLIST
For Junior and Senior High Students to Determine Eligibility When Enrolling

If a negative response is given to any of the following questions, this enrollee should contact his/her administrator in charge of evaluating eligibility. This should be done before the student is allowed to attend his/her first class and prior to the first activity practice. If questions still exist, the school administrator should telephone the KSHSAA for a final determination of eligibility. (Schools shall process a Transfer Form E on all transfer students).

1. Are you a bonafide student in **good standing** in school? (If there is a question your principal will make this determination).
 Yes No
2. Did you **pass at least five new subjects (those not previously passed)** last semester? (The KSHSAA has a minimum regulation which requires you to pass at least five subjects of unit weight in your last semester of attendance).
 Yes No
3. Are you planning to **enroll in at least five new subjects (those not previously passed)** of unit weight this coming semester? (The KSHSAA has a minimum regulation that requires you to enroll and be in attendance in at least five subjects of unit weight).
 Yes No
4. Did you **attend** this school or a feeder school in your district last semester? (If there is a question your principal will make this determination).
 Yes No

If the answer is "no" to Question 4, please answer Sections a. and b.

- a. Do you reside with your parents? Yes No
- b. If you reside with your parents, have they made a permanent and bonafide move into your school's attendance center?
 Yes No

NOTE: **Transfer Rule 18** states in part, a student is eligible transferwise if:

ENTERING HIGH SCHOOL FOR THE FIRST TIME – A senior high school student is eligible under the Transfer Rule at any senior high school he or she may choose to attend when senior high is entered for the first time at the beginning of the school year.

For Junior and Senior High Students to retain Eligibility

Schools may have stricter rules than those pertaining to the questions above or listed below. Contact the principal or coach on any matter of eligibility. A student to be eligible to participate in interscholastic activities must be certified by the school principal as meeting all eligibility standards.

All KSHSAA rules and regulations are published in the official *KSHSAA Handbook*, which is distributed annually and is available at your school principal’s office. Some of those rules are summarized on this page for your convenience. If you have questions, please ask your principal.

Rule 7 – Physical Examination – Parental Consent:

Students shall have passed an adequate physical examination given by a physician and have the written consent of their parent or legal guardians.

Rule 14 – Bona Fide Student – Eligible students shall be a bona-fide undergraduate of his/her school in good standing.

Rule 15 – Enrollment/Attendance – Students must be regularly enrolled and in attendance not later than Monday of the fourth week of the semester in which they participate.

Rule 16 – Semester Requirements – A student shall not have more than two semesters of possible eligibility in grade seven and two semesters in grade eight. A student shall not have more than eight semesters of possible eligibility in grades nine through twelve, regardless of whether the ninth grade is included in junior high or in a senior high school. NOTE: If a student does not participate or is ineligible due to transfer, scholarship, etc., the semester(s) during that period shall be counted toward the total number of semesters possible.

Rule 17 – Age Requirements – Students are eligible if they are not 19 years of age (16, 15 or 14 junior high or middle school student) on or before September 1, of the school year in which they compete.

Rule 19 – Undue Influence – The use of undue influence by any person to secure or retain a student shall cause ineligibility. If tuition is charged, it shall be paid by the student’s parents or guardian or by the school from which the student transfers.

Rules 20, 21 – Amateur and Awards Rules – Students are eligible if they have not competed under a false name or for money or merchandise of intrinsic value, and have observed all other provisions of the Amateur and Awards Rule.

Rule 22 – Outside Competition – Students may not engage in outside competition in the same sport during a season in which they are representing their school. NOTE: Consult the coach or principal before participating individually or on a team in any game, training session, contest, or tryout conducted by the rules of the KSHSAA.

Rule 26 – Anti-Tryout and Private Instructions – Students are eligible if they have not participated in training sessions or tryouts held by colleges or other outside agencies or organizations in the same sport while a member of a school athletic team.

Rule 30 – Seasons of Sport – Students are not eligible for more than four seasons in one sport in a four-year high school, three seasons in a three-year high school or two seasons in a two-year high school.

ACTIVITY SUBSTANCE ABUSE POLICY

Substance abuse is not valued in any capacity by USD 312. The penalty for this is severe and is meant to be a deterrent for the participants in all athletics and activities.

The penalty for a first offense is a one (1) date suspension from participation. The penalty will be enforced on the next scheduled contest or performance date in which the individual is to participate.

The second offense will terminate the individual’s participation in athletics or activities for the remainder of that sport season or activity. Administration will review eligibility for participation in future athletic seasons and activities. This termination will also include forfeiture of any letter awards.

This policy will be in effect for all participants at any time and place during the school year.

The following items will be abusive in nature: Consumption of alcoholic beverages, narcotic, marijuana, addictive drugs, tobacco and tobacco products, steroids, vapes and deleterious (harmful) substances.

ATHLETICS AND ACTIVITIES

SEASON TICKETS: Student \$35.00 Adult \$45.00

These season tickets are good for all Haven High School home games for football, volleyball, and boys and girls basketball games. They cannot be used for tournaments that are held in Haven. Any post season events or KSHSAA sponsored events are NOT included as part of season tickets.

Single admission prices are \$5.00 for students, \$6.00 for adults at the gate

ORGANIZATIONS:

F.F.A.

The Haven FFA is part of the National FFA Organization that envisions a future in which all agricultural education students become premier leaders in their home and community. As an FFA member you'll work on developing your potential for premier leadership, personal growth and career success. The National FFA has more than 500,000 members and is the largest student based organization. By participating in competitions (CDE'S), degree programs, conferences, conventions, retreats and chapter activities, you'll grow in ways that promote leadership, citizenship and cooperation.

F.C.A.

The purpose of the Fellowship of Christian Athletes is "to confront athletes and coaches with the challenge of following Christ and serving Him through their church and in their vocations". It is a fellowship through which people help each other become better people. It is interdenominational, interracial, and embraces both Protestants and Catholics.

NATIONAL FORENSICS LEAGUE

This organization is an educational honor society whose purpose is to encourage and motivate high school students to participate and become proficient in the forensic arts: debate, forensics, public speaking. It also rewards and recognizes students who excel in these areas through an awards system and opportunities to participate in district/national tournaments. Our local NFL affiliate will assist in running the Haven debate and forensic tournaments as well as raise money for debate/forensic projects. This organization is open to all students who are currently on the debate and forensic teams.

KAY

The Kansas Association for Youth is a character building, leadership training club with a membership of more than 24,000. Kay's service projects include school, community, national and world. Representatives attend summer camp and regional conferences.

NATIONAL HONOR SOCIETY

Membership is an honor bestowed upon a student by the faculty. Students are chosen on the basis of leadership, scholarship, character and service and must carry a 3.25 grade average. 15 % of the seniors and 10% of the juniors may be members.

STUDENT COUNCIL

Stuco offers a learning opportunity for students to develop commitments to citizenship, scholarship, leadership, human relationships, and for bettering relationships between administration, faculty and students.

ATHLETICS:

Varsity Football (B)	JV/ Freshman Football (B)	Varsity Volleyball (G)	JV/Freshman Volleyball (G)
Varsity Basketball (B&G)	JV/Freshman Basketball (B&G)	Varsity Track (B&G)	Softball (G)
Cross Country (B&G)	Varsity Tennis (B&G)	JV Tennis (B&G)	Baseball (B)
Wrestling (B&G)			

Non-School Sponsored Student Clubs

Non-school sponsored clubs must fill out a club notification form with administration. Non-school sponsored clubs shall submit a request for use of school facilities prior to using the facilities. A faculty member (or other adult approved in advance) may attend the meetings as a supervisor but may not participate in the group's activities.

Abstinence Sex Education Student Exclusion
(Opt-out Form)

Date: _____

TO: Principal of _____
(Provide name of school)

I request that my son/daughter _____
(Provide name of student)

be removed from the abstinence sex education class as indicated below.

_____ Entire Course

_____ Portions Indicated Below *(Provide specifics)*

I understand that no penalty will occur due to this action.

Parent/Guardian Signature