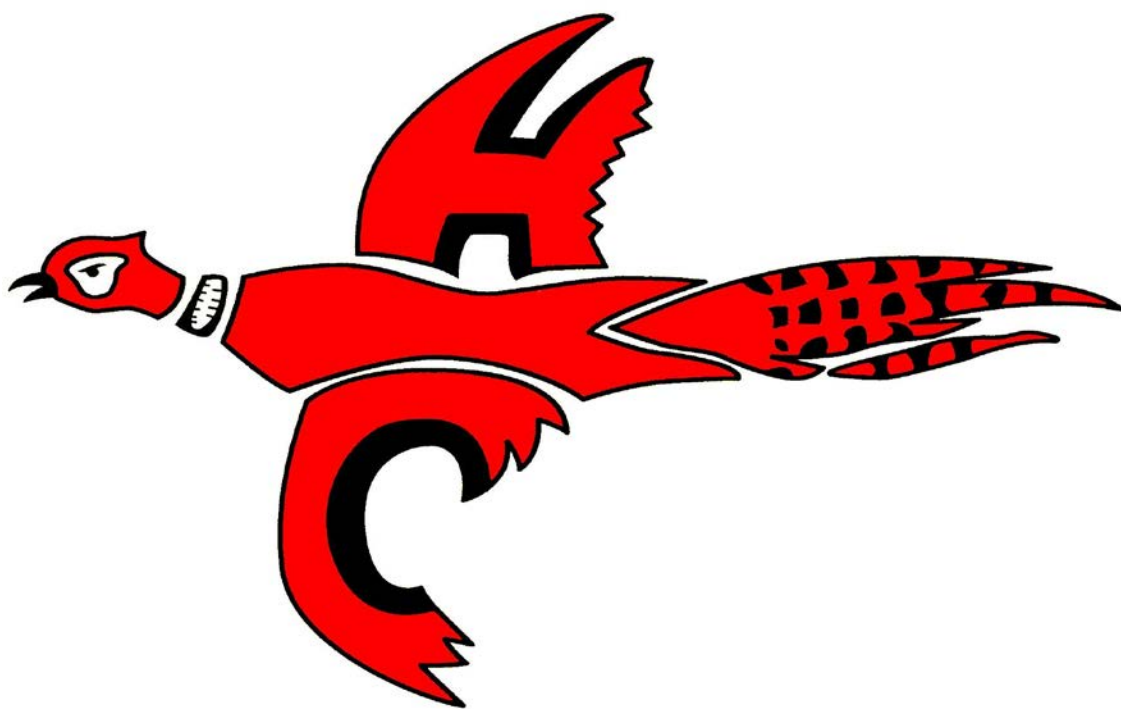


*HILL CITY JR/SR  
HIGH SCHOOL*



*PARENT - STUDENT*  
*HANDBOOK*  
*2018-2019*

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Dear Parents and Students,

We want to take this opportunity to welcome you to another great year at Hill City Jr./Sr. High School, and we hope you will use this handbook to help guide you through another year at HCJ/SHS.

This information provides guidance to you as to what is acceptable behavior and what is not. It also contains information about the school's curriculum. I believe you will gain a great deal by reading and understanding what this handbook represents. You will be a better student if you understand its philosophy and we will be better teachers and administrators if we all work together in fulfilling the objectives set forth by the Board of Education. A great deal has been accomplished to make HCJ/SHS a fine school with an excellent educational program. Our curriculum is strong, our extracurricular programs are extensive, and our sports programs are something that brings great pride to us RINGNECKS. We hope you share in this pride and are doing your best to represent HCJ/SHS in a positive way where ever you are in the community.

Remember that you always represent Hill City JR./SR. High School where ever you go, so do your best in everything you do and bring respect and pride to yourself and your school.

We want to wish you a great year!!

The School Administration and Staff

Approved by the BOE:

## HILL CITY JR/SR HIGH SCHOOL ADMINISTRATIVE STAFF

Alan Stein  
Principal

Jim Hickel  
Superintendent

Christy Keith  
Secretary

### DISTRICT MISSION STATEMENT

The community of Unified School District #281 accepts the challenges of a changing world by preparing our students to be productive and responsible members of society.

### Notice to Parents and Students

The DISTRICT may use video cameras to monitor students riding in district vehicles and to monitor student behavior in or around district facilities; Board Policy JGGA

This Parent/Student Handbook has been developed to inform and assist you in becoming more familiar with our school. You are encouraged to read this handbook with your son/daughter to make sure he/she understands our policies, procedures and programs. **All students enrolled at Hill City High School are held accountable for all policies and expectations noted in this handbook.** The following are but a few of the many state laws and policies of USD #281 and in no way are meant to be construed as inclusive in nature. The full policy and procedures governing USD 281 are available for viewing in the USD 281 Board of Education Office. USD #281 Board Policy Book will supersede any policies or guidelines stated in this handbook. Thank you for your support and best wishes for a successful school year

### School-Wide Expectations

In order to create an environment that will allow Hill City JR/SR High School to carry out its mission, students will be held accountable for the following:

1. Be in place and on time with all necessary materials.
2. Show respect for the dignity and rights of others
3. Be actively engaged in educational pursuit
4. Follow directions given by all school personnel. Arrive every day with an open mind, a positive attitude, and a willingness to learn.

### Non-Discriminatory Statement

Unified School District #281, Hill City, KS, does not discriminate on the basis of race, color, national origin, gender, age, or handicap in admission or access to, or employment in its programs and activities. Anyone having questions regarding the above, please contact the Superintendent of Schools, USD 281, P.O. Box 309, Hill City, KS, 67642; phone (785) 421-2135, Title IX Coordinator and Section 504 Coordinator.

### Family Educational Rights & Privacy Act

The Family Educational Rights and Privacy Act (FERPA) is a federal law that governs the maintenance of student records. Under the law, students over the age of eighteen or parents of students younger than eighteen have the right to inspect student records kept by the school. Access to the records by other entities or persons generally requires prior **written** consent by the student or the parent.

Transcripts fall under the FERPA guidelines. Permission must be granted in writing by the parent or the student in order for a transcript to be issued unless the student is transferring to another public K-12 school. An official transcript must be sent by the school to the receiving school (post secondary) or agency or delivered to the parent or student in a sealed and stamped school envelope. If an unofficial transcript is requested, this may be issued to the parent/guardian or the student without sealing or stamping the envelope.

### **Canine Inspections**

The HCHS campus is routinely inspected by detection canines for prohibited items in order to provide students with a safe learning environment.

### **Access to Building**

All the schools in the district will lock as many doors allowing outside access into the school as practical. All visitors are expected to check-in at the office upon arrival.

### **Drills**

All buildings will conduct monthly fire drills, and occasional tornado, lockdown, and other safety related drills. Local law enforcement may be allowed to participate in some of the drills.

### **Check-Out Procedures**

The parent or guardian shall call prior to their child checking out of school during the school day. If the student informs us of a need to leave before we have heard from home, the school will contact a parent or guardian before allowing the student to check out. All students MUST sign out when they leave AND sign-in if they return during the same school day. The building principal will determine whether the request will be excused or unexcused.

**This procedure is for the safety and security of our students. Leaving school without following the procedures prescribed is an infraction of school policy. A suspension may result for students who leave without following this policy.**

### **STUDENT RESPONSIBILITIES**

- Respect your teachers, coaches, sponsors, and other adults.
- Respect your fellow students.
- Respect your school – its traditions and heritage.
- Respect the educational process – come to school ready and willing to learn.

### **STUDENT RIGHTS**

Along with the responsibilities which will be covered in this handbook, the students of USD 281 have certain rights including but not limited to the following:

- To a safe and orderly environment where educational opportunity is expressed in student achievement.
- To attend a public school so long as the student assumes the responsibility not to infringe upon the rights of others.
- To receive, upon the opening day of school or at the time of enrollment a publication outlining policies.
- To have a classroom atmosphere conducive to learning and to participate in a curriculum will prepare the student for the future.
- To participate with teachers and administrators in recommending school policies and curriculum through the site council, school council, and other advisory entities.
- Of assembly, petition and expression, as long as such actions do not infringe on the rights of others or disrupt the educational program of the school. Student meetings outside of school hours on school property are subject to approval by the principal and require the presence of a staff member or sponsor.
- To receive an educational program allowing all students to express their strengths and learning styles through projects and individualized instruction and assessment to the degree feasible.
- To receive a fair hearing and due process in the case of long term suspension and/or expulsion.

## **STUDENT DIRECTORY INFORMATION**

“Directory Information” includes the student’s name, address, telephone number, date of birth, student’s activities, the height and weight of members of athletic teams, dates of attendance, degrees and awards received and the most recent previous school district attended by the student. Parents or students are asked to inform the school district by September 1 in writing if any or all of the directory information listed above should not be released without written permission. Parents also have the right to request this and other information not to be placed on the school’s web site.

### **District Graduation Requirements**

A student is required to complete twenty-four units of credit in order to graduate from Hill City High School. These units must include:

- 4 units of language arts;
- 3 units of mathematics;
- 3 units of science, one of which shall be a laboratory science;
- 1 unit of World History, at the sophomore level or above;
- 1 unit of American History, at the junior level or above;
- .5 unit of American government at the senior level;
- .5 unit of a social science elective;
- 1 unit of physical education, which will include health education;
- 1 unit of vocational education in the fields of agriculture, home economics, metals, building trades or business
- 1 unit of Fine Arts
- 8 Units of elective courses

### **Repeated Classes**

There are several situations in which students may request to repeat the same course. All requests must be approved by the building principal.

- To gain a higher grade; In this case, only the higher grade is earned, at no additional credit.
- To continue to serve in a familiar capacity. Courses such as a student aide or shop manager may be repeated for credit.
- To recover credits lost. Students may enroll in classes through the Graham County Learning Center in order to recover credits lost. Students approved for this option must complete the enrolled class within the semester they are enrolled.

### **Transfer Students**

Transfer students will be able to apply non-resident credits toward graduation, but these credits will be limited to no more than seven units for each full year of attendance at another school.

### **Foreign Exchange Students**

USD 281 welcomes any Foreign Exchange Student who is sponsored by an approved agency. The student may be eligible to graduate from Hill City High School if he or she has met the requirements or has completed an equivalent course sequence. If these requirements are not met, the student may be eligible for a certificate of attendance.

### **Enrollment**

The building principal and the counselor shall institute a pre-enrollment process in the spring of the coming school year. Student needs and requests for classes shall be met where possible. Formal enrollment shall take place in August prior to the beginning of the school year. Students shall not change schedules after attending classes five days at the beginning of each semester unless unusual circumstances make the change in the best interest of the student. Any change in a class schedule must be approved by the building principal.



## **Fees & Bills**

Text Book Fee - \$35 per student for all students grades K-12. Students qualifying for free meals will have book fees waived. Students qualifying for reduced meals will have a reduced book fee of \$20. Any family unable to afford the fee and does not qualify for free meals may submit a Request to Waive Fees to the superintendent who will present it to the board for approval. Fees may be waived or reduced as a result of the request.

Any student that has unpaid fees or bills, has not been approved for a waiver, or has not made arrangements for payment may not participate in school activities, including clubs, or extracurricular field trips until all fees and/or bills are paid in full. All textbook fees must be paid by September 1st unless other arrangements have been made with the superintendent.

The waiver shall apply to text book fees only and does not provide an exemption for other unpaid bills.

## **Board of Regents Qualified Admissions Requirements**

In 1996 the Kansas Legislature approved House Bill 2668 which established admissions standards for the Kansas Regents Universities. These requirements include three possible routes for admission into a Regents Institution:

- Earn a 2.0 GPA on a fourteen unit pre-college curriculum (see below for details of this curriculum)
- Score 21 or better on the ACT; or
- Rank in the top one-third of the graduating class.

**English** – 4 units required

**Natural Science** – 3 units required

**Social Science** – 3 units required

Biology 1

Biology 2

World History American History

Chemistry

Physics

½ unit American Government

Plant/Soil

Animal

Horticulture I

\*One unit must be in chemistry or physics

**Math** – 3 units required

OR 4 units-1 taken Graduating Year

Algebra 1

Geometry

Algebra 2

Any Course with Algebra 2 as a prerequisite

OR

Algebra 1

Geometry

Algebra 2

AND

Any course with Algebra 2 as a prerequisite

Students must meet the ACT college readiness math benchmark (22)

## **Independent Study and Teacher's Aides**

Independent study courses are offered only through approval of the teacher involved and the building principal. In addition, teacher aids must be approved by the supervising teacher and the building principal. Student aids are graded on a “pass/fail” basis.

## **Senior Work Study**

Graduating seniors who have completed the total number of required classes may be excused from school for part of the school day, providing they meet the following conditions and the request is approved by the Building Principal.

1. The student must be enrolled in five units of credit to be in good standing.
2. The student must be passing in all classes in which they are currently enrolled.
3. The student must have a job for the actual hour they are not in school. The school must have on file this assurance that the job will continue throughout the semester. This does not mean that there is

any obligation to keep a student who is not performing well; only that the job exists if the student performs as expected.

4. The student may not be self-employed.
5. They may not work for their parents/guardian.
5. The student is expected to attend school regularly; and if the student is not in school, they are expected to notify their employer that they will not be at work either.
6. If the place of employment is closed for holidays or special situation in which the student is not needed, that student is expected to be in school for the entire time of the work study.
7. The employer will be expected to file reports ONCE per month of the student's work attendance and progress. This is a simple checklist that is provided by the school and can be mailed or sent to the school at the end of each week.
8. It is the student's responsibility to keep informed of changes in schedule that would require him/here to be here during the usual work hours and to notify the employer of such changes in advance.
9. The student's parent(s) or guardian(s) must approve participation in this program.

**Failure to comply with the conditions stated above may result in the termination of the student's participation in the Work Study Program.**

### **Notification of Failing Students**

Grades are promptly entered into the Powerschool student information system, allowing parents/guardians with an Internet connection constant access their student's progress. After the third full week of school, HCHS generates a weekly Failing List. The building principal, counselor, and teachers have access to this information to aid them in identifying students in need of assistance. Parents/Guardians may be notified by phone when a student is failing. In addition, HCHS sends progress reports home at the mid point of each quarter. However, any parent/guardian may request that additional progress reports be mailed to them at other times during the year.

### **HONOR ROLL**

These shall consist of semester honors. **\*Parents have the option to opt out of their student being listed on the honor roll and put into the newspaper.** By signing the acknowledgement page at the end of this handbook, you are opting out of your student's name being released to the local newspaper for publication.

- Principal's Honor Roll
- Red Honor Roll
- White Honor Roll

### **Grading Scale**

A 90-100    B 80-89    C 70-79    D 60-69    F 0-59

### **Attendance**

Regular attendance is expected of all students. Student attendance is the responsibility of each student and parent. K.S.A. 72-1111 clearly states that **parents and guardians have a legal duty to keep their child in regular attendance**. K.S.A. 72-1113 clearly states that boards of education have a legal duty to adopt rules for determining valid excuses for absenteeism to comply with state statutes.

The statutes state, that if a child is unexcusably absent on any three consecutive days or five or more days in any semester that such child is truant. Excessive absences which may compromise a student's educational opportunity will be subject to existing state laws and appropriate action shall be taken by the school. All violations by law must be reported to the proper legal officials.

Students are expected to be in school except in cases of illness, emergency, or family needs. Any student not reporting to school by 8:15 shall be considered absent unless prior arrangements have been made. Parents are

expected to call the school when a child is absent or is going to be absent. Because we are concerned with the welfare of the student, we will contact a parent if we've not heard from them by 9:00 and if the student is still absent. In the event a student becomes ill at school, a parent will be notified. Students absent more than three consecutive days may be required to present documentation from a physician. Parents are asked to send a note with the student when returning if telephone contact is not made.

In order to participate in co-curricular activities, students must be in attendance by 10:00 AM unless excused by the building principal. Student absent on a Friday may participate in a Saturday activity if given permission by a parent or guardian and the building principal. Attendance shall be calculated to the nearest one full hour for accounting purposes.

### **Tardies**

A tardy is defined as arriving after the second bell indicating the start of class. Students at Hill City Jr/Sr High School are expected to report to class on time and be in the classroom when the bell rings. If a student is tardy to class the teachers will promptly send the student to the office to receive a tardy slip. Each student will receive 2 tardies and on their 3<sup>rd</sup> and all subsequent tardies, the student will be suspended for the next activity that the student is eligible for participation. Activities include but are not limited to, any and all extracurricular and co-curricular activities (sports teams, organizations, etc.) that are sponsored by HCJSHS, organizational trips, activity trips, class trips, and school dances. Students who continue to be tardy for class may be assigned to I.S.S. Tardy checks will be done weekly following the first full week of the semester.

### **Arriving Late to School**

Students should be in their first period class properly prepared. Students late to school must:

1. Sign in at the office with the secretary and receive an "Admit to Class" pass that will indicate excused or unexcused, if it is unexcused the tardy policy above will be followed.
2. Proceed directly to class.

### **Skipping Class**

Not attending class while on campus or leaving the campus without parent/guardian knowledge may result in a 1 day of in-school suspension.

### **Make - Up Policy**

It is the student's responsibility to get the work that they missed made up. The student must take the initiative to contact each teacher to determine work to be made up. Students that have been absent for an illness or family emergency shall have a minimum of one school day to make up assignments for each day of absence.

For all school sponsored activities and pre-scheduled absences, the student will be responsible to contact the teacher(s) and turn in the work before leaving on the activity or being absent if required by the teacher. Individual teachers may extend this make up time as needed for a particular class. **If no new material was covered during the student's absence and the student was aware of having a test on the day of his/her return, the student will be required to take the test on the day of his/her return.**

### **Accidents, Illness, Medications**

In the event of an accident or illness, we will notify the parent or guardian and advise them of the status of the student. A student will not be permitted to leave the building unless the office is given permission to do so by the parent or guardian. In the event a student becomes ill enough to require leaving the school, a parent or guardian or a designated adult must be available to receive the student at home or a designated place.

All medications shall be administered only by the school nurse, office secretary, or designated personnel. All prescription medication must be brought to school by a parent or guardian in the original container accompanied by an order by the physician. This order may be a script from the doctor or can be a phone call made to the school nurse. At no time will students bring or have medication on their person except medication

such as an inhaler, which is ordered by a physician. All over the counter (OTC) medication will be administered by the school nurse, office secretary, or designated personnel. School personnel other than the school nurse, office secretary, or designee will not hold, administer, or release medication for students.

By signing the acknowledgement page at the end of this handbook, you give your consent for immunization information to be released to the Kansas Immunization Program for the purpose of assessment and reporting.

### **Behavior Expectations**

In designing this handbook we do not attempt to make a rule for every possible situation, but rely on the common sense and decency of our students to “do the right thing.” The following are but a few guidelines so students will know how the district policy stands.

- Students shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon at school, on school property or at a school-sponsored event. This shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon. Weapons of any kind are not allowed in vehicles parked on school property.
- Profanity will not be tolerated; use of extreme profanity is subject to an automatic suspension.
- Illegal drugs including alcohol and tobacco may not be brought on the school premises at any time. Any student suspected of being under the influence of alcohol or drugs will have their parents/ guardians notified as well as law enforcement.
- Students attending activity trips must follow all school guidelines. Overnight trips require special cooperation and consideration. Sponsors will notify parents in the event a student is involved in any illegal activity. (Please see Overnight trips below)
- Student lockers are property of the school. Any use of student lockers, which compromises the educational mission of the school, is prohibited.
- Public displays of affection are not allowed during school.

### **Overnight Trips**

Before departing for any overnight trip, event, or activity, all bags, backpacks, coats, etc. will be searched prior to them being loaded into the school vehicle. A male and female adult will be present to perform the search. If a member refuses to have their bag searched, the parents will be called and the member will not be allowed to participate or attend the event. Parents are more than welcome to be present while bags are being searched. Members will also not be allowed to return to their cars after items have been searched.

### **Food and Beverages**

- Food and beverages purchased in the cafeteria during breakfast or lunch must be consumed or disposed of in the cafeteria.
- Other food and beverages may be allowed into the school, or purchased inside the school, and as long as it does not disrupt or interfere with the educational environment.
- Food, beverages, and chewing gum are only allowed in the classroom at the discretion of the teacher.
- Sunflower seeds are strictly prohibited in the school or on school grounds.
- Students are expected to dispose of all solid waste properly in the provided receptacles. Liquid waste should be poured down a drain before the disposal of the container. Failure to do so may result in the ban of all outside food and beverages in the school.

### **Appropriate Dress**

- Caps, hats, and/or bandanas are not to be worn in the building during normal school hours (arrival – 4:00).
- Shirts or other attire displaying references to alcohol, drugs, tobacco, gangs, and profanity or having sexual connotations will not be allowed in school or at school functions. Appropriate student dress and grooming is expected at all times. Any dress or appearance which may compromise the educational

environment is subject to corrective action by any teacher or the principal. The building principal shall make the final determination regarding the dress code. Some unacceptable types of dress shall be: backless shirts, spaghetti straps, tube tops, halter tops, one sleeved shirts, and “sleeveless undershirts.” Tank tops may be worn if the shoulder straps are a minimum of 2 inches wide. All shirts shall cover the midriff. No undergarments shall be visible. Any jewelry or other dress which would compromise the safety of the student, other students, faculty or staff is prohibited.

- Students are to dress appropriately when attending school-sponsored events. Sponsors will not allow students to attend the event. Inappropriate clothing may not be worn to special school-sponsored functions such as awards assemblies, homecoming, and prom.

### **Student Conduct at School Activities**

- Students are encouraged to attend school functions and support school activities.
- Appropriate dress and conduct in accordance with guidelines set forth in this handbook are expected of all students at these events. Students not meeting these expectations will be asked to leave the event. Students are expected to remain where the activity is taking place and shall not gather in hallways or other areas. Failure to comply with this policy may result in the student being asked to leave the premises.

### **Hazing/Harassment/Intimidation/ Bullying/Cyber-Bullying/Sexting/Menacing**

- The board is committed to providing a positive and productive learning and working environment. Hazing, harassment, intimidation, menacing, sexting, or any type of bullying in any form by students, staff or third parties is strictly prohibited and shall not be tolerated in the district.
- The goals of the USD 281 – Graham County Bully Prevention Program include, but are not exhaustive of the following:
  1. Stop bullying behaviors when witnessed.
  2. Assist all staff members in understanding the definition and knowledge of “bullying” and dispel myths.
  3. Assist all students in understanding the definition and knowledge of “bullying” and dispel myths.
  4. Assist all parents in understanding the definition and knowledge of “bullying” and dispel myths.
  5. Provide in-school education about dealing with harassment, bullying, and sexting in our schools.
  6. Provide school staff to assist victims of harassment, bullying, and sexting.
  7. Provide school staff to assist individuals who bully and their families in overcoming behaviors.
- Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. Staff whose behavior is found to be in violation of this policy will be subject to discipline, up to and including dismissal. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or board.
- Individuals may also be referred to law enforcement officials.

### **Acceptable Use of Personal Technology**

When students bring electronic devices into the school, such as laptop computers, cameras, music or video players, portable gaming devices, etc., USD 281 expects that such devices not interfere with classes, coursework, or educational opportunities. We also expect that such devices not be used for the purpose of academic cheating. Such devices that are brought to school at the discretion of students and parents may be confiscated if staff or administration feels that the device is interfering or impeding the learning process. While the school will return such items either to the student or to the parents/guardians, school administration will determine when the items will be returned. In extreme cases, USD 281 reserves the right to keep such technological devices brought into the school for the duration of an academic school year. The following policies pertain to specific forms of technology:

## **Cellular Phones**

While the district recognizes the importance of cellular phones, especially for student drivers, cellular phones should not be brought into the school building during school hours. Students are not allowed to use or carry cell phones anytime during school hours for any purpose (voice transmission, texting, picture taking, games, etc).

Phones will be confiscated by teachers or administration and for the first offense parents will be called to pick the phone up after school (only a parent or guardian may pick up the phone when called by the secretary or principal). Phones are to be left in your vehicle. If you do not have a vehicle, shut the phone off and leave it in your locker or leave it in the office. If you are caught with a cell phone in school during school hours (8:10 to 3:30) you will be given a detention the first time and a day of in-school suspension on all further offenses.

## **Entertainment Devices**

### **(Music, Video, Games, Cameras, etc)**

Students are encouraged to **NOT** to bring these sorts of devices to school;

- These devices are sometimes a target for theft. Students assume all responsibility for the well-being of their personal possessions and the school is not responsible in the event of a theft. Considering the cost of most entertainment devices and the temptation which may result due to their value, it is the advice of the school for students to leave such devices securely stored at home or in a locked vehicle.
- These devices are often a distraction to the learning environment. Thus, it is possible that the school may deem it necessary to confiscate such devices for an extended period of time, up to the duration of the school year.

## **Laser Pointers**

- Laser pointers are prohibited.

## **Laptop Computers**

- Laptop computers from a student's home may be used at the discretion of the classroom teacher for legitimate educational purposes. Use of personal laptop computers to access the district's Internet systems is not to be permitted. Due to the potential for virus contamination, laptop computers are not to be used on the district network without having virus protection.

## **Confiscation of Personal Technology**

- When use of personal technology is deemed by the high school staff to be inappropriate, the item may be confiscated and turned into the office. The item may be returned to the student at the end of the school day or the item may be returned only to a parent or guardian. The student may also face disciplinary consequences.

## **Guidelines for Acceptable Use of School Technology**

- The district takes great pride in our ability to provide all students access to the latest in educational technologies. We expect students to also treat the technology provided by the school with the same pride and respect. The following guidelines pertain to specific forms of school technology:

### **Internet Filtering System: The Firewall**

- By no means and at no time shall students bypass the school's "firewall" or Internet Filters.
- If a student discovers or suspects that the firewall is not functioning, they are held responsible to report this to a staff member immediately. Accessing blocked or filtered internet sites without permission is **NEVER** acceptable and is subject to disciplinary consequences.

## **Internet/Email**

- The Internet shall be used as one method to access information, communicate, and solve problems by utilizing sources, which are appropriate to Hill City Schools.
- Any attempt to access pornographic sites or to send e-mail of offensive content shall be subject to appropriate action.
- All users of the Internet shall be expected to use proper Internet etiquette as posted and will refrain from abuse, destructive, and/or threatening behavior.
- Students will not use email accounts of teachers or staff without prior approval by the staff or teacher involved.
- School personnel may issue additional reasonable guidelines unique to particular classes or activities. Users shall be accountable to these guidelines as applicable.
- At no time shall the technology of the computer hardware be used to benefit a student financially except in the case of an assigned project by a teacher or staff member. If this policy should be broken appropriate action shall be taken by the administration.
- At no time shall computer hardware be used for anything in which a copyright law will be broken (copying of music, software, or game system games from one medium to another medium of equal or different capacity). Any attempt to break this policy may result in suspension or criminal prosecution.
- At no time shall any student use USD 281 computer hardware to house any downloaded/ripped materials (programs, music, pictures, etc.) other than those used for research or class projects. Any of the above mentioned materials that are housed for projects or research must be approved by faculty member in which the project/assignment is being created or by the administration.

## **Hardware**

- We expect students to treat our laptops, printers, cameras and other technological hardware with the utmost respect and care.
- Vandalism or purposeful destruction of hardware will not be tolerated.
- Students who wish to temporarily check-out hardware must obtain permission and follow the checkout procedures developed by the building principal. Items taken home shall to be returned on-time and in good working order.
- Laser pointers are prohibited except for instructional purposes.

## **Copyright and Privacy**

The students and staff using USD 281 technology agree to respect the legal protection provided by copyright license to all mediums including, but not limited to: programs, books, data, articles, photography, artwork, etc. found on the internet or software available in the district. They also agree to protect the privacy of the network by not sharing passwords, trespassing in other's files/folders, or trashing other's files/folders. Students and staff have no expectation of privacy. All information is subject to observation and supervision of the technology coordinator and administration.

## **Revocation of Access to School Technology**

When use of school technology is deemed by the high school staff to be inappropriate, the student will lose access to the technology for a period of time to be determined by the building principal, not less than five school days and the loss of a school event or events. Repeat or serious offenders will have their access to school technology revoked for longer periods, up to a period of time equivalent to one academic year. During the time a student has his or her access to school technology revoked, the student will be provided with alternative means to complete all course work. Also, the student may be allowed to use school technology for brief periods under the direct supervision of staff. Students may also face disciplinary consequences. Flagrant abusers of school technology may also lose access to certain elective courses that rely heavily on school technology, such as Yearbook, Computer Applications, and Desktop Publishing.

## **STUDENT DISCIPLINE**

We believe behavior is a conscious choice and that young people must be taught decisions carry some consequences, both good and bad. While we acknowledge there are going to be many issues involving interpretation of the rules and norms of the building, there are some acts which will result in automatic actions. The following should allow for more equitable treatment of disciplinary procedures.

## **DEFINITIONS OF DISCIPLINE TERMS**

### **Removal from Class**

When a student's behavior interferes with the educational atmosphere, the student may be sent to the office. The student must report directly to the office and the teacher will contact a parent the same day. Repeat occurrences will result in a suspension imposed by the Principal for persistent opposition to authority and a mandatory student-parent-teacher conference.

### **Detention assigned by the Principal or Teacher**

Detentions will be from 3:30 PM to 4:15 PM. Failure to serve a detention will result in ISS.

Student expectations for detention are:

1. Arrive on time for the detention.
2. Follow school rules and procedures.
3. Bring assigned work and supplies.
4. Work will be assigned if you fail to bring any.
5. No sleeping, talking, or listening to music.

**\* Jobs and activities are not an excuse for missing detentions.**

**In-School Suspension (ISS)** means to isolate a student from the student body as a disciplinary measure. Any student that is serving an ISS on the day of an activity will not attend or be eligible to participate in that activity. The parent(s) or guardian(s) will be notified by a phone call from the building principal.

1. ISS begins at 8:15 and ends at 3:30
2. ISS shall be served in a location designated by the administrator.
3. Staff will regularly check on the student and they may ask questions at that time.
4. Lunch will be brought to the student and the tray will be taken back when the student is finished.
5. The student is NOT ALLOWED TO LEAVE THE ISS ROOM unless escorted by staff.
6. Work will be provided for the student. These assignments may be the actual work being done in the classes the student is missing, or may be work assigned as an opportunity to earn daily points. Students are responsible for completing all work to the best of their ability DURING ISS.
7. Students in ISS will only be allowed to use a computer as directed by the Building Principal. Written assignments may have to be handwritten and research may have to be printed out and brought to the student.
8. Students in ISS are not to have ANY electronic devices in the ISS room. This includes cell phones and media (music and/or video) playing devices.
9. Students are not to have any recreational materials. This would include recreational reading, playing cards, games or puzzles.
10. Violation of these procedures may result in additional ISS or Out of School Suspension.

**Out of School Suspension (OSS)** involves time served at home and is reserved for more severe infractions or repetition of ISS type suspensions. The parent(s) or guardian(s) will be notified by a phone call from the building principal in the event an OSS is warranted. Any student that is serving an OSS on the day of an activity will not attend or be eligible to participate in that activity. A student is expected to complete all work for full credit and will be given the opportunity to make up tests. All student work is due upon the return to school.



**Activity Suspension** – A student may lose his or her privilege to attend USD 281 functions (ballgames, dances, etc.) in accordance with the district and state guidelines for eligibility. This suspension is left to the discretion of the building principal.

**Expulsion** or removing a student for an extended period of time will be used only as a last resort measure. Procedures for this process are detailed in the District Policy Book, a copy of which is available for inspection in the District office.

**Due Process** – Any student who is subject to a long term suspension or expulsion is entitled to a due process hearing. These guidelines are in conjunction with board policy and state law. A full explanation of board policy and applicable state law is available at the district office.

**Violations Subject to Detention (Not All Inclusive)**

A teacher or administration may assign a detention, to be served after school for the following: Excessively tardy to class; Disrespect; Harassment; Behavior which results in the student being sent to the office; Public Displays of Affection; Inappropriate use of personal or school technology; Leaving the building without permission; Unexcused absences; Any other act deemed detrimental to the learning environment.

The detention will be served in a designated classroom on Mondays, Wednesdays, or Thursdays. You have to serve your detention on one of these three days. **Jobs and activities are not an excuse for missing detentions.**

**Violations Subject to Suspension or Expulsion (Not All Inclusive)**

Profanity; Leaving school grounds without permission; Multiple unexcused absences; Fighting (use of bodily force and /or profanity); Possession or use of tobacco; Vandalism, Flagrant violation involving school or personal technology; Possession of illegal drugs including alcohol; Improper engagement of the fire alarm; Possession of any device which could be reasonably considered a weapon; Serious threats directed at a student, teacher, staff member or a combination of the above; Repeated or severe violations of the Behavior Expectations; Any other act deemed detrimental to the learning environment

**Violations Subject to Ineligibility in Co-Curricular Activities “Code of Conduct”**

These guidelines apply during the period from the first day of fall practices to the last day of school or school activities considered part of the school year.

A student in good standing is eligible to participate in Kansas State High School Activities Association Activities. Student in Good Standing Status may be revoked by the building principal and a student may not be allowed to participate in any USD 281 sponsored activities.

A student’s conduct outside of school activities which brings discredit to the student or the school will be cause for revocation of good standing status. Rule 14 Article 2 Kansas State High School Activities Association states:

A student who is under penalty of suspension or whose character or conduct brings discredit to the school or to the student, as determined by the principal, is not in good standing and is ineligible for a period of time as specified by the principal.

**The following “Code of Conduct” guidelines apply:**

- The student shall not illegally purchase, consume, or be in possession of alcohol, drugs, or tobacco. (A student’s participation in a religious activity is not considered a violation of this policy.
- The student shall not be involved in major acts which violate the law – vandalism, stealing, fighting, etc., misdemeanor or any felony.
- Inappropriate use of internet and/or technology.

**Violation of these guidelines shall be subject to the following actions:**

1<sup>ST</sup> OFFENSE – The student shall be suspended from participation in or attending all extracurricular and/or co-curricular activities including all performances and competitions for a period of thirty (30) school days. During this time it is recommended that the parent/guardian obtain a substance abuse evaluation and education/counseling for the student. If the student and/or parent/guardian can provide proof of enrollment and regular attendance at a school approved substance abuse program, the suspension will be reduced to fifteen (15) school days.

2<sup>nd</sup> OFFENSE - The student shall be suspended from participation in or attending all extracurricular and/or co-curricular activities, including all performances and competitions, for a period ninety (90) school days. During this time it is recommended that the parent/guardian obtain a substance abuse evaluation and education/counseling for the student. If the student and/or parent/guardian can provide proof of enrollment and regular attendance at a school-approved substance abuse program, the suspension will be reduced to fifty (50) school days.

SUBSEQUENT OFFENSES – The student shall be suspended from participation in or attending all extracurricular and/or co-curricular activities, including all performances and competitions, for one hundred eighty (180) school days.

**\*Any possession of alcohol or drugs on school property shall be subject to a thirty-day suspension of activity privileges and law enforcement shall be contacted.**

**Procedures:**

- The suspension shall begin immediately following confirmation the student has violated the code of conduct.
- Reports of infractions of the code of conduct by USD 281 staff members, law enforcement officials, and student teachers in USD 281 need no further confirmation.
- Reports of violations of longer than two weeks shall not be considered.
- Students shall be questioned by the school principal. The principal shall inform the parents and coach or sponsor if the student is to lose eligibility.

**Dances and Parties**

Organizations may sponsor dances or parties if given permission by the organization’s sponsor and the building principal. It is the intent of USD 281 for these activities to provide students with opportunities for social interaction in an environment free from drugs, alcohol, tobacco, or other unacceptable behaviors. The following guidelines shall apply to these activities.

- Outside dates are permitted only if the date is signed in with the office and approved by the building principal in advance of the event.
- No one will be admitted after one hour from the starting time of the event without permission from the sponsor and the building principal.
- No one will be permitted to leave the event and return without the permission of the sponsor
- The sponsor and/or building principal shall not admit anyone suspected of being under the influence of drugs and/or alcohol. Parents of such individuals shall be notified.

### **High School Dance Breathalyzer Policy**

In order to protect the health and safety of students and others, it is necessary to prevent students from attending school and school-sponsored activities after having consumed alcoholic beverages. Consumption of alcoholic beverages by students poses a serious threat not only to the consuming student's well-being, but also to the well-being of the entire school community and others. Therefore, the following procedures involving the use of breathalyzers shall apply at Hill City High School.

1. All students upon entering the school building or premises where any school-sponsored dance, including Prom, is held will be required to take an initial passive alcohol breath test by use of a portable breath alcohol tester. This test will be administered by the Principal or other District personnel designated by the Principal. If a student refuses to take a breath test as provided by this policy, he or she will not be admitted to the event and will not be allowed to attend the next Hill City High School dance. The student's parents or guardian will be contacted and requested to take the student home. If the student tries to leave before the parents arrive the Hill City Police Department will be called.
2. Should alcohol be detected on the breath of a student by the passive test, the student will be taken to a screening area for a second active breath test. The screening area will be in a room or area where the student will be tested by the Principal or person assigned by the Principal in the presence of another adult sponsor.
3. If the second breathalyzer reading is positive, the student will not be admitted to the event and the Hill City Police Department will be notified for additional testing. The student's parent or guardian will also be notified.
4. There is always the possibility that a student may consume alcohol after passing the initial breathalyzer screening. If school personnel observe behaviors or suspicion indicating a student may have consumed alcohol, designated school personnel may administer the breathalyzer test. If the student tests positive on the breathalyzer, the procedures listed in steps 2 and 3 will be followed. If a student refuses to take a breathalyzer test the Hill City Police Department will be notified for further assistance.
5. Records of students failing any active breathalyzer tests or refusing to take any breath tests will be maintained by the high school principal as educational records but will not be made a part of the student's academic record. Such records shall be used by school personnel only to the extent necessary to administer this Policy and codes of conduct for extra-curricular activities.
6. The term "student" as used shall include all guests of students and any such guests will be subject to ban from District activities as provided upon testing positive on active breathalyzer testing or refusing the test.
7. If a student on any occasion tests positive under the procedure, the student will serve 5 days of out of school suspension and will not be allowed to attend the next Hill City High School dance. If a student tests positive a second time they will serve 5 days of out of school suspension and will not be allowed to attend the next 5 Hill City High School dances starting the date of the second infraction. The "Code of Conduct" guidelines will be applied for activity participation on each occasion.

### **Lunch Program**

Payment for meal fees are to be sent to the school secretary in the building your child attends. Fees are to be paid in advance. Parents may check your student's meal balance through your power school login through the school district web site. [www.usd281.com](http://www.usd281.com) or by contacting the building secretary. For your convenience, a monthly payment schedule has been figured for you and is located on the last page of this handbook.

When payment is sent to the school secretary it is the responsibility of the payee to designate the proper amount to the proper student. (Such as writing the amount and to whom the money should be placed on the memo line of the check, a phone call, or a handwritten note.) If the payment is not designated it will be split evenly within that family in the individual school building. Parents with children in two buildings will need to send separate payments to each building for their children

No student or staff shall be over \$20.00 past due on lunch account balances.

If a student reaches a negative balance, written notice will be sent to the household. If the balance falls to negative \$20.00 the student or staff will not be served school lunches until the account is brought up to date and will be considered an unpaid fee.

	Meals (including milk)		
	Breakfast	Lunch	Extra Milk
K-6	\$2.00	\$2.75	.50
7-12	\$2.10	\$3.00	.50
Adult	\$2.50	\$3.90	.50

All cash meals are full price. (Reduced and free meals are available only on account.)

Application forms for Free and Reduced Meals are available at the HCGS and the USD 281

### **Breakfast Program**

Any student desiring breakfast may receive this service at the Hill City Grade School or at Hill City High School at the designated time. Additional nutritional assistance may be made available for middle school and high school students if conditions warrant.

### **Open Lunch**

All students must have a permission slip signed and on file in the office before being allowed to leave for lunch. The open lunch privilege is limited to 12<sup>th</sup> grade students; senior students may drive themselves during this time. Any 9<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup> grade student given permission to leave over the lunch hour may not ride with a 12<sup>th</sup> grade student and will either walk or be driven by a parent or guardian.

### **Transportation**

The DISTRICT may use video cameras to monitor students riding in district vehicles and to monitor student behavior in or around district facilities; Board Policy JGGA

Bus occupants are subject to the same general rules and behavior expectations as outlined prior to this section. According to Kansas Statute 36-13-35 "Passenger Conduct" the following will apply to all passengers when they are riding in a school owned vehicle:

1. All occupants in vehicles requiring safety belts must use them at all times.
2. The driver shall be in charge of all passengers while they are riding, loading, or unloading from the vehicle. The driver may provide additional rules as approved by the school board.
3. The driver shall have the authority to assign seats.
4. Students shall not extend any part of their bodies out of the vehicle.
5. Students shall not stand in the traveled portion of a roadway waiting for a bus.
6. Students shall not get on or off the bus or move about while the bus is in motion.
7. Animals shall not be transported on a bus without permission of the bus driver.
8. Students shall not open the emergency exit except in an emergency. Violations of this shall result in suspension of bus privileges.
9. Food should not be eaten on the bus.

## **BUS/TRANSPORTATION REGULATIONS FOR ACTIVITY TRIPS**

- The sponsor (coach/teacher) is delegated **FIRST** responsibility for control and discipline of students on (his/her) bus.
- Should the bus driver see disruptive behavior; driver shall,
  - A. Inform the sponsor
  - B. If situation is not taken care of, driver will then do so
  - C. Driver may then report incident to supervisor and principal
- Sponsor shall give the driver a **complete list of all passengers for EMS purposes**, and see that a passenger-seating chart is filled out legibly by all passengers.
- Sponsors are encouraged to assign seats, and must ensure students remain seated.
- Students must return with the bus unless sponsor has a signed parents permission slip.
- For safety reasons, and school crisis plan policy, **no lunch boxes or duffel bags will be allowed on the PUSHER.** These are a serious head and body injury threat, plus an evacuation hazard that well could mean the difference between life and death in the event of an accident. Students will put their bags and lunch boxes in storage **under** the bus and only bring to their seat what they need for their homework, snack or comfort. Book bags **must go under** the seats, not in the overhead storage rack.
- **Sponsor will not allow any tape to be played in the VCR that would not be shown in the Hill City school classroom.**
- All drinks taken on the bus must be in a container with a leak-proof lid. **No open containers or cups with straw & ice.** No ice cream or shakes.
- **No sunflower seeds!!!**
- **Whenever possible lunches & snacks will be eaten off the bus.** If the activity trip does not allow time for eating during the event, as determined by the sponsor, then lunches may be eaten on the bus. When stopping at a fast food restaurant, please allow enough time to eat the meal inside. No restaurant food shall be brought back on the bus.
- **When stopping at a Quick Stop;** a drink with a leak-proof lid and a snack may be brought back on the bus. **Sponsors will be responsible for any problems or messes** this may cause on the bus. We discourage foods with oily residues –
  - chips, peanuts, popcorn, party mix, etc., as these foods will soil the cloth seats. **Please check the seats after each trip. If a mess happens, please clean it up.** There are paper towels available in overhead storage or the front of the bus. There is a waste basket available for trash. Please do your part to keep the buses clean.
- **Assignment of the Pusher will be based upon the following factors:**
  - A. The number of passengers
  - B. The amount of gear
  - C. Distance
  - D. Sponsor & Team responsibility; (The condition they leave the bus in.)
- **The school bus is an extension of the classroom.** School is not out until the end of the activity trip. Part of the education process is to teach self-discipline and proper behavior. This needs to be done on the bus as well as in the school building.

### **Activities, Sports, Events**

Hill City schools support various co-curricular activities as a part of the overall program offered students. Participation is strictly voluntary unless associated with a class - art, music, or communication. Students are encouraged to maintain a high level of conduct when attending events both at home and away contests. Students not exhibiting appropriate sportsmanship will be asked to leave the event.

### **Academic and Eligibility Expectations**

Eligibility is calculated weekly and is based on semester grades. The following procedures shall apply in determining the status of a student for all co-curricular activities:

### **Eligibility Policy (cont.)**

If a student is failing (F) one subjects and has a (D) in another subject when the failing list is comprised, the student shall be considered ineligible.

- These guidelines shall apply to all co-curricular activities whether they involve a class or are after school activities.
- Teachers shall have all grades entered by 1:00 P.M. on Monday. The period for academic probation or ineligibility shall run from 8:00 a.m. Tuesday morning until 8:00 a.m. the following Tuesday morning.

### **Physicals and Insurance**

Physicals are required in order to participate in any interscholastic athletics or cheerleading. These must be signed by either a Medical Doctor; Doctor of Chiropractic Medicine; Doctor of Osteopathy; or Physicians Assistant – (these are required by the KSHSAA) and be on file in the office before the beginning of the practice season.

### **Guest Speakers**

USD 281 schools encourage parents, community members, and others to take an active role in the education of our youth. Often we ask guest speakers from the community to help with a class, and we believe there are many people in our communities who have expertise to offer our students and teachers. Parents are always welcome and encouraged to attend any of the programs involving speakers, musicians, or others which we periodically schedule throughout the year.

### **Visitors and Guests**

We encourage parents, grandparents, or any interested individual to visit us and see the exciting educational programs at USD 281 Schools. In order to maintain a secure and orderly environment, visitors or guests are to enter the building through the front doors and report to the office. We'll be happy to facilitate your visit and make your experience rewarding and worthwhile.

### **Parental Concerns**

Occasionally a parent may have a concern or an issue which needs attention. We believe in open lines of communication to ensure the issues important to parents, teachers, and students are addressed. In the event a parent has an issue which needs to be addressed, the following steps need to be followed:

- Contact the building principal and inform him or her of the issue.
- The principal will usually ask the parent to contact the teacher or coach, or sponsor, and arrange a meeting to discuss the issue.
- The parent and the individual involved should report to the principal either a resolution of the issue or a non-resolution of the issue.
- In the event of resolution, the principal will monitor the solution agreed upon. In the event of the non-resolution, the teacher/sponsor/ coach, parent, principal and if necessary the student will conference and attempt to come to an agreeable solution which will be monitored by the principal.
- In the event the issue is not resolved by the meeting described above, the principal will contact the superintendent and other appropriate personnel to help facilitate a solution.
- In the event the issue is still not resolved to the satisfaction of all parties, the Board of Education shall conduct a hearing to determine the best course of action.

### **School Calendar**

The school's activity calendar can be located on the districts web site, [www.usd281.com](http://www.usd281.com) and clicking on the link to the Mid-Continent League Calendar.

**LIST OF SCHOOL ORGANIZATIONS AND CLUBS**

	<b>Sponsor</b>	<b>Dues</b>
<b>FCCLA</b>	Kay Mitchell	\$20.00
<b>FFA</b>	Blair Nickelson	\$20.00
<b>KAYS</b>	Collin Pfeifer	\$25.00 w/T-shirt \$20.00 wo/T-shirt
<b>PEP CLUB</b>	Robin Hanna	\$20.00 w/T-Shirt
<b>CLASS</b>	Staff Members	Are decided by the class.

**HILL CITY JR./SR. HIGH SCHOOL  
PERMISSION FOR MEDICATION**

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

1. Name of the Medication \_\_\_\_\_

Dosage: \_\_\_\_\_

Time of day to be given: \_\_\_\_\_

Is this medication over the counter: \_\_\_\_\_ yes \_\_\_\_\_ no

2. Name of the Medication \_\_\_\_\_

Dosage: \_\_\_\_\_

Time of day to be given: \_\_\_\_\_

Is this medication over the counter: \_\_\_\_\_ yes \_\_\_\_\_ no

3. Name of the Medication \_\_\_\_\_

Dosage: \_\_\_\_\_

Time of day to be given: \_\_\_\_\_

Is this medication over the counter: \_\_\_\_\_ yes \_\_\_\_\_ no

***Over-the-counter medications must have directions on a medical doctor's prescription pad before they can be given to your student.***

I hereby give my permission for \_\_\_\_\_ to take the above medication(s) at school as ordered by our family physician. I understand that it is my responsibility to furnish this medication. I further understand that any school employee (*because we do not have a nurse on staff at the high school, the principal or secretary will administer medications as directed*) who administers any drug or nonprescription medication pursuant to parental written request to my student in accordance with written instructions from the physician or dentist shall not be liable for damages as a result of an adverse medication reaction suffered by the student because of administering such medication.

By signing below, you give your consent for immunization information to be released to the Kansas Immunization Program for the purpose of assessment and reporting.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent or Guardian

Are you an independent student? \_\_\_\_\_ Yes \_\_\_\_\_ No

Date of your eighteenth birthday \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

NOTE: All medication is to be brought to the high school office in the original container (unopened for over-the-counter) appropriately labeled by the pharmacy, or physician.



## REQUEST TO WAIVE FEES

Please fill out this form completely and return to the superintendent. For confidentiality purposes the form may be mailed to:

Superintendent, USD 281  
117 N Third Ave  
PO Box 309  
Hill City, KS 67642

Parent(s) Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student First Name	Student Last Name	Grade	Approved for Free meals? Place an <b>F</b> below. Approved for Reduced meals? Place an <b>R</b> below.

**Briefly explain the reason for this request below:**

Your request to have fees waived has been  
\_\_\_\_\_ Approved \_\_\_\_\_ Denied, Fees are due by \_\_\_\_\_

**HILL CITY JR./SR. HIGH SCHOOL  
HONOR ROLL OPT OUT FORM**

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

**By signing below, you are opting out of your student's name being listed on the Hill City Jr./Sr. High School Honor Roll and released to local media for the purpose of publication.**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent or Guardian

Are you an independent student? \_\_\_\_\_ Yes \_\_\_\_\_ No

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

**HILL CITY JR/SR HIGH SCHOOL**

P.O. Box 160 - #1 Ringneck Drive

Hill City, KS 67642

Phone: 785-421-2117 Fax: 785-421-3029

**Guest Request Form**

This form must be returned to the high school office by \_\_\_\_\_. If there is not a guest form on file there will be **NO ENTRANCE**....there will be **NO EXCEPTIONS!**

Your Name \_\_\_\_\_ Circle Grade: 9 10 11 12

Your Date's Name \_\_\_\_\_ Circle Grade: 9 10 11 12

**YOUR GUEST MAY NOT BE OLDER THAN TWENTY (20) YEARS OF AGE.**

Circle one of the following:

A. My guest is currently attending another high school and is in good standing

High School in Attendance \_\_\_\_\_

Guest's Parents/Guardian Signature \_\_\_\_\_

Home Phone \_\_\_\_\_ School Phone \_\_\_\_\_

Administrator's Signature and Position \_\_\_\_\_

B. My guest is a graduate of Hill City High School or another high school

High School Attended \_\_\_\_\_

Date of Graduation \_\_\_\_\_

Both my guest and I will abide by all school rules while in attendance:

Student's Signature \_\_\_\_\_

Guest's Signature \_\_\_\_\_

Approved by \_\_\_\_\_ Position \_\_\_\_\_ Date \_\_\_\_\_

***"HOME OF THE RINGNECKS"***  
**HILL CITY JR./SR. HIGH SCHOOL**

# Student Drug Testing Consent Form

Student Name: \_\_\_\_\_ Grade \_\_\_\_\_ Date \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

## Policy Statement

The Graham County USD 281 Board of Education has adopted the “Student Drug Testing Policy” for drug testing of students participating in and attending school sponsored activities.

## General Authorization Form

The student and parent/guardian acknowledge receipt of the USD 281 Student Drug/Alcohol Testing Policy, and are familiarized with the definitions listed. We understand that as a condition of the student being allowed to participate in or attend school sponsored activities, the student may be required to undergo and successfully pass a random screening for alcohol, illegal drugs, or other banned substances, as set forth in the drug testing policy. We agree to all terms and conditions contained in the policy.

The parent/guardian hereby consent to his/her student’s, participation in the random drug and alcohol-testing program and to the disclosure of testing results to designated USD 281 personnel and to the parent/guardian. We further understand that the student’s refusal to submit to a drug screening will be treated in the same manner as if the student had tested positive for banned substances.

No student shall be penalized academically for testing positive for banned substances during random drug testing. If the consumption took place at school or at a school activity, we understand there may be disciplinary consequences as determined by the administration as outlined in the student handbook of the school.

The privilege of being allowed to participate in or attend school sponsored activities is contingent on the signing of this consent form.

This consent form shall remain in effect for as long as the student is a student within USD 281. Any revocation of this consent form shall disqualify the student from participating in or attending school sponsored activities for the remainder of the school year.

\_\_\_\_\_  
Student Signature

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

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

All students wanting to participate in or attend school sponsored activities for USD 281 must sign this consent form and return it to the appropriate school office within the first three (3) days of the school year or within their first three (3) days of attendance if transferring into our district. Students will not be allowed to practice, participate in, or attend any school sponsored activity without a signed consent form after this three (3) day time period ends.

# Student Drug Testing Withdrawal Form

I, \_\_\_\_\_, wish to withdraw from the  
Print Student Name Here  
Graham County USD 281 Student Random Drug Testing Pool for the remainder of the school year.

I will submit this form to the principal's office. I want my name to be withdrawn from the testing pool on the date this form is received by the principal's office. Completing this form will impact my participation in and attendance at all school sponsored activities. By withdrawing, I understand I can no longer participate in or attend any of these programs and activities. I may reenter the testing pool and enjoy the privileges listed above at the beginning of the next school year by filling out a new consent form.

Students have three (3) school days to reconsider their decision and re-enter the pool with no consequences.

_____	_____	_____
Printed Student Name	Grade	Date
_____	_____	_____
Student Signature	Parent/Guardian Signature	
_____	_____	_____
Address	City	State Zip

## USD 281 STUDENT DRUG TESTING POLICY

The Graham County USD 281 Board of Education, in an effort to protect the health and safety of its students from illegal and/or performance-enhancing drug use and abuse or injuries resulting from the use of drugs/alcohol, and to set an example for all other students of USD 281, has adopted the “Student Drug Testing Policy” for drug testing of students participating in or attending school sponsored activities. The USD 281 Board of Education recognizes that all students have certain personal rights of privacy guaranteed by our federal and state constitutions. This policy will not infringe on those rights.

### STATEMENT OF PURPOSE AND INTENT

- A. It is the desire of the USD 281 Board of Education, administration, and staff that every student in the USD 281 School District refrain from using, possessing, or distributing illegal drugs and/or alcohol. The actions of this policy relate solely to limiting the opportunity of any student in violation of this policy to participate in or attend school sponsored activities. This policy is intended to supplement and complement all other policies, rules, and regulations of USD 281 regarding possession and/or use of illegal drugs and/or alcohol.
- B. Participation in or attendance at school sponsored activities is a privilege. Accordingly, students participating in or attending school sponsored activities carry a responsibility to themselves, their fellow students, their parents, and their school to set the highest possible examples of conduct, which includes avoiding the use or possession of illegal drugs and alcohol.
- C. The purpose of this policy is to prevent illegal drug use and to strive within USD 281 to create an environment free of illegal drug use and abuse. The sanctions of this policy relate solely to limiting the opportunity of any student in violation of this policy to participate in or attend school sponsored activities. No academic sanction for violation of this policy will occur, except to the extent that a violation of this policy would also constitute a violation of the school’s discipline policy. If the school’s discipline policy regarding drug/alcohol use is violated, the student will be subject to the penalties of the discipline policy.
- D. The purpose of this policy is to prevent drug/alcohol use; educate students as to the serious physical, mental, and emotional harm caused by drug use; alert students with possible drug problems to the potential harms of use; prevent injury, illness and harm as a result of drug use; and to maintain in the school district an environment free of drug use and abuse. USD 281 has adopted this policy for use by all students participating in or attending school sponsored activities in grades 7 -12.

## **DEFINITIONS**

**SCHOOL SPONSORED ACTIVITIES** – those activities that take place outside the regular course of study in school and those students involved in those activities including all USD 281 sponsored athletics and activities and interscholastic athletics and activities. Examples would include, but not be limited to, competitive athletics, cheerleading, clubs, organizations, and school-sponsored dances.

**DRUG USE TEST** – a scientifically substantiated method to test for the presence of illegal drugs, performance-enhancing drugs, alcohol, or the metabolites thereof in a person’s urine, saliva, hair, or breath.

**ILLEGAL DRUGS** – any substance that an individual may not sell, possess, use, distribute, or purchase under either federal or Kansas law. Examples would include, but not be limited to, all scheduled drugs as defined by Kansas law, all prescription drugs obtained without authorization, and all prescribed and over-the-counter drugs being used for an abusive purpose, as well as alcohol.

**PERFORMANCE-ENHANCING DRUGS** – includes anabolic steroids and any other natural or synthetic substance used to increase muscle mass, strength, endurance, speed, or other athletic ability. Dietary or nutritional supplements such as vitamins, minerals, and proteins that can be lawfully purchased in over-the-counter transactions are not included in the term “performance-enhancing drugs.”

**POSITIVE RESULT** – a toxicological test result that is considered to demonstrate the presence of an illegal or a performance-enhancing drug or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug use test. “Positive” when referring to an alcohol test administered under this policy means a breath analyzer test result that is considered to demonstrate the presence of alcohol.

**REASONABLE SUSPICION** – means a school employee’s suspicion based on specific personal observations concerning the appearance, speech, or behavior of a participating student, and reasonable inferences drawn from those observations in light of experience. Information provided by a reliable source, if based on personal knowledge, shall constitute reasonable suspicion. In the context of performance-enhancing drugs, reasonable suspicion could also include unusual increases in size, strength, weight, or other athletic abilities. All observations, sources, and personal information will be weighed by school employees on a case-by-case basis.

**RANDOM SELECTION** – each participant who has returned a signed consent form will be assigned a random number for testing purposes. The participant’s drug test number will be used by the laboratory, which conducts the drug tests, to select the participants to be tested.

**SCHOOL DAYS** – Days that school are actually in session in USD 281.

## **EDUCATION**

The school shall provide a drug policy education session for students. The session will include an explanation of the "USD 281 Student Drug Testing Policy." In addition, it is recommended that each coach/sponsor conduct a player and parent meeting that will include expectations with respect to the use of illegal drugs/alcohol by participants. Parental attendance is strongly encouraged at each session. Each student will be provided a copy of the policy and consent form.

## **PROCEDURE**

- A. Each student in school sponsored activities shall receive copies of the "Student Drug Testing Consent Form" which shall be read, signed, and dated by the student and parent and/or guardian. All students wanting to participate in or attend school sponsored activities must sign the consent form. This form must be returned to the office within the first three (3) days of school or their first three (3) days enrolled. Failure to turn in the properly signed consent form within the time limits set forth in this policy will keep a student from participating in or attending school sponsored activities. Transfer students will be placed in a testing pool within one week of their enrollment date in USD 281 schools so long as this form is completed and turned in.**
- B. Students will be required to provide a sample as follows:**
  - **On a random selection basis, from a list of all students in the testing pool will be drawn to provide a swab sample.**
  - **At any time requested by the administration, based upon reasonable suspicion.**
- C. Any drug use test required by USD 281 under the terms of this policy will be administered by, or at the discretion of a professional laboratory chosen by USD 281, using scientifically validated toxicological methods. The professional laboratory shall be required to have detailed written specifications to assure chain of custody of the specimens, proper laboratory control, and scientific testing.**
- D. Students attending school sponsored activities may be required to submit to an alcohol breath analyzer test prior to entry to determine the presence of alcohol or at anytime requested by administration.**
- E. All aspects of the drug-testing program, including the taking of specimens, will be conducted in a manner to safeguard the personal and privacy rights of students to the maximum degree possible. The test specimen shall be obtained in a manner designed to minimize intrusiveness of the procedure. In particular, the specimen must be collected in a restroom or other private facility. The student will empty his/her pockets and remove his/her coat and other excess clothing prior to entering the restroom or other private facility. The principal shall designate a drug laboratory employee or school employee of the same gender as the student to accompany the student to a restroom or other private facility. If collecting a urine sample, the monitor shall not observe the student while the specimen is being produced, but the monitor shall be present outside the stall to listen for the normal sounds of urination in order to guard against tampered specimens and to ensure an accurate chain of custody. If at any time during the testing procedure the monitor has reason to believe or suspect that a student is tampering with the specimen, the monitor may stop the procedure. At this time the monitor will inform the principal, who will then determine if a new sample should be obtained. The monitor will be present to collect the sample along with the student and one other witness.**
- F. If the initial drug test is positive, the initial test result will then be subject to confirmation by a second test. The second test shall not be reported positive unless the second test is positive for the presence of an illegal drug or metabolite thereof.**



- G. If the second test confirms a positive result the laboratory will report the results to the Designated Employee Representative. The school will then be responsible for contacting the parents of the student with the results and will solicit information regarding any medications the student may be taking. If needed, the school will contact a certifying scientist, at the laboratory, regarding any drug interactions. If requested, a Medical Review officer is available to confirm the results and report the findings to the designated Employee Representative.
- H. The school district will rely on the professional opinion of the laboratory that performs the confirmation test in determining whether the positive test result was produced by something other than the consumption of an illegal drug, performance-enhancing drug, or alcohol. The principal and superintendent will make the decision within three (3) working days.
- I. The decision may be appealed in writing to the USD 281 superintendent within three (3) working days. The superintendent will make a written decision within three (3) working days. During the time of this appeal, the student will not be eligible to attend, participate in, or compete in school sponsored activities.
- J. The decision of the superintendent may be appealed in writing to the USD 281 Board of Education within three (3) working days. During the time of this appeal, the student will not be eligible to attend, participate in, or compete in school sponsored activities.
- K. A student who has tested positive for illegal, performance-enhancing drugs or alcohol will be required to undergo one or more additional drug tests to confirm that the student is no longer using illegal, performance-enhancing drugs or alcohol. A student may participate in activities after his/her initial suspension is served. However, the student will need to pass a second test within two months of the suspension to maintain participation privileges. The cost of the retest will be the obligation of the student or the parent/guardian.

## **VIOLATIONS**

Any student who tests positive in a drug/alcohol use test under this policy shall be subject to the consequences listed below. Violations under this drug testing policy are cumulative throughout 2 years, grades 7-12 and start over every two (2) school years.

- **1<sup>ST</sup> OFFENSE** – The student shall be suspended from participation in or attending all school sponsored activities including all performances and competitions for a period of thirty (30) school days. During this time it is recommended that the parent/guardian obtain a substance abuse evaluation and education/counseling for the student. If the student and/or parent/guardian can provide proof of enrollment and regular attendance at a school approved substance abuse program, the suspension will be reduced to fifteen (15) school days.
- **2<sup>nd</sup> OFFENSE** - The student shall be suspended from participation in or attending all school sponsored activities, including all performances and competitions, for a period of ninety (90) school days. During this time it is recommended that the parent/guardian obtain a substance abuse evaluation and education/counseling for the student. If the student and/or parent/guardian can provide proof of enrollment and regular attendance at a school-approved substance abuse program, the suspension will be reduced to fifty (50) school days.
- **SUBSEQUENT OFFENSES** – The student shall be suspended from participation in or attending all school sponsored activities, including all performances and competitions, for one hundred and eighty (180) school days.

## **REFUSAL TO SUBMIT TO A DRUG TEST**

Any student in the pool who refuses to submit to a drug/alcohol test authorized under this policy shall be considered "POSITIVE" for drugs and be subject to the appropriate suspension as stated previously in the USD 281 Student Drug Testing Policy.

## **TRANSFER STUDENTS**

Any student transferring to USD 281 who wishes to participate in or attending school sponsored activities must have a signed "Student Drug Testing Consent Form" on file with the principal's office within three (3) school days of his/her initial enrollment.

## **DISCLAIMER**

The Graham County USD #281 Student Drug Testing Policy does not supersede the student handbooks of Hill City Jr./Sr. High School with regard to students found to be in possession of, using, providing, or under the influence of illegal substances or alcohol while on school property or at a school activity (home or away). Therefore, a student who violates the policy as set forth in the student handbooks should expect further consequences as deemed appropriate by the building principal.

**Acknowledge of Responsibility for  
Hill City High School  
Student/Parent Handbook**

I \_\_\_\_\_, do hereby understand that it is my responsibility to find and read the HCHS Student/Parent Handbook that is located on the school web-site at [usd281.com](http://usd281.com).

Further, I understand:

This handbook contains the yearly required notification on the following issues:

- \*Nondiscrimination
- \*Family Educational Right to Privacy Act
- \*Directory Information
- \*Drug Free School and Communities Policy
- \*Inoculations

As a condition of enrollment, I am required to abide by all regulations contained in this handbook as well as other policies established by the board of education.

If I choose not to abide by the regulations contained in this handbook, any other policy established by the board of education, or any reasonable request by school authorities, disciplinary action may be imposed, up to and including expulsion from school.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

**Please return this form to the high school at enrollment.**

(This form must be returned before participation in field trips or other school activities.)