

2023-2024
Hill City Grade School
Parent/Student Handbook



— WELCOME —
BACK TO SCHOOL

DEAR PARENTS AND STUDENTS,

Welcome back to another school year at Hill City Grade School! We've been busy preparing for another great year and can't wait to work with students and families! We look forward to kicking off the year at Back to School Night on August 17, 2023 from 5:00-6:00 PM.

Please take some time to read through the handbook because we have made some changes. The handbook provides information regarding Hill City Grade School expectations and procedures and is a helpful tool to guide you through another year at HCGS.

Please remember that our exterior door security system is active and all exterior doors will remain locked during the school day for staff and student safety. The building will be open from 7:30 a.m. to 8:00 am for students. At 8:00 am the front doors will automatically lock. You will be able to access the building by pushing the call button at the front (west) doors. You will then be permitted into the building.

Contact the HCGS office with any questions 785-421-3425.

We can't wait to see you in August and hope you enjoy the rest of your summer.

Hill City Grade School Administration and Staff

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					GRAHAM COUNTY USD 281									
2023-2024					DISTRICT CALENDAR					2023-2024				
AUGUST					August	Teacher Duty Days	14-17	JANUARY						
M	T	W	T	F		HCGS Open House 5-6 PM	17	M	T	W	T	F		
	1	2	3	4		First Day of School	18	1	2	3	4	5		
	7	8	9	10	11		First Day of Sports Practice	14	8	9	10	11	12	
14	15	16	17	18				15	16	17	18	19		
21	22	23	24	25	September	NO SCHOOL - Labor Day	4	22	23	24	25	26		
28	29	30	31			Early Release 1:30 pm	6	29	30	31				
SEPTEMBER					October	Early Release 1:30 pm	4	FEBRUARY						
M	T	W	T	F		NO SCHOOL - Teacher In-Service	9	M	T	W	T	F		
				1		NO SCHOOL - Teacher In-Service	20				1	2		
4	5	6	7	8		Parent/Teacher Conference 4:00-7:00	20-24	5	6	7	8	9		
11	12	13	14	15		NO SCHOOL	27	12	13	14	15	16		
18	19	20	21	22	November	Early Release 1:30 pm	1	19	20	21	22	23		
25	26	27	28	29		Veterans Day - NO SCHOOL	10	26	27	28	29			
						Thanksgiving - NO SCHOOL	22-23							
OCTOBER					December	Early Release 1:30 pm	6	MARCH						
M	T	W	T	F		End of 1st Semester	19	M	T	W	T	F		
2	3	4	5	6	January	Winter Vacation - NO SCHOOL						1		
9	10	11	12	13		Teacher In-Service - NO SCHOOL	3	4	5	6	7	8		
16	17	18	19	20		SCHOOL RESUMES	4	11	12	13	14	15		
23	24	25	26	27		Teacher In-Service - NO SCHOOL	15	18	19	20	21	22		
30	31				February	Early Release 1:30 pm	7	25	26	27	28	29		
						NO SCHOOL..State Wrestling	23							
NOVEMBER					March	NO SCHOOL In-Service/Work Day	1	APRIL						
M	T	W	T	F		Parent/Teacher Conference 4:00-7:00	4-5	M	T	W	T	F		
		1	2	3		Early Release 1:30 pm	6	1	2	3	4	5		
6	7	8	9	10		NO SCHOOL	8	8	9	10	11	12		
13	14	15	16	17		Spring Break - NO SCHOOL	11-15	15	16	17	18	19		
20	21	22	23	24		EASTER - NO SCHOOL	29	22	23	24	25	26		
27	28	29	30		April	EASTER - NO SCHOOL	1	29	30					
						Early Release 1:30 pm	3							
						NO SCHOOL Teacher In-service	22							
DECEMBER					May	HCHS Graduation (3:00 PM)	11	MAY						
M	T	W	T	F		JH Awards	15	M	T	W	T	F		
				1		End of Second Semester	15			1	2	3		
4	5	6	7	8		Last Day of School (Dismiss 11:30)	15	6	7	8	9	10		
11	12	13	14	15		Teacher In-Service/Work Day PM	15	13	14	15	16	17		
18	19	20	21	22		Yellow highlighted - Early release 1:30 pm		20	21	22	23	24		
25	26	27	28	29		Shaded - NO SCHOOL		27	28	29	30	31		
						Boxed - Teacher In-Service/Work Days								
						Bold/Underlined - Parent Teacher Conference Days								
						STUDENT DAYS = 159.5 TEACHER DAYS = 175								
APPROVED BY BOE-May 8, 2023														
NOTE: This calendar may be amended at the discretion of the Board of Education and/or Administration														

HILL CITY GRADE SCHOOL

SCHOOL INFORMATION

Hill City Grade School
216 North 4th Ave.
Hill City, KS 67642
785-421-3425

Rebecca Richmeier, Principal

Melanie Kennedy, Secretary

IMPORTANT EARLY DATES:
BACK TO SCHOOL NIGHT August 17, 2023
Friday, August 18th - **First day of School**

THE SCHOOL DAY

The building opens at 7:30 am.

School Begins at 8:00 am and will dismiss at 3:30 pm.

We will gather in the gym at 7:55 am for the Pledge of Allegiance

Students arriving after 8:00 am will be counted as tardy.

Exterior doors lock at 8:00 am.

DISTRICT CONTACTS

Dale Deighton, Superintendent of Schools 785-421-2135

Nancy Law, Clerk of the Board 785-421-2135

Lanna Bucl, School Nutrition Applications 785-421-2135

Casey Anderson, Transportation Director 785-421-2223

ADDITIONAL SCHOOL AND DISTRICT INFORMATION CAN BE FOUND AT

www.usd281.com

AND OUR
Hill City Grade School
Facebook page

HCGS 2023-2024 Faculty & Staff

Rebecca Richmeier – HCGS Principal
Melanie Kennedy – Building Secretary

Kelli Atkins – Transition Kindergarten
Vanessa Underhill – Kindergarten
Tanya Hamel – 1st Grade
Josie Pimlott – 2nd Grade
Heather Kowalke – 3rd Grade
Diana Parker – 4th Grade
Paige Green - 5th Grade
Megan Kennedy – 6th Grade

Adrianna Hamel– Kindergarten

Kiley Pfeifer – 2nd Grade
Holly Haynes – 3rd Grade

Paige Ramey- 5th Grade
Katelyn Money – 6th Grade

Heather Burmeister K-6th Music
Katie Michael –Title I
Sheryl Fabricius-Reading Intervention

Kaitlyn Davis – K-6th PE
Billy Wicks – 5th/6th Band

Brooke Gfeller– Speech
Darien Pimlott- Interrelated

Anna Ashcraft - Counselor
Stacy Logue - Interrelated

Crystal Plante - Library/Reading Intervention
Mary Ann Keith – District Library Aide
Kelse Schneider– Building Health Aide

Nursing Services – Graham County Health Department

GH County Early Childhood Center – Dayna Summers, ShyAnn Robison, Jaime Taylor, Sandy Patton, Jona Knox

Paras: Deb Born, Noel Galbavy, Julie Keener, Michelle VanLoenen, Ashley Richmeier, Lana Winters, Lori Gonzales, Ariana Bradley, Heidi Deines, Jestine Peace, Wendi Shields

Custodians: Zach Anderson, Kadee Young
Cooks: Kim Rock, Jennifer Johnson

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.

USD 281 BELIEF STATEMENTS

- All students can learn regardless of previous performance or personal background;
- All students have the right to learn without being disrupted by others;
- Communication is an essential part of the education process;
- Students' self-esteem can and should be enhanced;
- students should learn to work cooperatively;
- Students share in the responsibility for their own learning and actions;
- Education is a cooperative effort among the student, school, family, and community;
- All cultural and ethnic groups should be recognized and treated equitably;
- All students will be provided with educational opportunities needed to reach their full potential;
- Extra-curricular activities play an important role in the educational process;
- Learning is a life-long process; and
- High expectations are the basis for a strong education system.

Non-Discrimination Policy

USD #281 does not discriminate on the basis of race, color, national origin, sex, age or handicap in admission or access to, or treatment of employment in its programs or activities. Inquiries should be directed to the Superintendent of Schools, P.O. Box 309, Hill City, KS 67642, phone 785.421.2135.

Title VI, Title IX, and Section 504 complaints may also be filed with US Department of Education, Region VII, Office for Civil Rights, 10220 N. Executive Hill Blvd., Kansas City, MO 64135.

Approved by the Board of Education USD 281: July 10, 2023

STUDENT FEES

Student Material 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 textbook and meal fees only and does not provide an exemption for other unpaid bills.

MEAL FEES

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 child's meal balance via your power school login through the school district website, www.usd281.com, or by contacting the building secretary. For your convenience, a monthly payment schedule has been figured for you (below).

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 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
<i>K-6</i>	<i>\$2.10</i>	<i>\$2.85</i>	<i>.50</i>
<i>7-12</i>	<i>\$2.20</i>	<i>\$3.10</i>	<i>.50</i>
<i>Adult</i>	<i>\$2.60</i>	<i>\$4.00</i>	<i>.50</i>

All cash meals are full price. (Reduced and free meals are available only on account.) Application forms for Free and Reduced Meals are available in the HCGS and the USD 281 offices.

Full Pay					Reduced				
Month	# meals	Break-fast	Lunch	Total	Month	# meals	Break-fast	Lunch	Total
Aug.	10	21.00	28.50	49.50	Aug.	10	3.00	4.00	7.00
Sept.	20	42.00	57.00	99.00	Sept.	20	6.00	8.00	14.00
Oct.	19	39.90	54.15	94.05	Oct.	19	5.70	7.60	13.30
Nov.	18	37.80	51.30	89.10	Nov.	18	5.40	7.20	12.60
Dec.	12	25.20	34.20	59.40	Dec.	12	3.60	4.80	8.40
Jan.	19	39.90	54.15	94.05	Jan.	19	5.70	7.60	13.30
Feb.	20	42.00	57.00	99.00	Feb.	20	6.00	8.00	14.00
Mar.	13	27.30	37.05	64.35	Mar.	13	3.90	5.20	9.10
Apr.	20	42.00	57.00	99.00	Apr.	20	6.00	8.00	14.00
May	10	21.00	28.50	49.50	May	10	3.00	4.00	7.00
Lunch & Break-fast					Lunch & Break-fast				
1st Sem.	391.05				1st Sem.	55.30			
2nd Sem.	405.90				2nd Sem.	57.40			
Total Year	796.95				Total Year	112.70			
Lunch Only					Lunch Only				
1st Sem.	225.15				1st Sem.	31.60			
2nd Sem.	233.70				2nd Sem.	32.80			
Total Year	458.85				Total Year	64.40			
Break-fast	2.10				Breakfast	0.30			
Lunch	2.85				Lunch	0.45			

ARRIVAL & DISMISSAL

Car Drop-Off

Parents and guardians may park on the street on the south, west, and north sides of the building. Do not park in the bus lane (south side of the building parking area).

Walkers

Students who need to cross Highway 283 when walking home will cross at the north end. This is the only crosswalk we supervise. Families wishing to use the south crosswalk are welcome to pick their child up at the front door and use the crosswalk of their choice.

Bus Riders

The bus lane is on the south side of the building. Students are dropped off here and enter the K-1 exterior door.

Graham County Early Childhood Center

Parents and guardians may park on the north side of the building and walk their child in the north door. The north door is the only entrance for GCECC.

On normal school days, Kindergarten students will be released at 3:25pm followed by the 1st thru 6th graders at 3:30pm. To alleviate congestion in the hallway we respectfully ask parents to wait outside until their students are released.

Notify the school by 1:30 pm of any changes in your child's after school transportation.

VISITORS FOR LUNCH

A visitor planning to have lunch with a student is asked to notify the office by 9:00 am to be included on that day's lunch count for the cooks.

In the event a student, visitor, or employee shall require access to the Hill City Grade School cafeteria the following procedure shall be followed:

USD 281 encourages parents, grandparents, or other supportive individuals to visit our schools and take part in activities such as our lunch program. Any individual wishing to do so should not be deterred by inaccessibility of our facilities. Lack of advance notice shall not be reason to deny a visitor the opportunity to participate in the school lunch program in USD 281.

BULLYING

Board Policy JDDC – “The Board of Education prohibits bullying in any form by any student, staff member, or parents towards a student or a staff member.” Any act of bullying will be investigated and is to be reported to administration immediately. Acts of bullying may be subject to detention, suspension, or expulsion. Please see Board Policies EBC, GAAE, JCE, JDD, JGECA and KGC concerning bullying, suspension, and expulsion.

DETENTION

Detention periods at Hill City Grade School may be before or after school hours. Detentions may not begin more than thirty (30) minutes before the first bell, nor may end more than sixty(60) minutes after the last bell. The HCGS Staff Person assigning the detention shall supervise and make provisions in regard to time and place. All students will be given 24-hour notice. The HCGS Staff Person assigning the detention shall also communicate with the parents/guardians regarding the assignment and scheduling of the detention. Detention may be given for behavior incidents or academic purposes.

BEHAVIOR DETENTION EXPECTATIONS

1. Students shall be on time.
2. Detention time shall be used to discuss the infraction. Both the supervising teacher and student(s) shall address the infraction and discuss preferred outcomes.
3. Students are to follow the directions of the supervising staff.
4. At the discretion of the Principal, failure to report to detention may result in alternative detention time during the school day or In-School-Suspension.

ACADEMIC DETENTION EXPECTATIONS

5. Students shall be on time.
6. Detention time shall be used to complete missing or unacceptable assignments and receive assistance from staff.
7. Students are to follow the directions of the supervising staff.
8. At the discretion of the Principal, failure to report to detention may result in alternative detention time during the school day or In-School-Suspension.

Kansas School Violence Hotline.....

Kansas School Safety Hotline is a toll-free number available 24 hours per day, 365 days per year to give students, parents, and community members the opportunity to report any impending school violence. This hotline was established and became operative August 1, 1999.

The Kansas School Safety Hotline Number is: 1-877-626-8203

DISCIPLINE & BEHAVIOR CHART

Level 1	Level 2	Level 3	Level 4	Level 5
Detention	Detention In-school Suspension and/or Out of School Suspension	In-school Suspension and/or Out of School Suspension	In-school Suspension and/or Out of School Suspension	Recommended Long Term Suspension or Expulsion (TBD by USD 281 Suspension Officer)
30 or more minutes	60 minutes-2 Days	1-3 Days	2-10 Days	More than 10 days
Conflict with a student	Disruption (classroom, hallway, cafeteria, etc.)	Bullying	**Alcohol/use or possession (1st offense)	**Alcohol (2nd offense)
Disrespectful behavior	Defiance of authority/insubordination	**Fighting/inciting a fight (1st offense)	**Drug paraphernalia	**Drug (possession or use)
Off-task behavior	Leaving class without permission	**Fire alarm pull	**Dangerous materials	**Explosives (possession or use)
Profanity	Offensive language	Harassment, threats, intimidation	**Fighting (2nd or 3rd offense)	**Physical aggression to an adult
Public display of affection	Refusing a simple request	Leaving school without permission	**Physical aggression to a student	**Setting a fire
Technology Violation	Unsafe behavior	Physical aggression (throwing things, room clear, etc.)	**Tobacco possession (2nd or 3rd offense)	**Weapons (possessions or use)
Theft (under \$50)		Repeated violation of school rules		
Unexcused tardy (upon 4th in quarter)		**Sexual Harassment		
		Taunting		
		**Theft (over \$50)		
		**Tobacco possession (1st offense)		
		**Threat		
		**Vandalism/destruction of property		

**NOTE: This list is not all inclusive. It represents a sampling of possible behaviors and consequences issued. Consequences are based on frequency, severity, and administration discretion.
Indicates infractions that may include notifying the Police.

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 statute states that if a child has unexcused absences on any three consecutive days, misses 5 days in a semester, or 7 days in a school year, they are not attending school as required by state statute. 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.

*72-1113(c) (1) Whenever a child is required by law to attend school and is enrolled in school, and the child is inexcusably absent therefrom on **either three consecutive school days or five school days in any semester or seven school days in any school year**, whichever of the foregoing occurs first, **the child shall be considered to be not attending school as required by law**. A child is inexcusably absent from school if the child is absent therefrom all or a significant part of a school 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.*

EXCUSED AND UNEXCUSED ABSENCES

The following procedures shall be used in determining truancy in USD 281

- 1) All absences are unexcused until the parent/guardian has contacted the office. Absences may be reported by 8:00 a.m. via phone, voicemail, Remind app, or email to the office. Parents will be contacted by phone through our automated system if they have not notified the office by 8:30 a.m.
- 2) For official attendance purposes, students arriving after 10:00 a.m. are counted absent one-half day. Students will be counted absent one-half day if they leave school for the day prior to 2:00 p.m. with a parent/guardian. A student is counted absent if he or she is in the nurse's office for more than two (2) hours.
- 3) A student arriving after the 8:00 a.m. tardy bell and before 10:00 a.m. is counted tardy. All students are required to check-in at the office upon arriving after the 8:00 a.m. bell. Tardies may be excused for valid reasons with a parent call or note, a teacher note, or a doctor at the discretion of the principal.
- 4) Truancy is reported to the office of the Department of Children and Families for students 13 years of age and younger. The County Attorney is contacted regarding truancy for students over 13 years of age. Truancy is defined as:
 - a) three (3) consecutive unexcused absences,
 - b) any five (5) unexcused absences in a semester,
 - c) or seven (7) unexcused absences in a school year, whichever comes first.
- 5) A valid excused absence is parental consent for absence from school for the following reasons:
 - a) Illness.
 - b) Funeral.
 - c) Medical, eye, and dental appointments; students/parents must provide documentation if requested.
 - d) Attendance at school-sponsored activity and/or related activities
 - e) Personal emergencies.
 - f) Religious observance of a student's own faith.
 - g) Absence pre-arranged by a guardian and approved by the principal
 - h) Students of active-duty military personnel may have additional excused absences at the discretion of the principal for visitations relative to leave or deployment.
 - i) Other reasons, which in the judgment of the principal are reasonable and necessary.

- 6) A written excuse from a doctor may be required upon the fourth (4th) consecutive day absent. The principal in consultation with nursing services will determine exceptions.
- 7) A written excuse from a doctor may be required for all absences after the 10th absence. A written excuse from a doctor means that a physician has treated an illness or injury and has verified to the grade school office that because of the illness or injury, the student was unable to attend school. Official verification from a doctor must include the physician's name, phone number, and specific dates of illness to be excused from school. This notification must be submitted to the office upon the student's return to school within 2 days following the absence.
- 8) Upon the 10th absence in a year, meetings may be scheduled with families to determine a plan for improved attendance.
- 9) A written excuse from a doctor is required to remain in the building during recess and to be excused from any physical activities that are part of the school curriculum, for more than three (3) days.
- 10) It is the responsibility of the student to obtain make-up work following an absence.
- 11) Please contact the office as early as possible if your student will leave before 3:30.

CHRONIC ABSENTEEISM

Being chronically absent means a student is missing 10 percent or more of school, for both excused and unexcused reasons. We are required to report the Average Daily Attendance and the Chronic Absenteeism rate to the Kansas State Department of Education.

*72-1113(c) (1) Whenever a child is required by law to attend school and is enrolled in school, and the child is inexcusably absent therefrom on **either three consecutive school days or five school days in any semester or seven school days in any school year**, whichever of the foregoing occurs first, **the child shall be considered to be not attending school as required by law**. A child is inexcusably absent from school if the child is absent therefrom all or a significant part of a school 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.*

Attendance is a key indicator significantly correlated with high school graduation and we need your child at school every day possible, at all grade levels. If you're experiencing difficulties in getting your child to school regularly please contact the grade school office 785-421-3425 so we can work together to provide your child with the best educational experience possible.

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.

HOMEWORK WHEN ILL

Homework assignments for students who have been absent from school may be picked up in the office during the day or after school. Please call the school early in the day to give teachers time to collect the homework during their planning time.

HOMEWORK POLICY

Students will be given one calendar day for each day they are absent for illness from school to make up assignments. Parents should contact the teacher well in advance if their child will be gone for a pre-arranged

absence so that work can be provided, and the child will have less homework due upon returning to class. The length of time may be extended at the discretion of the teacher.

ELIGIBILITY FOR EVENING CONCERTS AND PROGRAMS

In accordance with district policy concerning eligibility, students must be in school by 10 am to be eligible to participate in after school or evening concerts or programs. This does not include attending and watching games, concerts, or other district events, but only includes events in which the grade school student is directly participating, such as the fall or spring music concerts. Exceptions may be made, but parents must first get permission from the school principal.

ELIGIBILITY FOR EXTRACURRICULAR EVENTS

HCGS supports various extra-curricular activities as a part of student programs. Students are expected to maintain a high level of conduct when attending events both at home and away. Students exhibiting inappropriate behavior may be removed from the event.

Students must be in good standing to participate in **HCGS sponsored events** such as field trips, school parties, other special activities throughout the year, and junior high athletics (6th only). All student accounts must be paid up and may not have a negative balance. Disciplinary infractions, attendance, and incomplete assignments may prevent a student from participating in extracurricular activities.

Students must also be academically eligible. The following procedures apply in determining the status of a student's academic eligibility:

- If a student is failing (F) one subject and has a (D) in another subject when the failing list is compiled, the student shall be considered ineligible.
- These guidelines shall apply to all extra-curricular activities whether they involve a class or are after school activities.
- Teachers shall have all grades entered by 1:00 PM on Monday. The period for academic probation or ineligibility shall run from 8:00 AM Tuesday morning until 8:00 AM the following Tuesday morning.

In the event a student is ineligible, the student will report to the school building and work on missing assignments, alternative assignments, or other appropriate educational content determined by the teacher.

ELIGIBILITY FOR JUNIOR HIGH ATHLETICS

Sixth grade students are eligible to participate in non-contact sports as authorized by the Kansas State High Schools Athletic Association. Students must be in good standing in terms of attendance, academics, and follow the "Code of Conduct" guidelines. Students and guardians must also consent to random drug testing.

Attendance

In order to participate in co-curricular activities, students must be in attendance by 10:00 AM unless excused by the building principal. Students 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.~~

Academics

Grades are promptly entered into the Powerschool student information system, allowing parents/guardians with an Internet connection or cellular device to have constant access to their student's progress. Parents/guardians may request that progress reports be mailed or emailed to them as well. After the third full week of school, USD 281 generates a weekly Failing List which is used to determine eligibility. The building

principals, counselors, and teachers have access to this information to aid them in identifying students in need of assistance.

“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. Students 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 purchase, consume, or be in possession of alcohol, drugs, all tobacco and tobacco related products including possession or use of e-cigarettes, vape pens, JUULs and the like. (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 the internet and/or technology.

Violation of these guidelines shall be subject to the following actions: Violations under this policy are cumulative throughout 2 years, grades 6-12 and start over every two (2) school years.

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

1ST 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 17 proof of enrollment and regular attendance at a school approved substance abuse program, the suspension will be reduced to fifteen (15) school days.

2ND 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 illegal drugs, alcohol, tobacco, tobacco related products, including e-cigarettes, vape pens, JUULs and the like, 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.

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 Physician's Assistant – (these are required by the KSHSAA) and be on file in the office before the beginning of the practice season.

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) daytime 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

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 is actually in session in USD 281.

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. In the event a student becomes ill enough to require leaving the school, a parent/guardian or a designated adult must be available to pick up the student from school within the hour.

Students will be sent home in the event they have vomited at school and/or are running a temperature in excess of 100 degrees. The student may return to school once they are fever and vomit free for 24 hours without the use of medication. Exceptions may be made to extend the 24 hours rule up to 72 hours for highly contagious illnesses at the discretion of nursing services.

All medications shall be administered only by 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 nursing services. At no time will students bring or have medication in their possession except medication such as an inhaler, which is ordered by a physician and has been approved for self-administration by nursing services.

All over the counter (OTC) medication will be administered by designated personnel. A parent or guardian may request OTC medication to be given if the school is notified; in the event the school believes an OTC (Tylenol, cough medicine, etc.) medication is necessary, the parent or guardian shall be first notified, and permission must be granted. School personnel other than designated personnel will not hold, administer, or release medication for students.

STUDENT INSURANCE

USD 281 provides student insurance for all students enrolled in the district. The students K-12 are covered for accidents that may occur while they are at school. **This insurance is intended only as a supplement to any insurance you may already carry and is not intended to cover the entire claim. The school’s insurance will be considered for payment of a claim only after you have filed the accident with your own insurance company.** Claim forms can be picked up in the health office. The school nurse will explain the correct procedure to complete the form.

PHOTOGRAPHS AND VIDEOS

Our students are occasionally photographed or captured on video by school staff. Please contact HCGS if you do not wish for these photos or videos to be displayed on the school website, in the local newspaper, on the local cable channel or in another appropriate publication.

HCGS endeavors to protect the privacy of all students, especially in regard to any media made available over the Internet.

TELEPHONE POLICY

Students will not be called from class to the telephone unless there is an emergency or an illness. We will deliver messages called in to the office to the student and/or teacher and/or bus barn as necessary.

However, we sometimes receive and deliver a huge number of messages, often in a hectic environment. If possible, we ask that arrangements concerning where a child should go after school or who should pick up the child should be made at home before school. This will decrease the chances of miscommunication.

The use of the telephone by students during class time is kept to a minimum and will be allowed only if the teachers deem the call to be important. If a student is given permission to use the telephone all calls must be made on a school phone.

After the dismissal bell rings, students must wait until 3:45 pm to use the phone. The reason for this wait is to keep the phone lines open between 3:30-3:45, a time when we often receive many phone calls.

CELL PHONES AND SMART WATCHES

HCGS **does not** allow students to have cell phones or smartwatches turned on or to use cell phones/smartwatches during school at ANY time. Students who bring cellphones/smartwatches to school may store them in their lockers or book bags with the power turned off. They may check the cell phone/smartwatch into the office or with a classroom teacher for safekeeping and pick the cell phone/smartwatch up after school.

Any cell phone/smartwatch that is found to be on (regardless of the reason) will be taken and returned only to the parents. Multiple violations of the cell phone/smartwatch policy may result in disciplinary consequences. The teachers and administrators at HCGS strongly discourage students from bringing cell phones and smart watches to school. Cell phones and smart watches are not needed as an instructional tool because each student is issued an iPad or laptop for use at school. Please keep in mind that each classroom is equipped with a phone, which students may use with a teacher's permission, during the school day, and which may be used in an emergency. Parents can call the school office with any important message for the student, and the office will communicate that information to the student at an appropriate moment during the school day.

WEAPONS

A student shall not 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. Students breaking this rule may be subject to suspension or expulsion pursuant to state statute and BOE policy.

VIOLENCE AND THREATS

Students shall not use or threaten to use physical violence or verbal abuse by any medium against any person at school, on school property, or at a school sponsored event. Students breaking this rule may be subject to suspension or expulsion pursuant to BOE policy.

DRESS CODE

Caps and hats are not to be worn at school during normal school hours (arrival – 4:00) except during specially designated days or as approved by the principal.

Shirts or other attire displaying references to alcohol, drugs, tobacco, gangs, profanity, having sexual connotations, or displaying flagrant insults/put-downs will not be allowed in school or at school functions.

Due to student safety concerns, we strongly discourage the wearing of sandals or Flip Flops. HCGS encourages students to wear shoes that completely cover the foot. **All students will be required to wear tennis shoes for PE.** Students can wear the ones they regularly wear to school and will not need to have a special pair just for PE.

Appropriate student dress and grooming is always expected. Any dress or appearance that may compromise the educational environment is subject to corrective action by any staff member. 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, “sleeveless undershirts”, excessively short shorts, and pants or shorts that have excessively large holes. Tank tops may be worn so long as the arm holes are fairly tight around the arm. All shirts shall cover the midriff with arms raised. No undergarments shall be visible. Any jewelry or other dress that would compromise the safety of the student, other students or staff is prohibited.

GUM

Gum chewing is not allowed at HCGS. All gum must be left at home. The student will receive a warning for the first infraction and will receive disciplinary consequences for further incidents.

ITEMS BROUGHT TO SCHOOL

HCGS does not allow students to bring items from home such as toys, fidget spinners, trading cards, and any electronic devices, except cell phones, to school except under special circumstances as determined by the building principal. **ANY** item may be confiscated by **ANY** faculty member they feel constitutes a disruption toward other students or the educational process. Students **MAY NOT** use these items before school, during school, lunch, or recess. Students are discouraged from bringing such items to school. If they choose to bring them for use on the bus or after school, they are to always remain in the students’ book bag while in the school building.

Items from home that are found to be out of lockers/bags during school hours may be taken. If items are confiscated, they will be returned only to the parents. Multiple violations may result in disciplinary action.

HCGS and USD 281 take no responsibility for any personal items brought to school and advise students to leave them at home. If a theft is suspected, local law enforcement may be contacted. Students who bring items from home do so at their own risk. Parents are strongly advised to label all items brought to school

ILLEGAL DRUGS, ALCOHOL, TOBACCO, & TOBACCO RELATED PRODUCTS

Illegal drugs, alcohol, tobacco, & tobacco related products, including e-cigarettes, vape pens, JUULs, and the like, may not be brought on the school premises at any time.

LOST OR FORGOTTEN CLOTHING

Each year, HCGS accumulates many articles of clothing in our Lost and Found receptacle. For your convenience, this box is located next to the office, and you are encouraged to search it at any time to retrieve lost or forgotten clothing.

At the end of each semester, all unclaimed articles are taken to the local secondhand clothing shops. We **strongly** advise parents to put names in all jackets, sweatshirts and any article of clothing that could be lost or forgotten.

VISITORS AT SCHOOL

Parents are encouraged to visit school at any time. Children of preschool age are allowed to visit school only when they are accompanied by an adult. All visitors are to check in at the office upon arrival.

A visitor planning to have lunch with a student is to notify the office by 9:00 am to be included in that day's lunch count. Please refer to the previous section about LUNCH FEES for more information about our lunch program.

**All visitors are to report to the office when they enter the building.
The front door (west side) is the only entry point during the school day.**

HEAD LICE, NITS AND BEDBUGS

Students diagnosed with live head lice and or bedbugs will be dismissed early from school and the parent will be contacted with the expectations that the child be treated at home. The student will be allowed to return to class the following school day after appropriate treatment has begun. Nits may persist after treatment, but successful treatment should kill crawling lice. Personal hygiene or cleanliness in the home or school has nothing to do with getting head lice or bed bugs.

Any student, whose staff has concerns with having head lice or bed bugs will be checked immediately by nursing services. If evidence of live lice or bed bugs are found, the student's parents will be notified and be required to pick the child up to begin treatment immediately. Following treatment protocols, the student may be checked intermittently until they are found to be free of live lice. If a student is found to have lice or bed bugs, the student's belongings may be isolated to minimize exposure to other students or staff.

CLASSROOM PARTIES

Classroom parties may be permitted by the classroom teacher for special events or holidays such as Halloween, Christmas, or Valentine's Day. Students who do not participate in parties for religious reasons may be excused to go home.

Invitations to personal parties shall NOT be handed out at school unless everyone in the class is invited. The school will not provide names and address of students.

INCLEMENT WEATHER

Official word concerning emergency closing during inclement weather comes from the Superintendent of Schools. School patrons should receive a phone call or text message in the event school has been canceled. If you do not receive a phone call in the event of a closing, please contact the school so that we can update your contact information.

Melanie Kennedy – Hill City Grade School – 421-3425
Christy Keith – Hill City Junior-Senior High School – 421-2117

ACCEPTABLE TECHNOLOGY USE POLICY

General Technology Use

All use of technology and network resources shall be consistent with the Graham County Unified School District #281 goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. In order for technology to be in working order and available to everyone, students must respect the hardware and software in the school's computer lab and classrooms. The following general policy statement and guidelines pertain to all technology usage in USD #281:

No student shall intentionally cause damage to any school equipment including hardware and software.

1. **Acceptable Use** - Access to the Graham County USD #281 technology and network resources must be for the purpose of education or research and be consistent with the educational objectives of the District.
2. **Privileges** – The use of Graham County USD #281 technology and network resources is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. There will be consequences for any student who fails to follow District and building guidelines and policies. The consequences may include paying for damages, denial to access to technology, detention, suspension, or expulsion. In severe cases, the District will involve law enforcement authorities.
3. **Unacceptable Use** – The user is responsible for his or her actions and activities involving all technology and network resources. Unacceptable use includes, but is not limited to, the following acts:
 - a) Removing or exchanging any hardware or software component from any system
 - b) Deleting, renaming, moving, copying, or changing any file or its properties, other than his/her personally owned files
 - c) Tampering with installed software and files, or with any hardware
 - d) Attempting to gain or gaining access to unauthorized files
 - e) Attempting to change passwords
 - f) Damaging another student's work
 - g) Installing personal software on school technology
 - h) Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State regulation
 - i) Installing, copying, or knowingly infecting a computer system with a virus
 - j) Unauthorized downloading of software
 - k) Downloading copyrighted material for other than personal use
 - l) Using the network for private financial or commercial gain;
 - m) Wasting technology resources including bandwidth, file storage space, printers, or paper
 - n) Gaining unauthorized access to resources or entities;
 - o) Invading the privacy of individuals;
 - p) Using another user's account or password;
 - q) Posting material authorized or created by another without his/her consent;
 - r) Posting anonymous messages;
 - s) Using the network for commercial or private advertising;
 - t) Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material
 - u) Using the network while access privileges are suspended or revoked.

Student Access to the Internet

The Internet, telecommunications and other new technologies shift the ways that information may be accessed, communicated, and transferred by people. These changes may also alter instruction and student learning. Online electronic resources provide an exceptional opportunity for the promotion of intellectual inquiry, comprehensive information gathering, and awareness of global diversity through worldwide communications and exploration.

Telecommunications, electronic information sources, and networked services significantly alter the information landscape for schools by opening classrooms to a broader array of resources including those from file servers throughout the world. The district's goal is to educate users by providing them with the understanding and skills needed to use the Internet in ways appropriate to their education and information needs. Staff will make every effort to guide and supervise students in the appropriate selection and use of electronic resources.

Making the Internet available to students carries with it the potential that some students might encounter information that others have identified as controversial or potentially harmful. Because the Internet is globally accessible and changes daily, it is not always possible to predict what students may encounter in some areas of the Internet. Some students may locate information that they or others consider inappropriate. The district does not condone the use of inappropriate materials nor does it encourage students to seek out inappropriate material. Concern about Internet information will be handled in the same manner as concerns about other educational materials are handled.

Students are responsible for good behavior on school computer networks, just as they are at all times throughout school. Communications on the network are often public in nature. Access to network services will be provided to students who agree to act in a considerate and responsible manner.

4. **Network Etiquette** – The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- a) Be polite. Do not become abusive in messages to others.
- b) Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
- c) Respect the privacy of others. Do not reveal the personal addresses or telephone numbers of students, staff, or colleagues.
- d) Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in the support of illegal activities may be reported to the authorities.
- e) Do not use the network in any way that would disrupt its use by other users.
- f) Consider all communications and information accessible via the network to be private property.
- g) Limit all use of the Internet access to an appropriate educational purpose
- h) Understand that the District personnel periodically review all use of the Internet (including e-mail)
- i) Immediately report any known or suspect problems or unusual activities to a system administrator
- j) Do not reveal their own personal address, phone number, or password

Independent student use of telecommunications and electronic information resources will be permitted upon submission of permission forms and agreement forms by parents of minor students (under 18 years of age)

and by students themselves. Students who are 18 years of age or older may sign their own permission and agreement forms.

Access to telecommunications will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with people throughout the world. The district believes that learning opportunities made available to students through Internet access, such as information resources and collaboration opportunities greatly exceed any disadvantages that may be inherent within the Internet. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards their children should follow when using media and information sources.

TRANSPORTATION

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

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 oversee 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

1. 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,
 Inform the sponsor
 If situation is not taken care of, driver will then do so
 Driver may then report incident to supervisor and principal
2. 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.
3. Sponsors are encouraged to assign seats and must ensure students remain seated.
4. Students must return with the bus unless sponsor has a signed parents' permission slip.
5. 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.
6. **Sponsor will not allow any tape to be played in the VCR that would not be shown in the Hill City school classroom.**
7. All drinks taken on the bus must be in a container with a leak-proof lid. **No open containers or cups with straw & ice.**
8. No ice cream or shakes.

9. No sunflower seeds allowed on the bus or in school vehicles!!!

10. 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.

11. 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 such as– 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.

12. Assignment of the Pusher will be based upon the following factors:

The number of passengers

The amount of gear

Distance

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 may be done on the bus as well as in the school building.