

USD #223
BARNES-HANOVER-LINN

Hanover Schools
Linn Schools

STUDENT HANDBOOK



2020-2021

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TABLE OF CONTENTS

Page 1	MISSION STATEMENTS
	ACADEMICS
	Graduation Requirements
	Dropping a Class
Page 2	Grading Scale
	Report Cards
	Planners
	Honor Roll
	Progress Reports
Page 3	Eligibility
	Valedictorian/Salutatorian Awards
	Textbooks
Page 4	Fees & Fines
	Class Schedule
	STUDENT BEHAVIOR
	Suspensions, Expulsions and Detentions
	Types of Expulsions, Suspensions, and Detentions
Page 5	Due Process
	DISCIPLINE PROGRAM
	Definition of Discipline
	Teaching and Learning the Intended Curriculum
	Belief Statements
Page 6	Behavior Expectations
	Levels of Disruptive Behavior
Page 8	BEHAVIORS THAT CONTRIBUTE TO AN UNSAFE ENVIRONMENT
	Possession of Weapons
Page 9	Use of Weapon
	Fights

Page 10	Assault and Intimidation Toy Replica of Weapons Gross Disrespect of an Adult
Page 11	PRODUCTIVE LEARNING ENVIRONMENT FOR THE CLASSROOM Disrupting Learning of Another Student Academic Failure Failure to Follow Reasonable Request of the Teacher Family Rights and Privacy Act
Page 12	Attendance Policy
Page 13	Unexcused Absence Tardiness
Page 14	Advanced Notice of Absence Students Leaving School Daily Attendance and Activities Student Activities Activities
Page 15	Sportsmanship in Competitive Athletics Amateur Eligibility School Sponsored Trips
Page 16	MISCELLANEOUS Assemblies Automobiles and Parking Bus Instruction to Pupils and Drivers
Page 17	College Visits Lockers Faculty and Faculty-Student Relationships Dress Code for Students
Page 18	Lunch Period
Page 19	Pop/Candy Machines Alcohol and Tobacco Products

	Outsiders at School-Sponsored Dances
	Cell Phones
Page 20	Cell Phones and other Technology Devices
	Student Insurance
	Visitors to the Building
	Technology Policy
	Dangerous Materials
Page 21	Sexual Harassment
	Public Displays of Affection
	Fire/Tornado Procedures
	Daily Attendance and Activities
Page 22	Bullying
	ESI – Emergency Safety Interventions
Page 23	Wellness Policy
	Appendix A: USD#223 JR/SR HIGH SCHOOLS ACTIVITIES CODE
Page 25	Blue Valley Tele-Communications Sponsorship Ad

UNIFIED SCHOOL DISTRICT #223

MISSION STATEMENT

USD 223 will provide a cost-effective, high-quality educational program as it pertains to curriculum, personnel, and facilities. USD 223 curriculum will meet community needs and expectations reflecting rural values and standards set forth by the local educational communities.

Hanover Mission Statement

To create a learning community dedicated to developing lifelong learners and responsible citizens.

Linn Mission Statement

The Linn School and community will challenge the students by empowering them to encounter the future successfully.

ACADEMICS

Graduation Requirements

USD #223 awards two types of certificates:

1. A general diploma which results from meeting the following requirements of the Board of Education, USD #223:
 - A student is required to pass twenty-six credits as stipulated by the Board of Education, including the following:
 - 1) Four units of English/Language Arts (English I through IV)
 - 2) Three units of Social Science
 - 3) Three units of Math
 - a. To include Algebraic and Geometric concepts
 - 4) Three units of Science
 - 5) One unit of Physical Education
 - 6) One unit of Computer Applications
 - 7) One-half unit of Speech
 - 8) One unit of Fine Arts
 - 9) One-half unit of Personal Finance
 - 10) Six elective units
2. The second award is a special attendance certificate issued to a student who has completed four years of high school, but has not met the specific requirements noted above.

Dropping a Class

Students should take great care when selecting class schedules. A student may drop/add a class during the first 5 class days of each semester, but he or she must clear the change through the guidance counselor, principal, and the teachers involved. Changed schedules will not be encouraged during the school year. When classes and schedules are changed, the following people will be involved: the principal, counselor, teachers, student, and parent(s) or legal guardian(s). Special situations will be considered with input from the principal, counselor, and classroom teachers.

Grading Scale

Student grades will be assigned using the following criteria: A = 90% - 100%; B = 80% - 89%; C = 70% - 79%; D = 60% - 69%.

Report Cards

The grading system is on a nine-week basis. All classes will be listed on the grade cards. The grade cards need not be returned to school and can be retained by the students, parents or legal guardians. The permanent record will remain at the high school.

Planners

At the beginning of the school year, or upon late enrollment, students are issued a daily planner. Students should view the student's daily planner as a way to become more organized regarding daily assignments. It will also be used as a hallway pass for students. Replacement planners may be purchased from the office. The price of a replacement planner will be established each year by building administration.

Honor Roll

The honor roll will be based on a point system. A = 4 points; B = 3 points; C = 2 points; and D = 1 point. Any student receiving a grade lower than a C or an incomplete will not be listed on the honor roll. Three honor roll listings are maintained. Superior Honor Roll consists of students who achieve a 4.0-grade point average. High Honor Roll will consist of students maintaining a minimum 3.8-grade point average. Honor Roll will consist of students maintaining a minimum 3.3-grade point average. Honor rolls will be posted after each nine-week period and each semester.

Progress Reports

Progress reports can be found on the Parent Portal at any time and should be updated regularly by teachers. Therefore, parents and students can view grades at almost any time, allowing sufficient time for the student to take corrective action during the grading period.

Eligibility

Students who receive a grade(s) of an “F” or an incomplete are considered ineligible to participate in school activities. Eligibility for grades 6-12 is determined weekly beginning on or after 10 class days at the beginning of each semester. Eligibility notification for students/parents will be on Friday of each week for the following week. Each student receives a one-week probation period for each class in which he or she is currently enrolled. Probation weeks for students will run concurrently. A student will be considered eligible during probation week. If a student has not raised his/her grades above the level listed within the probation period, he or she will be considered ineligible at that point. A student will be ineligible for the entire week once they have been placed on the list. Students will remain ineligible for one-week increments until the grade has been raised to a passing level. Grades for all students will be determined on a 9-week basis with no carry over from one nine-week period to the next. Academic eligibility will not be used to determine if a student can attend Homecoming Activities, Winter Ball, and Jr./Sr. Prom Activities.

Valedictorian/Salutatorian Awards

Within USD #223, at Hanover High School (HHS) and Linn High School (LHS), there will be one Valedictorian and one Salutatorian per graduating class.

Candidate must have attended HHS or LHS since the beginning of their first semester of the junior year unless said student participates in a foreign exchange program for a semester or year and then returns to the school he/she left before graduation. The selection of the Valedictorian and Salutatorian shall be determined by grade percentages earned in the State of Kansas Scholarship Program Curriculum. In case of a tie, the following steps will be used to break the tie:

Compare and evaluate:

1. Like classes (grades by percentage)
2. Unlike dual credit classes (grades by percentage)
3. Total number of dual credit classes taken
4. As a last resort, the same standardized test composite score
5. ACT or SAT scores

The cutoff date for grades determining the valedictorian and salutatorian will be made one week before graduation.

Textbooks

The school furnishes textbooks for classes on a rental basis. The amount charged is announced annually. Per board policy, students will purchase workbooks, paper, pencils, and other consumable items when required. The student is expected to care for his/her books and return

them at the end of the year. The books will be inspected, and any damage other than average wear and tear will be noted and assessed against the student.

Fees and Fines

Certain classes, in which individual projects are built, require that certain materials be purchased by the student. No projects will be released from the building until the student has paid for the materials used in the project. If a project is a two-semester project, one half of the cost of the project must be paid by the end of the first semester. Students will not be allowed to participate in promotion or graduation exercises until all account balances are paid

Class Schedule

The class schedule consists of eight periods.

STUDENT BEHAVIOR

Suspensions, Expulsions, and Detentions

The Board of Education and the Hanover/Linn schools may suspend, expel, or give an after school detention to any pupil guilty of any of the following:

1. Willful violation of any published regulation or policy approved by the Board of Education.
2. Conduct, which disrupts, impedes, or interferes with the operation of any public school.
3. Conduct, which impinges upon or invades the rights of others.
4. Conduct, which has resulted in the conviction of a pupil or student of any offense specified in Chapter 21 of the Kansas Statutes Annotated.
5. Disobedience of an order of a teacher, peace officer, or other school authority when such disobedience can reasonably be anticipated to result in disorder, disruption, or interference with the operation of any public school or classroom, or impingement upon the rights of others.

Types of Expulsions, Suspensions, and Detentions

1. Short Term Suspension: Not to exceed five days. In the event of OSS sessions, homework can be submitted for credit but must be completed on the day the student returns to class.
2. Long Term Suspension: Not to exceed the remainder of the current semester.
3. In-School Suspension: Same length as short-term suspension, but using an altered schedule with academic work provided, with close supervision and limited activity by the student.
4. Expulsion: A student may be expelled for a maximum of 186 days.
5. Detention(s): To be used for a minor infraction with 24-hour notice to be given unless shorter notice is agreeable with concerned parties.

Due Process

In case of either a short, long, or in-school suspension or expulsion, the student will be given a hearing as prescribed by the “Kansas Student Suspension and Expulsion Law,” KSA 72-8901 through 72-8906 as amended by the 2000 session of the Kansas Legislature. Parents will be notified in all cases where a suspension results.

DISCIPLINE PROGRAM

Definition of Discipline: A process designed to teach, model, and use appropriate consequences to bring about the responsible behaviors necessary to ensure a safe, orderly, and productive learning environment by helping to change unacceptable behavior to acceptable behavior. Confidentiality among staff/team members will always be required when discussing issues.

Teaching and Learning the Intended Curriculum

USD223’s main objective is to “Teaching and Learning the Intended Curriculum”. Hanover and Linn Schools want to assure the public that every student will have the best opportunity possible to learn. An effective discipline plan will:

1. Provide a safe environment
2. Promote an orderly environment (outside the classroom)
3. Promote a productive learning environment in the classroom

Student Centered/Teacher Centered - An effective discipline plan will result in consistency among staff members. Consistency means reacting to every behavior that is inappropriate and realizing that every student doesn’t need the same consequence to change the behavior.

Belief Statements

1. Discipline takes time. The consequences might not be immediate.
2. Discipline is a part of the daily routine-not a disruption of the daily routine. The teacher needs to be prepared. Know that discipline is something with which a teacher will be dealing with. Use it as a chance to teach.
3. Self-discipline is the expected outcome.
4. Every discipline situation is an opportunity to teach the expected behavior.
5. Teaching and modeling appropriate behavior along with providing consequences are the best ways to help change unacceptable behavior to acceptable behavior.
6. Expected behaviors must be communicated, taught, and modeled on a daily basis throughout the school year.
7. In the handling of unacceptable behaviors, the focus will be on judging the behavior of the student(s), not on the judgment of the student(s).
8. A staff member will not respond to misbehavior as if it was a personal attack on him/her.

9. Staff will act respectfully to students, parents, colleagues, and peers at all times, regardless of the students' and/or parents' behavior.
10. Teaching and learning of the intended curriculum for all students is the highest priority. Therefore, the misbehavior of one student:
 - a. Will not be allowed to interfere with the learning opportunities of another student.
 - b. Will not be allowed to interfere with the teachers' responsibility to teach all students.
 - c. Will not excuse the misbehaving student from the opportunity to successfully complete the learning objectives.
11. Parents have a responsibility to ensure that their student(s) behaviors do not take away from a safe and productive learning environment for others.
12. Staff will handle all discipline situations in a professional manner.
13. We believe that teaching and learning time should be protected/guarded as much as possible.
14. Students will behave respectfully to ALL adults, not just teachers.
15. Responsible behavior is required by all during the school day, while on school property, or when representing USD 223 or Hanover/Linn Schools at extra-curricular activities and field trips.

Behavior Expectations

1. Students and staff will demonstrate self-respect, respect for others, and respect for all things in their environment, i.e., the building, others' property, etc.
2. A safe and positive learning environment will be maintained for all individuals at school and school-related activities.
3. Conflicts will be handled without the use of violence or threats of violence and with respect for the rights of all.
4. High expectations in the areas of teaching and learning will be maintained at all times.
5. Students, parents, and staff will work cooperatively toward the success of all.
6. Students will be expected to respond and act appropriately to all reasonable requests from staff members.

Levels of Disruptive Behaviors

Level 1: Student Environment- Preventing behaviors that occur in the classroom and only affect the disruptive student.

Examples of but not inclusive:

- Not having appropriate equipment and materials
- Sleeping
- Off task, but not disrupting others
- Failure to turn in homework/Incomplete assignments

Minimum and Maximum Consequences

1. Principal's discretion
2. Conference with student
3. Conference with parent and student
4. Refer for counseling
5. Use after-school tutoring
6. Conference/verbal response
7. Seating reassignment

Student should not miss any classroom time for a Level 1 misbehavior.

Level 2: Classroom Environment- Prevention of behaviors that occur in the classroom and interfere with the learning of others.

Examples of, but not inclusive:

- failure to follow a reasonable request of the teacher
- talking out
- horseplay
- disturbing another student in any way
- out of seat without permission
- disrespect/defiance
- improper use of equipment

Minimum and Maximum Consequences

Minimum: rearranged seating

Maximum: permanent removal from the class

Level 3: Orderly Environment- Assurance that behaviors outside the classroom are not physically or mentally threatening, are not illegal and do not interfere with teaching and learning.

Examples of negative behaviors, but not all-inclusive:

- disruptive behaviors in the hallway
- disruptive behaviors in cafeteria

- disruptive behaviors at a school activity
- disruptive behaviors before and after school
- poor attendance/skipping/tardy/truancy
- inappropriate use of motor vehicle
- solicitation- selling unauthorized items at school
- reading, sharing or sending inappropriate literature
- dress code violations
- defiance
- plagiarism/cheating

Minimum and Maximum Consequences

Minimum: Principal's discretion

Maximum: OSS

Level 4: Safe Environment- Prevention of behaviors that are physically and/or mentally threatening to others and/or are illegal (bullying).

Examples of, but not inclusive:

- possession of or use of weapons
- fighting-assault or battery of any kind
- outright intimidation-extortion or threats
- displaying gross disrespect toward an adult through the use of cursing, name-calling, etc.
- defiant behavior
- sale or use of alcohol/drugs
- sexual harassment of any kind
- arson
- use or possession of explosive devices
- vandalism/destruction of property
- use or possession of tobacco

Minimum and Maximum Consequences

Minimum: 1-day suspension (OSS/ISS) (the rest of the day or the next day)

Maximum: expulsion Law enforcement may be called at the discretion of the administrator

BEHAVIORS THAT CONTRIBUTE TO AN UNSAFE ENVIRONMENT

Possession of Weapons

1. Any **FIREARM** (gun or explosive device) or other dangerous weapons will not be allowed on school property for any reason.

Consequences- The police will be called immediately, and the student shall be suspended for five days with a due process hearing and recommendation of long-term suspension or expulsion for up to 186 days.

2. **KNIFE** or any other weapon with a sharp edge or point (razor, sword, etc.)

a. If the weapon was used in a fight or to threaten someone.

Consequences- The police will be called immediately, and the student shall be suspended for five days with a due process hearing and the recommendation of a long-term suspension or expulsion.

b. If the weapon is found in possession of a student who intentionally brought it to school because of a conflict the student has with another individual.

Consequences- The student shall be suspended for up to ten days with a due process hearing. It is at the discretion of the principal to call the police or to recommend long-term suspension or expulsion.

c. If a student is found with a knife or some type of weapon with a sharp edge or point with no intention of using it as a weapon to harm or threaten someone.

Consequences- The student shall be suspended for at least one day. The length of the suspension will be at the discretion of the principal.

d. If a student is found with any other type of weapon (slingshot, brass knuckles, etc.) with no history of aggression and no intention of using it in any manner that could harm another individual.

Consequences- This will be decided at the discretion of the principal, but some action should be taken. (At least one day of Out-of-School suspension will be recommended)

Use of Weapon or other objects used as a weapon to harm or threaten another individual.

All incidents where a weapon is used or any object is used to cause bodily harm or to threaten another individual.

Consequences- The police will be called immediately, and the student will be suspended for up to five days with a due process hearing and a recommendation of a long-term suspension or expulsion.

Fights

1. Any student involved in hitting or kicking another person in anger with the intent to harm, regardless of the reason. (Principal discretion is allowed regarding the punishment of elementary offenses.)

Consequences- the student will receive a suspension (OSS/ISS) for at least one day. It does not matter who hit first. If it can be determined that one student is the aggressor or has been involved in other fights, this student can be suspended for a more Extended period, including five days with a due process hearing. If it can be determined that one party did not retaliate, then no punishment of that student will be given.

2. Shoving (pushing) matches

Consequences- This will be decided at the discretion of the principal. Consequences can range from talking with the student(s) to out-of-school suspension. Again, if one of the students involved in an incident has been involved in several such incidents this school year, that student may be more severely disciplined than the other student(s) involved.

3. Verbal confrontation

Consequences- This will be decided at the discretion of the principal.

Assault and Intimidation (verbal/ nonverbal)

1. Students who physically assaults another student

Consequences- The student will receive a suspension (OSS/ISS) with the possibility of a due process hearing.

2. Verbal assaults or intimidation

Consequences- This will be decided at the discretion of the principal. The student's behavior for the current school year should be reviewed before administering the consequences.

3. Instigating a Fight

Consequences- This will be decided at the discretion of the principal.

Toy Replica of Weapons

Consequences- This will be decided at the discretion of the principal. The reason for bringing the object to school should be considered as well as how real the replica looks when compared to the real thing.

Gross Disrespect of an Adult

Just as it is expected of the adults to respect students at all times, it is also required for students to respect all adults and to respond to any reasonable request made of them. Any

student who responds to an adult with profanity, name-calling, and outright defiance will receive an immediate referral to the principal.

Consequences- the student must receive at least a one-day In-School Suspension. The student's behavior for this school year should be reviewed before administering the consequences. Parents will be notified.

Summary Comments:

The question which must be asked before administering the consequence, "Did the student intend to harm the other individual?" The answer to this question will determine where the incident falls in the area of assuring a safe teaching and learning environment. The goal is not to remove students from the school setting or pass judgment, but to help students realize that they do not have to use physical means for solving conflicts at school.

PRODUCTIVE LEARNING ENVIRONMENT FOR THE CLASSROOM

Disrupting Learning of Another Student

1. Any behavior that is not part of the learning activity and disrupts the learning of another student will not be tolerated.

Consequences- The teacher will ask the student to stop the disruptive behavior and get back to the learning task. The teacher will address the problem when it does not interfere with teaching and learning. If the student does not stop immediately, then the teacher will refer the student to the office. The student will be responsible for the missed learning activity.

2. Behavior that continuously disrupts the learning of another student.

Consequences- The teacher will address the problem when it does not interfere with teaching and learning. If the teacher asked the student to stop the disruptive behavior immediately and he does, but later disrupts the learning of another student, then the consequence is at the discretion of the teacher. The teacher can ask the student to once again stop the disruptive, or since this is at least the second time, the teacher can ask the student to leave the room and go to the Principal's Office. The student will be responsible for the missed learning activity.

Academic Failure

All students will be provided with reasonable opportunities to not fall behind in-class assignments.

Consequence- With parental support, an opportunity for extended learning will be made available.

Failure to Follow Reasonable Request of the Teacher

Students who continue to not follow a reasonable request of a teacher and demonstrate behavior that does not fall under the “violence-free” district behaviors.

Consequence- Parent conferences must be held before other actions can be taken.

Family Rights and Privacy Act

Under the Family Rights and Privacy Act of 1974 (commonly called the Buckley Amendment), students and parents are given certain rights concerning the school’s records of their children. The following rights are afforded to the parents under this act:

1. Parent(s) have access to his/her child’s school records upon request. Access must be given with 45 days.
2. Entitlement to a hearing challenging the content of the student’s school records.
3. Before any school records are released to third parties, parent(s) must give his/her written consent.
4. Before school records are transferred, parent(s) will be notified of the proposed transfer.
5. When the student becomes 18 years of age, all rights of the parents and the student become the sole right of the student, and the parents no longer have the right to access said student records unless the student authorizes such.

Attendance Policy

1. All students are required, by law, to be regular in attendance from age seven to sixteen. At the age of 16 a parent/guardian can sign a student out of school attendance after a counseling session informing the parent/guardian/student of possible consequences.
2. Whenever a student is required by law to attend school and such a student is inexcusably absent from school on either three consecutive days or five or more days in any semester, such student is truant. Truant students will be reported to the proper authorities. A child is inexcusably absent from school if he is absent from all or a significant part of a day without a valid excuse acceptable to the school employee designated by the Board of Education to have responsibility for the school attendance of a child (KSA 72-1113). (A significant part of the school day is defined as “fifty percent or more” of the student’s daily classes).
3. The following general Attendance Policy was passed by the Board of Education, USD #223, on June 27, 2001:
 - a. Students will be allowed six excused daily absences per semester. Any absences in excess of the six will result in an unexcused absence, and the student will not be allowed to make up the work.
 - b. Students who miss more than six days may file a written appeal for an extension due to a justifiable absence to the building administrator. Parents/guardians will be required to attend the meeting.

- c. The only absences allowed beyond the six are for:
- 1) Appointments and/or extended illness which is verified by a medical doctor or other medical personnel,
 - 2) School approved and sponsored activities,
 - 3) Death of a family member,
 - 4) Required religious observances and,
 - 5) Other reasons which the administration deems justified.
4. The building principal shall report to DCF (Department of Children and Families), the appropriate county or district attorney, or a designee thereof, all cases of children who are over 13 and under 18 years of age who are not attending school as required by law. (KSA 72-1113)
5. It is the responsibility of the parent(s) or guardians to notify the school of a student who is to be absent from school. A telephone call will be sufficient to make this notification. If a student is absent and the school has not been notified by 9:00 a.m., the school shall call the parent/guardian to determine the reason for the absence. The final determination for an excused or unexcused absence is to be determined by the principal or given designee.

Unexcused Absence

Student absences without a parent note or phone call will be considered unexcused. If an absence is unexcused, the classroom teachers will be notified, and the student will not be allowed to make up the assignments missed while absent from school. If a student receives as many as three unexcused absences, a parental conference including the student and principal will be necessary before the student will be allowed to attend class. It is a student's responsibility to notify and obtain assignments before being gone for a school activity.

Examples that may be considered as Unexcused Absences (not an all-inclusive list):

- Baby-sitting – contingent upon circumstances
- Fairs – unless a participant
- Home chores – contingent upon circumstances
- Paying court fines – when not required to see the judge
- Missing the bus
- Car trouble: flat tire, running out of gas
- Senior pictures
- Hair appointments
- Oversleeping, Shopping, Work

Note: Absences sanctioned by the home are not necessarily acceptable by the school; therefore, all foreseeable absences should be discussed with the administration before missing school.

Tardiness

Students will be counted tardy if they are not in class, according to classroom procedure, when the final bell rings to begin a class period. Any student tardy to first hour will be required to report to the office for a valid tardy slip. A student detained by a teacher must obtain a pass from that teacher for admittance to the next class. Otherwise, any tardy will be unexcused. A student more than 30 minutes late to class will be considered absent.

Unexcused tardies will be dealt with by the following guidelines per semester:

First/Second tardy – Will receive a verbal warning from the teacher and/or principal

Third/Fourth tardy – Will receive a detention to be served with the teacher or principal as soon as possible with appropriate notice, but preferably on the following day, and the parent will be contacted by the teacher and/or principal with each occurrence

Fifth tardy and beyond – Parent, student, teacher, and principal will meet and determine consequences most appropriate for the student to assist in getting the student to class on time. (Possibilities include longer working detentions, ISS, etc.)

Advanced Notice of Absence

Students who are aware of a planned absence must have written permission from parents/guardians. Students will be given an assignment sheet that must be completed by their teachers. This will assist the teacher in planning for the student's absence and also allows the student to complete assignments in advance of the absence. Sponsors should notify the front office, other staff members, and cafeteria personnel well in advance of those students who will miss class for athletics or extracurricular activities. They should include the planned departure time and expected return time. Sponsors and coaches should also encourage all students to complete homework assignments in advance of absences whenever possible.

Students Leaving School

No student is to leave school grounds without permission from the principal or their designee. Leaving school grounds without permission may result in suspension. All students must sign out when leaving and sign in upon return unless they are leaving with a teacher or other staff member.

Daily Attendance and Activities

A student must be checked into the office no later than 12:00 PM on the day he/she is absent from school due to illness to be considered eligible to participate in any school activities scheduled for that evening, including scheduled competitions and performances, practice or rehearsals.

Student Activities

Football	Volleyball	Cross Country	Basketball
Track	Golf	Scholars Bowl	Vocal Music
Band	Art Club	Cheerleading	NHS
FBLA	FFA	FCCLA	Letter Club
Forensics	School Play	Class Activities	Student Council
Thespians	Dance Team		

All activities subject to BOE support, budgetary constraints, and student participation.

Activities

The school provides a wide variety of activities for the student, thus ensuring a well-rounded education. Activities are those groups, which are connected with normal classes taught in the curriculum. All students, grades 6-12, must have a drug and alcohol policy that has been signed by the parents and/or legal guardian and student on file. If a student does not have a properly signed drug and alcohol policy on file, he/she will not be allowed to participate in any extracurricular activities.

Junior and senior students who participate in at least three Kansas State High School Activities and maintain a 3.7 cumulative grade point average will be eligible for Twin Valley League All-Academic honors. These activities may include all athletic programs, cheerleading, music competitions, speech and drama competitions, scholars bowl competitions, and Student Council.

Sportsmanship in Competitive Athletics

A primary objective of our school athletic programs is teaching sportsmanship and its relationship to competition. The students and staff of USD #223 Schools will demonstrate the highest in standards of sportsmanship, both on and off the court and playing field. Members of our school will follow Rule 52 of the KSHSAA concerning sportsmanship to its fullest intent.

Amateur Eligibility

Athletics and certain activities (music, cheerleaders, speech and drama, and student council) are controlled by the KSHSAA, which sets the minimum requirements for eligibility and the standards under which we must conduct our program. A student must be an amateur to participate.

School Sponsored Trips

Various organizations frequently have the opportunity to attend out-of-town functions. These trips must be guided by the same high standards which prevail in the classroom. Students must use school transportation to get to the event. A student traveling by bus must return by the same transportation unless the following conditions are met:

1. A student is released to his/her parent/guardian when the parent/guardian contacts the sponsor/coach in person at the location of the activity. A release form must be signed by the parent/guardian after the activity.
2. A student may be released to another responsible adult if arrangements have been made with the principal or his designated representative (Athletic Director, Sponsor/Coach, School Secretary) before the departure of the activity from the USD #223 school site; it will be the responsibility of the principal to inform the sponsor/coach that these arrangements have been made. The parent shall contact (in person or by phone) the principal or designated representative of the principal if the principal is not available; this procedure will be followed with written notice to the principal. If the principal agrees to the release, the designated parent/adult must accept responsibility for the student (following the conclusion of the activity). No student will be released to a person other than the one who has been designated by the parent to the principal.

MISCELLANEOUS

Assemblies

Several all-school assemblies are typically scheduled each year. These include assemblies by the classes, departments, school organizations, and school-sponsored programs. On assembly days, a modified schedule of classes may be followed. All students are to attend the assemblies unless excused by the office. Each student is expected to conduct himself respectfully so that the speaker of the event is the main attraction.

Automobiles and Parking

Any student who drives his/her vehicle to school will not be permitted to use his/her vehicle at any time of the school day without permission from the principal. Students driving to school need to observe extra care in the areas where student/pedestrian traffic will be occurring. Student parking will be determined by building administration. School administration has the right to not allow students to park on school property.

Bus Instruction to Pupils and Drivers

The driver is in complete control of the bus. The driver is directly responsible to the District Administration. He/she has full authority for discipline. He/she has the authority to assign seats on the bus if he so desires.

Student expectations include but are not limited to the following:

1. Students are expected to be on time.
2. Younger students will be let off the bus first.
3. Students must behave in an orderly manner.
 - a. Upon exiting the bus, students should always walk in front of the bus so that the driver knows the student has cleared the road.

- b. Students should not cross the road until checking in both directions for oncoming traffic.
- c. Students should keep their feet on the floor and not in the aisle.
- d. Students should not yell or throw objects on the bus or in any other way, distract the driver.
- e. Students should keep the bus clean by not discarding material on the floor.
- f. Students will remain seated at all times unless entering/exiting the bus.

If a bus driver has difficulty getting any student to follow the bus rules, he/she may refer that student to the principal where the following consequences may be utilized:

1st time to principal – Meeting with the student and one or more parents about the possible loss of bus privileges

2nd time – Three to five days loss of privileges

3rd time – Two weeks loss of privileges

4th time – One-month loss of privileges

Students who are not assigned to a daily bus route will not be allowed to ride a bus unless prior approval has been granted by the office. Requests must be made by the parents at least 24 hours before the trip.

College Visits

Senior students may visit three colleges of their choice during the school year. All college visits must be approved with the administration and scheduled by the school counselor. Juniors may visit two colleges when accompanied by a parent during the school year. Attendance at a college recruitment day will be considered an official visit. Days missed due to college visits will be counted as excused absences as per district attendance policy.

Lockers

Each student will be assigned a locker. Students should exercise caution on leaving valuables unattended. No student should enter another student's locker without that individual or a school official being present. Locker doors are to be closed during the entire school day and all activities in the school building. The principal or designee has the right to open and examine the contents to all school lockers at any time.

Faculty and Faculty-Student Relationships

A degree of formality should exist in the relationship between students and faculty. All faculty members should be addressed as Mr., Mrs., Miss, or Coach. In no case should students address or refer to teachers by their given name only without one of the above prefixes. The use of a last name only is also frowned upon. The respect for elders and persons in authority should be recognized.

Dress Code for Students

We believe that a student's dress reflects directly upon a student's attitude and behavior. Therefore, certain standards of dress are expected to be upheld by students. Each student shall be responsible for maintaining appropriate school dress and personal grooming standards which result in a neat, clean personal appearance. Extreme or sloppy styles that are distracting and disruptive to the learning environment will not be allowed. Cooperation by parents/ guardians in keeping with the standards of dress is necessary. The administration, faculty, and staff will work together to ensure that the appropriate dress is maintained. If it does not appear that students have given their dress and appearance the attention warranted, students must be asked to improve upon it. Students may also be removed from the classroom until they can improve their dress and appearance. Students will be asked to change, and parents will be required to bring appropriate clothing to the school for the student to wear. If they do not have anything to change into, they will be sent home to change. Repeated failure to follow appropriate standards of dress will result in progressive discipline. Parental support is expected. Students who participate in interscholastic activities will be expected to adhere to the personal standards developed by coaches, sponsors, and administration.

The following dress standards are in place in USD #223 schools:

- Shirts: students may not wear see-through shirts, shirts with cut off or torn sleeves, halter tops, low-cut shirts, shirts with spaghetti straps or narrow straps, shirts with large gaping holes, shirts which expose any part of the midsection, shirts promoting alcohol, tobacco, drugs, or sexually suggestive messages, and shirts which have wording that indicates violence or profanity.
- Pants: Saggy pants that expose boxers or briefs cannot be worn. Pants and jeans with excessive, large holes or holes that expose undergarments are not allowed. No holes in jeans, skirts, or shorts can be above the mid-thigh level.
- Tights, Shorts, Skirts, and Dresses. All shorts and skirts must be of a length that does not cause a distraction to the classroom or hallway environment. Biking shorts may only be worn under another pair of traditional shorts or dresses. Tights will not be worn unless the top garment being worn as part of the outfit meets the same length requirement as shorts and skirts.
- Accessories: Students are not to wear sunglasses, hats, caps, or any other type of head covering inside the school building during school hours unless otherwise approved by administration. Wallet chains, collars or bracelets with spikes, and thick chains around the neck or other parts of the body are not allowed for safety reasons.
- Undergarments: Undergarments (bra straps, underwear, etc.) should not be visible at any time.
- Sports Uniforms and all practice attire are to be approved by the administration.

- Formal Dances (Winter Ball and Prom) – Students will be expected to dress modestly and in good taste. Administration and dance sponsors will have final authority on the appropriateness of dress. (Err on the side of conservatism.)
- Hats: It is expected that students will remove hats/headgear, bandanas, etc., upon entering school buildings. Such paraphernalia should be left in lockers until student owners depart the building. This applies to both male and female students.
- Leggings: Leggings are permitted, but the top worn must cover both the front and back areas to a mid-thigh length.
- Approval of all attire, even if not specifically mentioned, is subject to the discretion of the administration.

Lunch Period

We have a closed lunch period with the USD #223 Schools. Whether students buy or bring their lunches, students without special permission from the principal are to eat in the cafeteria or other designated areas. Students are to remain in the cafeteria until dismissed by the teacher or principal. Students who live in town may walk home for lunch with written permission from their parents/guardians following the school's lunchroom policy.

Lunch bills will be sent weekly via e-mail or postal mail. All accounts must remain in a positive balance. The school reserves the right to not allow entrees, extra milk, or snack milk when the bill reaches an amount deemed excessive. If a bill remains unpaid or in a negative balance, the student will be asked to bring a lunch from home or the school will provide a sandwich, a vegetable, and milk.

Pop/Candy Machines

The drink and candy machines in the cafeteria will not be used by students until after 1:30 PM each day. Additionally, there will be no candy sold by any organization before that time.

Alcohol and Tobacco Products

State law prohibits the possession and use of alcoholic beverages, tobacco products, electronic cigarettes, or other nicotine products in the school building or on the school grounds.

Furthermore, it is illegal to possess or use these products at any school activity, whether at home or away activities. Compliance with the USD #223 Activity Code is required. (See Appendix A.)

Outsiders at School-Sponsored Dances

The policy of the school is that only those students presently attending USD #223 high schools are to be in attendance at school dances. The exceptions to this rule are for the homecoming, winter, and Prom dances. Students in USD #223 high schools must submit names of outside dates they would like to bring to the dances. They must also include dates age, home phone number, parent's name, parent's contact information, and high school he/she is attending. Those

dates of students must be approved by the office administration. Any sponsoring organization may further limit attendance with the approval of the principal. Junior high or elementary students may not attend high school dances either individually or as dates.

Once a student or guest leaves the building, he/she is not permitted to return to the dance.

The discovery of any alcoholic items on the school premises is cause for the immediate closure of the dance at the discretion of the principal. The principal, sponsors, or principal designee must contact the police and parents to notify them of the situation. All school dances under the direction of USD 223 must conclude no later than midnight. Other rules may be posted as deemed appropriate by the chaperones or principal.

Cell Phones

7-12 students can use personal cell phones before the start of school, during pass time between classes, lunchtime, and at the end of school. Cell phones can be used for educational purposes during class time but only with the permission of the staff member in charge.

Cell Phones and other Technology Devices

Cell phones can be used for educational purposes during class time but only with the permission of the staff member in charge. All other technology devices must be pre-approved by the administration and/or staff members and should not distract from the educational environment. Students and parents must understand and agree that cell phones and like apparatus are not to be used for sexting or the taking of any pictures which may be deemed as inappropriate. This includes pictures of students/people in a state of undress. Furthermore, no text messages or said types of pictures shall be sent by email or placed on the Internet.

Any first time offender will have his/her cell phone/electronic instrument confiscated by any teacher or administrator who notes an offense of these guidelines. The electronic instrument will remain with the principal or in the front office until the end of the school day, at which time the student may then request its return. Repeat offenders will have given cell phone/electronic devices confiscated and held in the office until a parent or guardian can come to the school to pick up the device.

Student Insurance

USD # 223 does not provide insurance for students or athletes. Parents are encouraged to purchase insurance before the beginning of the season. By USD #223 membership in KSHSAA, catastrophe insurance is provided, but this has a large deductible clause and covers only those cases in which lifetime disability results.

Visitors to the Building

Visitors are welcome to our building. To ensure that proper control can be maintained, each visitor is to report to the office before proceeding elsewhere. Parents are welcome to observe our

school in operation, but it is requested that they be cleared through the office. Students are expected to be extra courteous to any visitor in the school buildings.

Technology Policy

USD # 223 students have access to the Internet/Computers/Cell Phone Apparatus. Because of the vast amount of information available, a student and his/her parent(s) are required to sign a waiver stipulating the student will responsibly use technology items. Students are responsible for the Chromebook and charger and will pay full replacement cost if not returned in satisfactory condition.

Dangerous Materials

Knives, guns, drugs, fireworks, and other dangerous materials will not be tolerated in school and on school property. Students who violate this rule can be expelled from school.

Sexual Harassment

District employees shall not sexually harass or permit sexual harassment of a student by another employee, student, non-employee, or non-student. Neither shall a student sexually harass another student or students or school staff member.

Sexual harassment may include, but is not limited to:

- a. Sexually oriented communication which includes sexually-oriented verbal “kidding” or harassment or abuse;
- b. Subtle pressure or request for sexual activity.
- c. Persistent unwelcome attempts to change a professional relationship into a personal, social-sexual relationship;
- d. Creation of a hostile environment, including the use of innuendoes or overt or implied threats;
- e. Unnecessary touching of an individual, e.g., patting, pinching, hugging, repeated brushing against another person’s body;
- f. Requesting or demanding sexual favors accompanied by an implied or overt promise of preferential treatment concerning a student’s grades or status in any activity; or
- g. Sexual assault or battery as defined by current law.

Any student who believes he or she has been subjected to sexual harassment should discuss the problem with his/her principal or another certified staff member. Strict confidentiality shall be maintained throughout the complaint procedure.

Public Display of Affection

No public display of affection is allowed at school or school activities.

Crisis Drill Procedures

In the event of a fire or fire drill, staff and students should evacuate the building according to the plans posted in each room of the school. In the event of a tornado or tornado drill, staff and students should move to the area of safety according to the plans posted in each room of the school. Individuals with physical handicaps that prohibit them from negotiating stairs will receive appropriate assistance from an assigned adult based on their location in the building. Staff and students will follow Crisis Drill guidelines dependent upon the Crisis Drill being conducted.

Daily Attendance and Activities

A student must be checked into the office no later than 12:00 PM on the day he/she is absent from school due to illness to be considered eligible to participate in any school activities scheduled for that evening, including scheduled competitions and performances, practice or rehearsals.

Bullying

Bullying is defined as words and or actions intended to hurt, dominate, or intimidate others. This would include both staff and students. Bullying behavior will not be tolerated, and all incidents should be reported to the appropriate staff members immediately. In the event of behavior that is considered bullying, the administration will refer to the USD #223 discipline policy for consequences.

ESI – Emergency Safety Interventions

The board of education is committed to limiting the use of Emergency Safety Intervention (ESI), seclusion, and restraint, with all students. ESI shall only be used when a student's conduct necessitates the use of an emergency safety intervention. This policy is also available on the district website.

Notification:

Guardians shall be notified if ESI must be used. Parents will be notified as soon as possible and in a manner consistent with KSDE. Guardians will be able to make comments and seek a meeting to discuss any ESI events. All times when ESI is used shall be documented by the school staff, indicating the form of ESI used, the length of the intervention, antecedent behavior, and steps taken to lessen behavior before ESI. School shall keep all documentation and data to be available upon request.

Forms of ESI currently used by the district:

- Seclusion
- Physical Restraint

Prohibited forms of restraint:

- Face-down physical restraint
- Face-up physical restraint
- Obstruction of airway
- Impacts primary form of communication

When ESI will be used:

- Student poses risk to self
- Student poses risk to others
- Risk is reasonable and immediate
- Violent actions and destruction of property
- Less restrictive alternatives have been unsuccessful in de-escalating behaviors

When Secluded:

- Use of seclusion shall be as follows:
 - Employee can always see and hear student
 - Locking mechanism shall disengage if a staff member walks away
- Seclusion rooms shall be:
 - Safe place
 - Comparable to other rooms used by student
 - Free of any item that could be a reasonable danger to the student
 - Well ventilated
 - Sufficiently lit

Wellness Policy

USD #223 supports the idea that everyone should lead a healthy lifestyle, which promotes healthy eating, exercise, and moderation. To that extent, USD #223 has established guidelines for both staff and students that assist us in achieving this goal.

Appendix A

USD #223 JR/SR HIGH SCHOOLS ACTIVITIES CODE

The USD #223 Jr/Sr High Schools Activities Code for Hanover and Linn Schools is designed to create a positive, drug-free environment for all activities, including athletics. Hanover/Linn Jr./Sr.High Schools encourage students to participate in a variety of activities, and while doing so, the students are reminded that they are acting as representatives of the school and community. Administrators, teachers, coaches, coach's aides, and students are expected to enforce this code and abide by the conditions set forth.

This plan is not designed to supersede or invalidate any of the present policies of Unified School District #223 or Hanover/Linn Jr/Sr High Schools. The code intends to allow uniformity of procedures for all activity programs at Hanover/Linn Jr/Sr High School.

GUIDELINES

ITEM 1: During a school year, a student shall not:

- 1) Use or possess a beverage containing alcohol, including, but not limited to, cereal malt beverages.
- 2) Use, consume, possess, buy, sell, give away, or transfer tobacco or any other controlled substance described by law as a drug (including non-prescription steroids).

- 3) Commit an act or display conduct that constitutes the commission of a felony or misdemeanor, excluding traffic violations.

ITEM 2: A school year shall be defined as one academic year and that portion of a season, which might begin before the start of the school year and that portion of a season, which might end after the close of the school year.

ITEM 3: An activity day will be defined as those days on which activities may have been scheduled (Monday through Saturday) - excluding holidays, vacation periods, buffer weeks, and Sunday.

ITEM 4: It is not a violation to possess and consume a controlled substance specifically prescribed for the student's use by his or her physician.

ITEM 5: A coach or sponsor may establish additional guidelines for a particular program as they deem appropriate. Those guidelines cannot, however, conflict with this activity code or the administrative policies of USD #223 or Hanover/Linn High Schools.

ITEM 6: Any student who does not have a properly signed and valid activities code on file at Hanover/Linn High Schools will be ineligible to participate in any activity covered by the activities code.

CONSEQUENCES OF ACTION(S)

First Violation:

If a student violates the activity code guidelines and the violation is reported and substantiated in writing by a member of the faculty, administration, or a law enforcement official, the student shall lose eligibility for twelve activity days after confirmation of the action. The student shall continue to practice with the squad. If the 12 days continues after the end of the season, the remaining days of suspension will begin the first day of that participant's first competition in the participant's next season. Holiday Break, Spring Break, KSHSAA Buffer Week, or KSHSAA Holiday Non-Practice days will not count towards days of suspension.

Second Violation:

A student who commits a second violation of the activity code will lose eligibility for 24 activity days after confirmation of the action. The student will continue to practice with the squad.

Third or Subsequent Violations:

A student who commits a third violation of the activity code will lose eligibility for 36 activity days after confirmation of the action. The student will not practice with the squad.

Self-Report: A student who self-reports concerning a violation of the policy will have their suspension reduced by half; such student will, however, be considered to have committed

his/her first offense under this policy. Self-Report may be used only once by a student. Students must self-report within 48 hours of the violation before confirmation by a teacher, coach, administrator, or law enforcement officer.

ACTIVITIES COVERED BY THIS POLICY

Basketball	Vocal Music	Thespians/School Play	Football	FFA
Volleyball	Cross Country	Jr/Sr Prom (Banquet & Dance)	Forensics	FBLA
Scholars Bowl	Band	Student Council	Spirit Squads	NHS
Art Club	Class Activities	Cheerleading	FCCLA	Golf
H Club/L Club	Dances	Homecoming Activities	Dances	Track

I/We understand and agree to abide by all the provisions of the Hanover/Linn High Schools Activities Code.

Students Name (Please Print)

Student's Signature

Parent/Legal Guardian Signature

Date

Student planners donated by:



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