

USD #223
BARNES-HANOVER-LINN

Hanover Schools
Linn Schools

STUDENT HANDBOOK



2022-2023

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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.

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. Candidates 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 in students with the top GPA's, 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 such as ACT or SAT

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

Textbooks

The school furnishes textbooks for classes as needed. 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. Students with a 3.0 GPA may enroll in College courses. Juniors may enroll in 1 college course per semester while Seniors may enroll in 2 college courses per semester.

The school day will begin at 8:15 and end at 3:30.

1st hour - 8:15 - 9:07
2nd hour - 9:10 - 9:58
3rd hour - 10:01 - 10:49
4th hour - 10:52 - 11:41
5th hour - 12:09 - 12:57
6th hour - 1:00 - 1:48
7th hour - 1:51 - 2:39
8th hour - 2:42 - 3:30

*Each student will have a 25 minute lunch period.

In the event of inclement weather, the 10 AM start schedule outlined below **may** be utilized:

10 AM – 10:32 Hour 1
10:35 - 11:07 Hour 2
11:10 - 11:41 hour 3
11:41 - 12:06 lunch
12:09 - 12:45 hour 4
12:48 - 1:25 hour 5
1:28 - 2:05 hour 6
2:08 - 2:45 hour 7
2:48 - 3:30 hour 8

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 learning opportunity.

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 extracurricular 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 - outlined below are common student offenses with consequences of each.

<u>Behavior</u>	<u>Consequence (First Offense)</u>	<u>(Second Offense)</u>	<u>(Third Offense)</u>
Academic dishonesty	0 for assignment & 2 points		
Alcohol possession	3 days OSS, 12 pts	5 days OSS and 20 pts or Expulsion	
Bullying	Notify parents, write plan	Det or ISS	OSS
Bus violation	Parents notified, possible discipline	3 day suspension from bus, notify parent	5 day suspension from bus, notify parent
Cell phone violation	Confiscate for the day,, 1 pt	Confiscate day, 2pt, 20 min	Confis. day, 3 pts, 50 min
Dress Code violation/Hats	Warning - 1 point	1 pt & 20 min det	2 pts & 50 min det
Disruption	1 point, 20 min detention	1 pt, 50 min det	Principals discretion
Defiance	1 point, 50 min detention	2 pt, ISS	Principals discretion
Drug influence/possession	15 points, LTS or Expulsion		
Electronic Devices	1 point, 50 minute detention	1 week grounding	1 month grounding
Fighting	3-5 days OSS, 4pts/day of OSS	5 days OSS, LTS recom.	
Food fight	1 day suspension, clean cafeteria		
Inappropriate behavior	20/50 min det, 1 pt		
Lighter	Confiscate, 50 min det, 2 pts		
Missed 20 min det	50 min det, 1 pt		
Missed 50 min det	ISS		
Vehicle violation	20 min det	50 min det	ISS
Pass violation	50 min det, 2 pts		
Pocket knife	Confiscate, 1-3 days OSS		
Possession of Tobacco/Vape pen or supplies	ISS, 3 pts, WSCO Sheriff notification		
Public display of affection	50 min det, 2 pts		
Smoking/Vaping on school grounds	2 OSS, 5 pts, WSCO Sheriff notif	2 OSS, 8 pts	
Student sent to office	50 min det, 2 pts		
Tardies	3rd - 20 min det	4th - 50 min det	5+ - 1/2 day ISS, 1 pt
Theft	3 OSS, 12 pts		
Threats	3-5 days OSS, 4pts/day of OSS		
Tobacco use	1 OSS, 5 pts		
Unexcused Absence	ISS, 4 pts		
Weapons	Expulsion		

Points will accumulate each semester. Should a student reach 15 points, there will be a mandatory hearing with administration to determine future academic services for the student. 20 minute detentions will be served with the teacher.

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

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 3-5 days. 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.

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.

USD 223 Anti-Bullying Policy

Threats

Threats made by students toward other students, faculty, staff, or administration will not be tolerated. All threats (including “veiled” or implied threats) will be taken seriously, and violators will be subject to a suspension or expulsion, depending upon the severity of the threat. Students must not even make threats in jest, as they will be treated as actual threats, and disciplinary action will be taken. Students receiving suspensions for making threats may be required to undergo an evaluation by a mental health professional at the expense of the parent/guardian. School personnel must receive official notice that the student is not a danger to others before he/she will be allowed to return to school.

Bullying

In keeping with Kansas Statute KSA 72-6147, bullying will not be tolerated.

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

- Harming a student or staff member, whether physically or mentally
- Damaging a student or staff member’s property
- Placing a student or staff member in reasonable fear of harm to themselves
- Placing a student or staff member in reasonable fear of damage to their property

Cyber/Social Media Bullying

Cyber Bullying is bullying by use of any electronic communication device through means including, but not limited to, email, instant messaging, text messages, blogs, mobile phones, pagers, online games and web-sites.

Some of these include:

- A threatening e-mail
- Nasty instant messaging sessions
- Repeated notes sent to a cell phone
- A website set up to mock others
- “Borrowing” someone’s identity and pretending to be them while posting a message
- Forwarding supposedly private messages, pictures, or video to others

Prevention of Cyberbullying/Social Media Bullying

There are prevention techniques that you can use to avoid being bullied online. These techniques can also help protect you from online predators:

- You should never give out private information such as passwords, pins, name, address, phone number, school name, or family and friends’ names. This information can be used by bullies and other harmful people on the Internet. Don’t even reveal your password to your friends. They might reveal it or use it against you in a fight.
 - Don’t exchange pictures or give out e-mail addresses to people you meet on the Internet. Ask permission from parents when it is necessary to give such information.
 - Don’t send a message when you are angry-it’s hard to undo things that are said in anger.
 - Never open, read, or respond to messages from cyber bullies.
 - Do not erase the messages. They may be needed to take action.
 - When something doesn’t seem right, it probably isn’t. Get out of the site, chat room, etc.
 - Realize that online conversations are not private others can copy, print, and share what you say or any pictures you send
 - If you are being bullied, tell a trusted adult and continue telling them until they take action.
 - If you are threatened with harm, call the police. Consequences of Cyber Bullying-
- Students who participate in cyber-bullying may face disciplinary consequences at school. Even though the actual infractions may occur away from school, the effects of what has been done may have a direct impact at school.

Depending upon the severity of the action, the following consequences could take place:

- Notification of parents/guardians
- Detention or In School Suspension

In severe cases, students may face discipline including the possibility of Out of School Suspension.

Harassment

The USD #223 School District is committed to providing a school environment that is free of all forms of harassment, including racial/ethnic harassment. Harassment includes verbal abuse, physical threats, and visual displays. Harassment of or by any district student will not be tolerated. Violations of this policy will result in disciplinary action.

Any individual who reports harassment, including racial/ethnic harassment will not be retaliated against for making such report. Complaints will be handled as quickly, confidentially, and fairly as possible.

Harassment is conduct which has the effect of creating, in a reasonable person, an intimidating, hostile, or offensive educational or work environment and may take the following form:

- **Comments:** Demeaning comments directed at an individual or an individual's racial and/or ethnic group, including, but not limited to slurs, jokes, insults, and name-calling.
- **Written Material:** Written material which directly degrades an individual or an individual's race and/or ethnicity, including, but not limited to graffiti, notes, epithets, computer bulletin entries, etc.
- **Visual Displays:** Displays (including racial or ethnic materials) which create a hostile, intimidating and/or demeaning school environment including but not limited to pictures, posters, cartoons, and/or written material.
- **Defacing of Damaging Personal Property and/ or School Property:** Any incident involving the defacing and/or damaging of property belonging to an individual or the school that intimidates or harasses the individual (including racial and/or ethnic intimidation and harassment) shall be dealt with as a hostile and or demeaning act.
-

Threats: Threats against an individual including, but not limited to physical attacks.

Sexual Harassment

Sexual harassment will not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

It is a violation of this policy for any employee to sexually harass a student, for a student to sexually harass another student, or for any employee to discourage a student from filing a complaint or to investigate or refer for investigation, any complaint lodged under the provisions of this policy.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by any student to another student when:

(1) submission to such conduct is made, explicitly or implicitly, a term or condition of the individual's education; (2) submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or (3) such conduct has the purpose or effect of interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive academic environment. Sexual harassment may include, but is not limited to: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person, with sexual or demeaning implication; unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participation in extracurricular activities, etc.

When acts of sexual harassment or other violations of this policy are substantiated, appropriate action will be taken against the individual.

Enforcement: Any student who believes that he or she has been subjected to sexual harassment should discuss the alleged harassment with the principal, guidance counselor, or another certified staff member. If the matter is not resolved to the satisfaction of the student, the student may initiate a complaint under the district's discrimination complaint procedure.

The filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect grades, future employment or assignments. Confidentiality will be maintained throughout the complaint procedure.

Disability Harassment

Disability harassment is unlawful discrimination on the basis of disability under section 504 of the Rehabilitation Act of 1973 and the Americans Disabilit

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 within 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 that do not count towards the allotted six are:
 - 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
 - 5) College visits, 3 - Senior, 2 - Juniors 1- Sophomores and,
 - 6) 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, including translating

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 20/50 minute detention to be served with the teacher/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 the school building without permission from the principal. Leaving school building 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

1. A student must be checked into the office no later than 12:00 PM on the day he/she is absent from school to be considered eligible to participate in any school activities scheduled for that evening, including scheduled competitions and performances, practice or rehearsals. Administration may approve a student for a practice or rehearsal at their discretion.
2. Students will be allowed one day to make up work for each excused absence.

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 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, before the student is permitted to leave.

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) 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 and will be followed with written notice to the principal before the student leaves for the event. 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/Transportation Director 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. Juniors may visit two colleges when accompanied by a parent during the school year. Sophomores may visit one college 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 not be counted as absences if documentation is provided 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 and faculty 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 all school buildings. Such paraphernalia should be left in lockers until student owners depart the building. This applies to both male and female students.
- 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 (must be under 21 years of age), home phone number, parent's name, parent's contact information, and high school he/she is attending. Outside dates must be approved by the administration. 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 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 and detention based on the number of offenses. Authorities will be notified at the discretion of the principal, when necessary.

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 with 48 hours advanced notice. 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. Due to 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. To view the complete policy click [here](#).

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.

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.

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 KSHSAA competitions may have been scheduled (Monday through Saturday) - excluding holidays, vacation periods, buffer weeks, Pre-Competition dates/practices and Sundays.

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 continue 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

APPENDIX B

SCHOOL SECURITY CAMERA PROTOCOL

Purpose

USD 223 authorized the use of video cameras throughout the USD 223 School District for the purpose of enhancing school safety and security. Our goals are to promote and foster a safe and secure teaching and learning environment for students and staff, to ensure public safety for community members who visit or use our school property, and to diminish the potential for personal and district loss or destruction of property.

GENERAL PROTOCOLS

Signage and Notification: Signage will be posted at school buildings that notify students, parents, staff and the general public of the District's use of security cameras. Students, parents and staff will receive additional notification at the beginning of the school year regarding the use of security cameras in the schools and on school grounds. Such notification will include, but not be limited to, staff handbooks and student handbooks.

Camera Placement

The security camera system is installed in public areas only. These areas include, but are not limited to, grounds, exterior entrances or exits to school buildings and large gathering spaces such as corridors, cafeteria, lobby and main entries. Security cameras will not be used where there is a reasonable expectation of privacy, including but not limited to restrooms, changing rooms, private offices, nurse's offices, or locker rooms.

Viewing

Viewing the data is to be performed by authorized personnel that have been expressly designated by the principal or Superintendent of Schools. Sound is to be monitored or recorded in connection with the video surveillance system. Surveillance system misuse shall be addressed on a case-by-case basis by the Superintendent of Schools.

Limited Access to Recordings

Any video recordings used for security purposes in school buildings or grounds are the sole property of the District. Release of such videos will be made only as permissible pursuant to applicable laws and with the permission of the Superintendent or his/her designee. Access to video recordings from security cameras shall be limited to school administrators (Superintendent/designee, School Principal/designee). Law enforcement officials (Chief of

Police/designee) shall be granted access to video recordings after giving prior notice to the School Superintendent/designee. Data Storage: All video recordings and logs are stored in a secure place to avoid tampering and ensure confidentiality in accordance with applicable laws and regulations. Recordings will be saved for (30) days or longer depending on storage capabilities and automatically deleted, unless

Signing this document indicates that I/We have read, understand and agree with all of the above provisions, policies and protocols including but not limited to the school handbooks, bullying policy, technology use policy, school security protocol and the activities code policy for USD 223, Hanover and Linn Schools.

Students Name (Please Print)

Student's Signature

Parent/Legal Guardian Signature

Date