

This book belongs to

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**RIVERSIDE UNIFIED SCHOOL DISTRICT # 114**

Website-www.usd114.org

EAST CAMPUS-3<sup>rd</sup>-8<sup>th</sup> Grade  
203-04 N. 12<sup>th</sup> Street-PO Box 368  
Elwood, Kansas 66024  
Phone#-913-365-6735

**Middle School Fax#-913-365-3503**

**Elementary School Fax#-913-365-0012**

**Elementary School Fax#-785-989-3341**

WEST CAMPUS-PreK-2<sup>nd</sup>/9<sup>th</sup>-12<sup>th</sup> Grade  
705 Jessie-PO Box 38  
Wathena, Kansas 66090

**High School Phone#-785-989-4426**

**Elem. School Phone#-785-989-4425**

**High School Fax#-785-989-3317**

**RIVERSIDE CYCLONES-STUDENT HANDBOOK**

**2020-2021**

**School Hours**

**East Campus-8:10 am-3:30 pm**

**West Campus-7:55 am-3:15 pm**

**Riverside USD 114 - Notice of Nondiscrimination – continuous Notice**

It is the policy of Riverside USD 114 not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), and socioeconomic status (for programs) in its educational programs, including career and technical education programs and its employment practices **and provides equal access to the Boy Scouts and other designated youth groups.** There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Title IX Compliance Coordinator, Joel Euler, School Attorney, 137 South Main Street, Troy, KS 66087, (785) 985-3561, [jeulerlaw@rainbowtel.net](mailto:jeulerlaw@rainbowtel.net) or Section 504, Title II Compliance Coordinator, Travis Githens, Superintendent, 1409 Vermont Street - P.O. Box 49, Elwood, KS 66024, 913-365-5632, [tgithens@usd114.org](mailto:tgithens@usd114.org).

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## **WELCOME**

On behalf of the Board of Education, Administration, Faculty, and Staff of the Riverside Unified School District #114, we would like to welcome all students to the 2020-2021 school year. We hope that each student will take pride in our school and do his/her part to contribute in a positive way.

### **MISSION STATEMENT:**

The core purpose of Riverside Schools is to establish a community of learning through relationships, relevance, and high expectations that challenge each student to realize their fullest potential.

**OUR VISION: Students prepared for their future**

**OUR PURPOSE: Student Learning**

#### **OUR BELIEFS...**

- All Students Can Learn
- Prepare all students for post-secondary success
- Create well rounded citizens

#### **OUR CORE VALUES...**

- Continuous Improvement
- Data-Driven Decision Making
- Life-Long Learning

#### **HOW WE DO BUSINESS...**

- Build positive relationships with students, parents, and families.
- Make curriculum & instruction relevant and challenging.

#### **STAFF GUIDING PRINCIPLES...**

- Students First
- Respect For All
- Teamwork
- Excellence & Quality
- Positive Role Models

#### **STUDENT GUIDING PRINCIPLES...**

- Honesty
- Respect
- Responsibility
- Determination
- Positive Outlook

#### **PARENT/PATRON GUIDING PRINCIPLES...**

- Positive Role Models
- Respect For All
- Advocates For Education

- Actively Involved
- Pride in Schools

**OUR GOALS FOR STUDENTS:**

- Apply academic skills
- Communicate effectively
- Think critically and creatively to solve problems
- Use and apply technology
- Maintain and enhance physical and emotional health
- Respect and work cooperatively with others
- Demonstrate life and workplace skills necessary for post-secondary success
- Demonstrate integrity, determination, work ethic, teamwork, and respect for others.

Note: The above philosophical statements guide our strategic directions and plans. They were determined and written through a collaborative process involving staff, parents, and community representatives in the winter/spring of 2018. This collaborative process was facilitated by the Kansas Association of School Boards (KASB).

**BOARD OF EDUCATION**

District 1-	District 2-	At Large-
Sue Bartley	Jennifer Davis	Jessica Paden
Jeff Hartman	Barbara Derrick	
Erin Shackelford	Christopher Hewins	

**ADMINISTRATION**

Mr. Travis Githens, Superintendent  
 Mrs. Vicki Wyatt, Clerk of the Board & Superintendent’s Secretary  
 Mrs. Bob Lance, Treasurer & Superintendent’s Secretary  
 Mr. Marlin Roach, 9-12<sup>th</sup> Principal  
 Mr. Rob Hampton, 3<sup>rd</sup>-8<sup>th</sup> Principal  
 Mrs. Khris Haedt, PreK-2<sup>nd</sup> Lead Teacher

**NOTICE:**

This handbook has been set forth to reflect board policy and district operating procedures at the time it was adopted and approved by the Board of Education. It should be noted, however, that policy and procedure change from time to time to reflect the changing needs of Riverside U.S.D. #114. Every attempt will be made to keep patrons, students, and staff aware of these changes. In all cases, board adopted policy changes and revised operating procedures take precedence. If in doubt, please ask.

In compliance with all Federal, State, school rules, laws, regulations, and policies, United School District #114 does not discriminate on the basis of race, color, national origin, or handicap in the educational programs or activities which it operates.

## **TEACHERS**

<b>Shelly Vertin – 9-12 Counselor</b>	<b>Scot Koranda – PE</b>
<b>Kristina Bliley - Agriculture</b>	<b>Samantha Mitchell – HS Resource</b>
<b>Marty Pritchett - Alternative School</b>	<b>Micca Carpenter – HS Resource</b>
<b>Laura Benitz – Art</b>	<b>James Cera - Science</b>
<b>Kaycee Davis - Art</b>	<b>Tim Orth - Social Science</b>
<b>Madelyn Beasley - Band</b>	<b>Bonnie Lance - Spanish</b>
<b>Angela Newton - Business</b>	<b>Shawna Gilbert - Speech/Drama</b>
<b>Neil Clarkson - Language Arts</b>	<b>Anthony Nelson - Vocal Music</b>
<b>Kerren Poirier – Language Arts</b>	<b>Leslie Rullman – Technology</b>
<b>Christine Webber - Math</b>	<b>Kerren Poirier - Virtual School</b>
<b>Steve Snider – Math</b>	

## **STUDENT/PARENT INFORMATION**

### **ACADEMICS**

The primary purpose of Riverside Schools is to provide students with the best learning environment and opportunities possible. We encourage students to do their best in school and take advantage of numerous opportunities available. Much depends on the learning habits and self-discipline we develop in our school years. We encourage students to take a rigorous and challenging academic schedule but not to forget the opportunities provided through the elective curriculum at Riverside Schools.

### **AFFECTION**

Holding hands will be permitted, but more passionate displays of affection are neither appropriate nor acceptable. Violations may result in detention or suspension.

### **AFTER SCHOOL ACTIVITIES**

The policies, rules and regulations of USD 114 apply to all activities sponsored by the district, including those held on or off school property and while traveling in school sponsored transportation. Students who are suspended or expelled are not eligible to attend any school sponsored activity at home, away, or at a neutral site.

### **AFTER SCHOOL POLICY**

Any student in the building after school (West campus 3:15 pm; East campus 3:30) must be directly supervised by a staff member for a valid reason or they must exit the building by 3:20 pm (West campus) or 3:35 pm (East campus). Students staying after school for a valid reason must report to the main entrance to wait for their ride and be picked up within 15 minutes of the end of their activity. Students who are found to be loitering in other parts of the building after school hours will be subject to disciplinary action.

### **ALTERNATIVE SCHOOL**

Each building principal may assign any student who has accumulated 8 discipline points to the Alternative School. Most students will be assigned to the Alternative School after they have accumulated 15 discipline points (high school) and 20 discipline points (middle school). Students who start the school year at the Alternative School will be allowed 15 discipline points. Students assigned to the Alternative School after accumulating 15 points in the same school year will be allowed 6 probation points. Transfer students coming from an Alternative School setting could be initially placed in the Alternative School depending on the circumstances. This will be considered on a case-by-case basis. Alternative School students are not allowed to be present at either regular campus without the permission of the building principal on that campus.

### **ASSEMBLY BEHAVIOR**

Students should display appropriate behavior by being respectful, polite, and appreciative. Assembly time is still class time, and students may not leave the building or loiter on school premises during the assembly.

### **ATHLETIC PARTICIPATION FEES**

Any student involved in a sport will pay an athletic participation fee. The high school participation fee is \$30.00 per school year for an unlimited number of sports. The middle school participation fee is \$20.00 for an unlimited number of sports.

### **ATHLETIC UNIFORM AND EQUIPMENT REPLACEMENT POLICY**

Any athletic uniform or equipment is the responsibility of the person whom it is issued or loaned. Restitution for loss or negligent damage to a uniform or equipment will be assessed. Athletic uniforms/jerseys are not to be worn by other individuals who are not members of a specified team.

### **ATTENDANCE POLICY**



One of the most critical records kept by the school is student attendance. Not only is proper attendance necessary for student success in school, it is also a good indicator of future success on the job. Employers are acutely aware of this fact and place great emphasis on past school attendance when they hire.

So that the school's records will accurately reflect the history of student attendance, it is important to follow the below rules:

1. On the day of the absence, the parent or legal guardian is to call the school before 9:30 a.m. to notify authorities the child was not sent to school. This allows us to account for all students each morning and serves as a safeguard for your child. When student returns to school, parent or legal guardian needs to send a note stating why the student was absent.
2. In cases of absences due to prolonged illness (three or more days), verification of the illness by the school nurse or family doctor is preferable to a note from the parent. This policy performs two very important functions: (a) It allows the school to monitor communicable diseases and be able to take early action against them; and (b) It lends more credibility to our records by allowing the school to verify the illness and identify those students whose problem may actually be a social one at school.
3. Except when verification of illness has been made by the school nurse or family doctor, the student is to bring a written statement signed and dated by the parent explaining the reason for the absence.

The courts have ruled that it is the parent's responsibility to comply with the compulsory attendance law. Students will have the total number of days missed in succession plus one more day to make up all homework, quizzes, tests, etc.

K.S.A. 72-1113 (d): Whenever a child is required by law to attend school and is enrolled in school and the child is inexcusably absent therefore on either three consecutive school days or five or more school days in any semester, the child shall be considered to be not attending school as required by law. Students will be held responsible for obtaining their own make-up work.

Attendance will be kept on a semester and yearly basis for each class. When a student misses school, except for school-sponsored activities, it will be recorded as an absence in each class missed.

Since educational research has shown that attendance is crucial to learning, the Riverside Schools Attendance Policy is as follows:

Each student will be allowed a TOTAL OF 7 ABSENCES PER SEMESTER. This includes both Excused and Unexcused Absences. Any student that goes over the 7 absences allowed will lose credit in that class.

**Block or Period Absences:**

**If a student is less than 30 minutes late for any block or period, it is counted as a tardy. If a student is more than 30 minutes late for any block or period, it is counted as an absence for the entire block.**

The following are valid reasons for an absence being classified as **excused**:

- illness
- doctor and dental appointments; (written verification of the appointment from the doctor's office is recommended)
- prearranged absences by parents for extenuating circumstances such as funerals
- other reasons when approved by the building administration
- time spent on OSS will be counted as an excused absence; \*\*field trips or other school sponsored activities will not be counted as an absence; \*\*It is the PARENTS responsibility to notify the school by 9:30 a.m. on the day their son or daughter is absent. If contact is not made by a parent, the high school attendance secretary will attempt to make contact to verify the absence. If parents do not notify the school within 48 hours of the student's return, the absence will be classified as unexcused. Point of emphasis: To be an excused absence, the absence must fall into one of the above four categories; simply notifying the school of a student's absence does not guarantee that the absence is excused. One phone call to excuse a number of absences over an extended period of time will not give the student an excused absence.

Excused Absences

An excused absence is an absence where a student is sick and has been called in by the parents before 9:30 A.M. The school determines if an absence is excused or unexcused.

Unexcused Absences

Any absence that a parent or guardian has not contacted the office. In the event that a parent has not contacted the office and the absence does not meet the definition of an excused absence, the student will be considered

skipping school and the appropriate consequences will be given to the student.

#### Advanced Notice of Absence

Advanced make-up work may be given to students who need to be gone from school. However, it will be the student's responsibility to plan ahead and notify each instructor of a planned absence. The best interest of the student may not be served if class work is such that it should not be given out of sequence.

#### Truancy

Students who are absent and meet the following conditions will be reported to the appropriate authorities in Doniphan County. For middle school and high school Students they will be reported to the County Attorney. For Elementary Students they will be reported to SRS.

- Student is absent for three consecutive days unexcused.
- Student is absent 5 cumulative days within a semester unexcused.
- Student is absent 7 cumulative days within the school year unexcused.

### **BACKPACKS**

Backpacks, bags, and purses will be kept in the students' lockers during the school day. These will not be carried during the school day, including, taking them into classrooms.

### **BEHAVIOR AT SCHOOL FUNCTIONS**

In order to insure a safe and enjoyable environment for the spectators at all school function, events, and sports contests, these guidelines should be followed.

1. An adult must accompany all children (K through Grade 5).
2. All students, K through Grade 2 must sit with adults in the gymnasium or outside at football field during contests. Playing in the gym and hallways during volleyball and basketball contests will not be allowed.
3. Continued misconduct on behalf of the unruly students may result in the students being prohibited from attending the remaining home games.
4. Parents of any student asked to leave the premises, for any reason will be contacted before the students are allowed to leave the gymnasium/field.
5. When students come to volleyball or basketball games they need to enter the gym and watch the game – no loitering out in the hallway, talking to friends. Repeat violators will be asked to leave.

6. Entrance/exit doors must be kept clear. **DO NOT BLOCK DOORWAYS.**
7. **NO PETS ALLOWED ON SCHOOL PROPERTY AT ANY TIME.**
8. **USE OF BAD LANGUAGE WILL NOT BE TOLERATED!**

### **BUILDING HOURS AND GROUNDS**

**West Campus** (PreK-2<sup>nd</sup> Grade/9<sup>th</sup>-12<sup>th</sup> Grade) classes begin at 7:55 a.m. and dismiss at 3:15 p.m.

The West Campus main buildings will be open at 7:25 a.m. and breakfast is served beginning at 7:25 a.m.

Students should not arrive before 7:20 a.m. unless special circumstances (field trips, etc.) and should report to the cafeteria for breakfast. Students are expected to stay on the school grounds once they arrive. Students will not be allowed to leave without parent/guardian notification except in unusual circumstances approved by the principal. Loitering, running the hallways, etc. will not be tolerated. Students are not allowed to loiter in the parking lot before or after school.

### **BULLYING POLICY ACTION PLAN (JDDCA)**

#### **Bullying**

Riverside USD 114 Schools are committed to providing a safe, positive, productive, and safe educational environment for all of its students. Our school encourages the promotion of positive interpersonal relationships between members of the school community. Aggressive behavior toward a student or staff member, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse. The school will not tolerate any comments, threats, or actions, which cause or threaten to cause bodily harm or personal degradation. This applies to all activities in the District, including activities on school property or while traveling on school transportation en route to or from school and those occurring off school property if the student or employee is at any school-sponsored activity, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business.

Bullying is defined as any intentional gesture or any written, verbal, or physical act or threat that is sufficiently severe, persistent, or pervasive that 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 effects of:

- a) Harming a student or staff member, whether physically or mentally;
- b) Damaging a student's or staff member's property;
- c) Placing a student or staff member in reasonable fear of harm to the student or staff member;
- d) Placing a student or staff member in reasonable fear of damage to the student's or staff member's property;
- e) Any form of intimidation or harassment prohibited by the board of education of the school district in policies concerning bullying adopted pursuant to this section or subsection (e) of KSA 72-8205 and amendments thereto.

### **Conduct which is not bullying policy**

For the purpose of this policy, bullying does not mean mere teasing, put-downs, "talking trash", trading insults, or similar interactions among friends, nor does it include expression of ideas or beliefs so long as such expression is not lewd, profane, or does not interfere with students ability to learn, the instructional program, or the operations of the school. This does not preclude teachers or school administrators from setting and enforcing rules for civility, courtesy, and/or responsible behavior in the classroom and the school environment.

### **Bullying determination**

The determination whether a particular conduct constitutes bullying requires reasonable consideration of the circumstances, which include the frequency of the behavior at issue, the location in which the behavior occurs, the ages and maturity of the students involved, the activity or context in which the conduct occurs, and the nature and severity of the conduct.

### **Reporting of bullying**

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. All complaints about aggressive behavior that may violate this policy shall be promptly investigated. Reports shall be made to any faculty member or the principal. All reports will be investigated by the principal.

### **Bullying sanctions**

Level 1 Offense:

- First offense-verbal apology, promise not to repeat and/or behavior contract, detention-1 discipline point if applicable.
- Second Offense-1-5 days in school suspension-3 discipline points if applicable

Level 2 Offense:

- First offense-1-5 days out of school suspension-3 to 5 discipline points depending on the infraction

Level 3 Offense:

- First offense-3 days up to one calendar year out of school suspension-5 to 8 discipline points depending on the infraction

The building administrator will make a determination regarding the level of offense based on the severity of the infraction.

#### **Examples of Level One Offense**

Threatening gestures, defacing property, insulting remarks, calling names, insulting gestures, spreading rumors, teasing publicly about clothes, gossiping, looks, etc.

#### **Examples of Level Two Offenses**

Threatening physical harm, damaging property, harassing with cell phone at school, insulting your physical characteristics, race, color, religion, ethnicity, gender, disability, or sexual orientation, degrading notes, degrading electronic messages, posting slander in public places, extortion.

#### **Examples of Level Three Offenses**

Practicing extortion (such as taking money), graphic threats, threatening to keep someone silent, destroying property, setting fires, physical cruelty, assault with a weapon, repeated harassment because of bias against your race, religion, ethnicity, gender, disability, or sexual orientation, and arranging public humiliation.

#### **Legal Consequences**

Many of the above-mentioned behaviors are against the law, therefore, in addition to school discipline consequences, all violations of the law will be reported to the appropriate law enforcement agencies.

#### **Cyber Bullying**

Cyber bullying is defined as the use of e-mails, cell phones, pagers, text messages, instant messaging, defamatory websites, defamatory online personal polling websites, and chat rooms to intimidate or to cause harm to student or staff member. Cyber bullying will not be tolerated and will be treated as a Level II offense. This includes, both on campus and off campus cyber bullying that causes a substantial and material disruption of the school environment.

#### **Peer Conflict is not bullying.**

### **BUS CONDUCT RULES/CONSEQUENCES**

The first bus conduct report will be a warning. Applicable discipline consequences will be applied to any school rule violations.

The second bus conduct report will result in a three to five day suspension from riding any school transportation. Applicable discipline consequences will be applied to any school rule violations.

The third bus conduct report will result in a ten-day suspension from riding any school transportation. Applicable discipline consequences will be applied to any school rule violations.

The fourth bus conduct report will result in a suspension from riding school transportation of the remainder of the school year. Applicable discipline consequences will be applied to any school rule violations.

**In the event that any bus violations that occur prior to the fourth bus violation are deemed dangerous or severe by the administrator, the student may be either given a longer bus suspension or suspended from riding the bus for the remainder of the school year.**

**Riverside students who ride school transportation and live within 2.5 miles of their attendance center will be suspended from riding school transportation upon the first bus conduct report.**

#### **Transportation Arrangements**

If a student's regular transportation arrangements from school to home are altered, Riverside USD 114 recommends that parents/guardians make those arrangements prior to 2:30 p.m. Riverside USD 114 staff can't guarantee alternate travel arrangements for students after 2:30 p.m.

During the suspension period, it is the responsibility of the parent/guardian to arrange/provide transportation for the student. Absences during the suspension period will be unexcused. If the student bus conduct is severe, they can be suspended from riding the bus for a longer period of time than those listed above.

**Riverside USD 114 will only transport students who live within the school district boundaries who meet the board approved transportation criteria. Out of district students will not be transported by Riverside USD 114.**

#### **INSTRUCTIONS TO STUDENTS WHO RIDE THE BUS**

- The driver is in charge of the pupils and the bus. Pupils must obey the driver promptly and respectfully.
- The driver may assign a seat to each student, and each student must be provided a seat. Students in less desirable seats may move to a second assigned seat for added comfort after the passenger load is lightened and when the bus is not in motion.

- Pupils must be on time. The bus cannot wait for those who are tardy. Pupils must walk on the far left side of the road facing traffic when going to the bus stop.
- Pupils must never stand in the roadway while waiting for the bus. All pupils must wait for the bus off the traveled portion of the road. Students should wait in an orderly manner and never push a fellow student.
- Students are not allowed to take pictures or videos with their cell phones or any other electronic device while riding the school bus under any circumstances.
- Unnecessary conversation with the driver is prohibited. Do not talk loudly or distract the driver's attention. Remember, your safety is in his hands. No yelling or screaming will be permitted on the buses.
- Outside of ordinary conversation, classroom conduct is to be observed.
- Pupils must not throw waste paper or other rubbish on the floor of the bus. Help keep your bus clean and sanitary at all times.
- Pupils must not at any time extend arms or head out of bus windows.
- Pupils must not try to get on or off the bus or move about within the bus while it is in motion.
- When leaving the bus, pupils must observe the directions of the driver. If you cross the road, do so in front of the bus after making sure the road is clear.
- Any damage to bus is to be reported to the driver at once.
- Students are not allowed to take toys on the bus.
- Students are not allowed to carry glass containers on the bus.
- The transportation provided is for your convenience. However, we realize that not all get on and off at convenient times. Your cooperation and understanding is greatly appreciated.
- Students are not to eat food or drink liquids on the school bus unless the sponsor and bus driver gives permission. Permission may be given on long activity trips.



Students who do not comply with the bus rules may be denied the right to ride the school bus to and from school. (See Transportation)

### **CARE OF PROPERTY**

We have a beautiful school building and campus due to the care given it by the custodians and because teachers and students are careful not to abuse it. In the event a student is apprehended for willfully and maliciously mutilating, defacing or destroying school property the student will be reprimanded in accordance with school board policy. The student will also be required to pay a dollar amount including labor cost for repairing the damages. Damage resulting from accidents or horseplay may result in full payment by the student(s) responsible. Show your pride and help protect your school. Report any vandalism to the proper authority.

### **CARE OF TEXTBOOKS**

All students are required to pay appropriate book fees in accordance with adopted school board policy. The classroom teacher will issue books to students at the beginning of the school year. Textbooks will be marked and numbered and must be checked in at the end of the year. Students who abuse textbooks by defacing them in any way will be assessed appropriately for them. Students are responsible for the textbook issued to them. If the book is lost, the student will be charged the initial cost of the book.

### **CELL PHONES**

Cell phones may be used in the high school building before and after school. At all other times, students must keep their cell phones turned off and in their lockers, (lunch for grades 9-12 is the only exception). Students may not keep their phone on their person to text message, etc. If you are caught in possession of a phone during the school day, you will be required to turn the phone over to the teacher or administrator. You can pick up the phone in the office after school. Refusal to turn the phone over will result in a second violation for insubordination. First time offenders will get 1 point and a 60 minute detention. Second time offenders will get 2 points and 1 day of ISS. Third time offenders will get 3 points and 2 days of ISS. Fourth time offenders will get 4 points and 1 day of OSS. After 4 cell phone violations the student will lose cell phone privileges for the remainder of the school year.

#### **Cell Phone Location and Use Policy**

High school students shall leave their cell phones in their assigned hall lockers at all times with the only exceptions being before school, during lunch, and after school. Cell phones are not allowed in restrooms or locker rooms at any time during the school day or after school. In addition, students are prohibited from taking pictures or videos with their phone or any other

electronic device at school under any circumstances. If a student needs to use their cell phone for emergency situations, they must make arrangements with the principal in advance.

Consequences:

1. Cell Phone possession/use in a locker room or restroom:  
First Offense: 1-3 days ISS depending on the circumstances (2 points)  
Second Offense: 1-3 days ISS or OSS depending on the circumstances (3 points)  
Third Offense: 1-5 days OSS (5 points)-Loss of cell phone privileges for the remainder of the school year.
2. Cell Phone or other electronic device used to take pictures and/or videos in restroom or locker room:  
First Offense: 1-3 days ISS or OSS depending on the circumstances (3 points)  
Second Offense: 1-5 days OSS (5 points)  
Third Offense: 1-5 days OSS (5 points)-Loss of cell phone privileges for the remainder of the school year.
3. Cell Phone or other electronic device used to take pictures and/or videos at school (non locker room or restroom):  
Same consequences as a typical cell phone violation  
First Offense: 60 minute detention (1 point)  
Second Offense: 1 day ISS (2 points)  
Third Offense: 2 days ISS (3 points)  
Fourth Offense: 1 day OSS (4 points)-Loss of cell phone privileges for the remainder of the school year.

#### **CHANGE OF ADDRESS/TELEPHONE NUMBER**

Please notify your student's school immediately if you have a change of mailing address, email address or telephone number (home, work, mobile).

#### **CHECKING IN OR OUT/LEAVING SCHOOL DURING THE DAY**

Students are not to leave the school building without reporting to the office to get permission from the principal or his designee. Leaving is not allowed without prior arrangements being made, principal's permission, and in most cases parent permission. A student arriving late to first block school must check in to the office immediately upon their arrival. Students will not be excused from the building during the school day to run errands, take friends places, go home for athletic equipment, books, or forgotten assignments.

#### **CIVILITY POLICY**

The policy relates to the use of civility in relationships and communication among school officials, students, parents and members of the public. The

purpose of the policy is to maintain, to the extent possible and reasonable, a safe, bullying-free workplace for students and staff. Uncivil behavior is defined as any behavior that is (1) physically or verbally threatening, either overtly or implicitly, as well as behavior that is coercive, intimidating, violent or harassing, and (2) directed toward employees, students, parents, patrons, visitors or anyone having business with the district. Examples of uncivil behavior include, but are not limited to: (1) use of profanity; (2) personally insulting remarks; (3) attacks regarding a person's race, gender, nationality, religion, disabling condition or any other personal characteristic, or (4) behavior that is out of control. Parents or community members who violate the civility policy may be restricted from being present on school district property or have restrictions placed on their communications with district personnel.

### **CLASS CHANGES**

Students may adjust their class schedule prior to the beginning of that semester. The counselor/administration will evaluate all class changes very closely. Only teacher/counselor changes will be considered after the deadline for schedule changes. In the case of a yearlong course, teacher/counselor/administrator approval should be secured before a student may request a change.

Changes can be made or a course dropped if:

1. Possible in terms of your existing schedule and the change will not overload a particular class.
  2. The change results in a reasonable program of the student in terms of the established curriculum.
  3. The change is approved by teachers, parents, counselor, and principal.
- Schedule changes may be made the first five days of the new semester. All requested changes must be accompanied by an add/drop form that requires the students, dropping teacher, adding teacher, and the counselor. The add/drop form may be picked up from the counselor.

### **CLASS OFFICERS AND DUES**

Each class nominates and votes for class officers. Officers elected are President, Vice-President, and Secretary. To be eligible for class officer, a student must have and maintain a "C" average and have paid dues up-to-date.

Class dues are collected ONLY during the junior OR senior year. These dues are set at \$175 per class member and may be paid out-right or earned through fundraising opportunities during the freshman, sophomore, and junior years. These funds are used for the Junior-Senior Prom and class expenses during the senior year, such as graduation flower arrangements and senior

class picnic. Class dues are required for each student who plans to attend prom. If students choose to participate in school sponsored fundraising their individual fundraising profit will be applied to their \$175.00 class dues. Dues will not be collected during the freshmen and sophomore years. To be eligible to attend prom as a junior, class dues must be paid or earned by the end of the third quarter of the junior year. To be eligible to attend prom as a senior, class dues must be paid by the end of the third quarter of the senior year. If a student chooses to attend neither prom, he/she has class dues of \$25 that must be paid or earned by the end of third quarter of the senior year. Dues should be paid in the office and the student should keep the receipt.

If a student transfers to RHS during the sophomore year, total class dues are pro-rated to \$125; during the junior year, \$75; during the senior year, \$75 to be eligible to attend prom, \$25 if not.

Once any portion of class dues have been paid or earned they are non-refundable and non-transferable. If students choose to participate in school sponsored fundraising, any money they raise above \$175.00 will be applied to their individual account, which can be used to pay for senior items such as their cap and gown, composite fee, and flowers for mothers at graduation. Any remaining funds will be used toward class expenses, such as graduation flower arrangements, senior class picnic, etc.

School Sponsored Fundraising:

Freshmen Fundraising	Four concession stands and one school fundraiser
Sophomore Fundraising	Four concession stands and one school fundraiser
Junior Fundraising	Four concession stands and one school fundraiser
Total Fundraising	Twelve concession stands and three school fundraisers, classes may schedule additional fundraisers if needed and approved by the prom sponsor and principal

The junior class will have the first opportunity to sign up for concessions, followed by the sophomores and freshmen, at the beginning of each school year. In addition, each class will have the opportunity to participate in at least one school sponsored fundraiser in each of their first three years of high school.

## **CLASS PREPARATION**

Successful students are those students who come to each class prepared with the necessary tools. Students will need paper, pencils/pens, and textbooks for each class. Some teachers may require additional materials or supplies for their class.

## **COLLEGE PREPARATION**

### **QUALIFIED ADMISSIONS**

A student entering a Kansas Regents University will need to meet certain admission requirements. These requirements are currently set at:

- a. Complete the precollege or Kansas Scholars curriculum with at least a 2.0 cumulative GPA **and**
- b. Achieve one of the following:
  1. ACT composite score of 21 or higher **or**
  2. 2.0 GPA or higher on any college credits taken in high school **or**
  3. Rank in the top one-third of their graduating high school class
- c. Pre-college Curriculum:
  1. **English- 4 credits**
  2. **Natural Sciences – 3 credits (1 credit must be Chemistry or Physics)**
  3. **Math – 3 credits (if student meets ACT college readiness benchmark of 22) + 4 credits (if student does not meet ACT college readiness benchmark)**
  4. **Social Sciences – 3 credits (1 credit US History, ½ credit Government, ½ credit World History/World Geography)**
  5. **Electives – 3 credits**

### **KANSAS SCHOLARS CURRICULUM**

The Kansas Scholars' Curriculum provides students with the opportunity to apply for scholarships provided by the State of Kansas. Students wanting information on this scholarship are encouraged to visit the counselors.

1. English – 4 credits
2. Math – 4 credits –Algebra I and above
3. Science – 3 credits – Biology, Chemistry and Physics required
4. Social Studies – 3 credits---1 credit US History, ½ credit government, ½ credit World History and 1 credit of other elective

5. Foreign Language – 2 credits (one language)

### **NCAA ACADEMIC ELIGIBILITY REQUIREMENTS**

See the high school guidance counselor for information.

### **COMMUNICATION IN THE DISTRICT**

Communication between teachers, students, and parents is crucial to overall student success. Schools will work with parents to:

- plan and implement effective parent involvement;
- build the capacity for strong parent involvement;
- provide full opportunities for parents who are disabled or who have limited English proficiency;
- help parents understand the state’s content and performance standards, state and local assessments, and other information to improve their children’s achievement;
- coordinate and integrate parental involvement strategies with other district and community-based programs and,
- survey parents annually.

If you have a question concerning your child, please follow the chain of command below unless directed otherwise:

1. Teacher
2. Building administrator
3. Special Education Cooperative Director (if applicable)
4. Superintendent
5. Board of Education

### **CONCURRENT (DUAL) ENROLLMENT**

Concurrent (Dual) Enrollment courses are available for the following Riverside High School students: seniors & gifted IEP juniors. The approved courses are sanctioned by Missouri Western State University. Each individual student should check with the post-secondary institution they are planning to attend after high school to make sure these credits transfer into the student’s particular course of study or is able to be counted toward their intended major.

The approved courses are as follows:

College Algebra  
College English  
College History

## College Chemistry

The cost per credit hour changes annually.

### **Dual Credit**

Students may earn both high school and college credit (dual credit) for completed college courses. This option will be subject to the following guidelines:

1. The college course work for dual credit may not replace a course offered in high school curriculum.
2. The student shall be responsible for college tuition and fees.
3. College course work taken for dual credit will be counted in the high school GPA.
4. The high school instructor is solely responsible for determining the high school dual credit grade for high school credit. Many times the high school instructor will have different or additional course requirements that make the high school grade and the college grade different.
5. Students may only take approved dual credit college courses during the school day.

### **CREDIT (9<sup>th</sup>-12<sup>th</sup> Grade)**

The accumulation of 7 absences in a semester in a block will result in no credit being granted for that class. Credit may be reinstated pending an appeal decision by the principal. The appeal is available upon request by the student or parent. If a student or parent requests a hearing with the principal to reinstate credit for a class in which absences are excessive, they will have to:

- 1) Request a hearing before the end of the semester.
- 2) Account for ALL absences in the hearing.
- 3) If the hearing is successful, the student will be placed on an attendance contract, which must be signed by the student and parent. Any further absences must be documented emergencies approved by the principal in advance. Failure to fulfill the contract obligations will result in no credit for the semester.
- 4) If the principal assigns make up time as part of the contract, all make up time must be completed by the end of the semester.

Point of Emphasis: When a student has been absent 7 times in a block, the student will not be granted credit for any assignments until which time the student is placed on an attendance contract.

### **DETENTION SESSIONS**

Teachers assigning the detentions will enforce detention in their classrooms. Students in detention are expected to be quiet and do school work. It will be the student's responsibility to notify parents of their detention and arrange for their own transportation home.

Detentions will be held periodically throughout the week for elementary, middle school, and high school students. Failure to attend a detention will result in the student being given an additional three points and the time will be doubled. Detention sessions may be assigned by the administration as a means to enforce school regulations. Students will be required to show their class work to the session supervisor at the end of the session. Students not attending their first assigned date will be assigned the next school session and will be considered a "student not in good standing", which will result in the student losing all extracurricular activity privileges, field trips, etc. until the detention assignment is made up. Students failing to attend the second time will be assessed an ISS. Detention halls will be available on both campuses.

### **DISCIPLINE AND OFFICE REFERRALS**

Students are expected to share the responsibility for maintaining an atmosphere conducive to teaching-learning situations in all classes and activities. Acts of behavior, which interfere with the maintenance of a good learning environment or is antagonistic to the welfare of others, are not acceptable.

Office referrals will be handed to students for unacceptable behavior. The student will be given a copy of the referral and a copy will be sent to the student's parent to inform them of the situation and the consequences for the behavior.

The following infractions are listed along with the consequences for each behavior. The consequences accompanying the infractions listed are to be used as a general guideline. Many factors will be considered including the age of the offender, the frequency of previous incidents, and the severity of the behavior. **The final determination will be left up to the administration.** (NOTE: the law allows as much as 10 day suspensions on behaviors.)

### **Student Discipline Policy**

#### **Philosophy**

One of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlies the whole educational structure. It is the training that develops self-control, character, orderliness, and efficiency and is the key to good conduct and proper consideration for other people.



### **Teacher Authority**

Teachers are expected to maintain a proper school atmosphere. This responsibility extends beyond their classroom and their particular assignment of pupils. Pupils who refuse to comply with reasonable requests of any teacher discharging this responsibility will be subject to appropriate disciplinary action. Teachers may assign after school detention to students to be served in their classrooms or the after school detention hall.

### **Policy**

Short-term suspension will constitute one to ten school days. Long-term suspension will be longer than ten days. Expulsion means removal of a student for the remainder of the entire school year.

The Board of Education of USD 114 has authorized the administration and/or its designee to suspend any student guilty of any of the following:

- 1) Willful violation of any published regulation for student conduct adopted or approved by the Board of Education.
- 2) Conduct which disrupts, impedes, or interferes with the educational mission of the public schools.
- 3) Conduct that impinges upon or invades the rights of others.
- 4) Conduct which has resulted in conviction of the student of any offense specified in Chapter 21 and Chapter 65, article 41 of the Kansas Statute annotated or any criminal statutes of the United States or the State of Kansas.
- 5) Disobedience of an order by a teacher, peace officer, school security officer, or other authority, when such disobedience can reasonably be anticipated to result in disorder, disruption or interference with the operation of the public school's educational mission and/or impingement upon or invasion of the rights of others.

All suspensions will initially be short-term (not to exceed ten days), with written notice of the short-term suspension and the reason for the suspension furnished to the student involved, to the student's parent or guardian and to the superintendent within 24 hours after the suspension has been imposed. Any notice of proposal to suspend for an extended term or to expel shall state the time, date, and place that the student will be afforded a hearing. Such date shall not be later than the last day of the short-term suspension of such pupil(s) or student(s). Such notice of the extended suspension shall be accompanied by a copy of K.S.A. 72-8901 et seq. as amended and a copy of the regulations of the Board of Education.

Any hearing held in compliance with K.S.A. 72-8901 et seq. as amended will be conducted by an administrator in accordance with the due process outlined in Kansas Statute.

Absences resulting from out-of-school suspensions are excused. Make-up work due to suspension will be allowed for short term suspension. This work is due no later than the day after a student is readmitted to school. Students who have been suspended out of school or expelled are not allowed to attend school activities or be on school property during the period of suspension or expulsion.

### **Point System**

Each behavioral referral will be given a point rating. These points will be accumulated and totaled with each referral by the administrator. The number of points is based on the severity of the infraction. A list of infractions and the respective points follows. This list is designed to assist with consistency in administering the consequences for disciplinary infractions; however, the severity of the offense will be individually evaluated and administered at the discretion of the administration.

#### **1 Point (30-60 minute detention)**

- Cafeteria or bus violation (1<sup>st</sup>)
- Continually not following directions
- Defacing handbook/agenda
- Lack of class materials
- Hall violation (loud, disruptive)
- Profanity (not directed at a person)
- Cheating/plagiarism (1<sup>st</sup>)
- Failure to serve teacher assigned detention
- Dress code violations
- Failure to carry planner
- Horseplay outside classroom
- Inappropriate behavior
- Inappropriate language or gesture
- Public display of affection
- Parking violations
- Tardies (over 6 each quarter)
- Cell phone, pager, cameras (1<sup>st</sup>)
- Bullying Policy – Level 1 violation
- Throwing snowballs on school property
- Wearing Heelys at school
- Other violations identified by the principal or teachers

#### **2 Points (60 minute detention or ISS depending on circumstances)**

- In part of building without permission
- Cafeteria or bus violation (2<sup>nd</sup>)
- Leaving class without permission
- Misuse of planner

Skiping class  
Profanity in class  
Failure to serve assigned office detention  
Damage to school property  
Disruptive in class  
Refusing a reasonable request  
Misuse of school property  
Unacceptable behavior at a school activity home or away  
Detention violations  
Report of misbehavior from substitute teacher  
Possession of electronic devices not for academic use  
Profanity, obscenity, gestures to others – (not staff)  
Throwing of dangerous object  
Cell phone, pager, cameras (2<sup>nd</sup>)  
Other violations determined by the principal or teachers

**3 Points (1-3 days ISS or OSS depending on the circumstances)**

Tobacco possession/use  
Harassment (sexual/racial/bullying)  
ISS room violation  
Hazing/intimidation  
Rude/disrespectful to staff  
Profanity directed to staff  
Pornography possession  
Pushing/shoving  
Slapping/kicking  
Skipping school, truancy  
Leaving campus without permission  
Cheating (2<sup>nd</sup>)  
Computer network violation  
Cyber bullying  
Conflict with another student  
Inciting others to fight  
False note or form  
Failure to follow a teacher, staff directive  
Open defiance of authority  
Extortion of any type and/or amount  
Conduct which disrupts the school's activities and mission  
Theft (1<sup>st</sup>)  
Willful damage to school, staff, or student property  
Insubordination (1<sup>st</sup>)  
Cell phone, pager, cameras (3<sup>rd</sup>) (each subsequent violation)  
Bullying Policy – Level 2 offense

Other violations determined by the principal or teachers

**5 Points (1-5 days OSS)**

Threats/intimidation/bullying

Vandalism, destruction of school property

Tobacco (2<sup>nd</sup>)

Harassment (sexual/racial/bullying) (2<sup>nd</sup>)

Theft (2<sup>nd</sup>)

Hazing (2<sup>nd</sup>)

Open defiance

Insubordination (2<sup>nd</sup>)

Threats, obscenity, profanity, gestures to a staff member

Weapons – dangerous

Threat of assault

Verbal abuse to staff in or out of school

Bullying Policy – Level 3 offense

Other violations determined by the principal or teachers

**8 Points (1-5 days OSS)**

Fighting and/or provoking a fight

Violent act against student or staff

Physical assault

2<sup>nd</sup> threat or intimidation

Alcohol (1<sup>st</sup>), (suspension from all student activities for at least one month, and reported to law enforcement)

Other violations determined by the principal or teachers

**Automatic 5 days OSS with recommendation for long-term suspension or expulsion**

Alcohol (2<sup>nd</sup>), (may be readmitted on a probationary status if the student agrees to complete a drug and alcohol rehabilitation program, suspension from all school activities of not less than one semester or four months, and reported to law enforcement)

Illegal drugs

False alarms

Fighting (2<sup>nd</sup>)

Threats (3<sup>rd</sup>)

Bomb threat

Criminal statutes

Arson

Weapons – deadly

Other violations determined by the principal or teachers

### **Ways to Get Points Off of Your Record**

Any student that has been assessed discipline points will have a chance to have their points reduced by:

- 1) Show model citizenship/behavior for 3 weeks in a row = 1 point off

### **Possession of Weapons**

Any student in possession of a weapon (as defined by state law) at school, on school property, or at a school supervised activity will be expelled from school for a period of not less than one calendar year. In addition, students in possession of weapons will be referred to appropriate state and local law enforcement agencies. **See policy JCDBB.**

### **Disciplinary Point System Procedures (6-12)**

The administrator will assign points and consequences behavior and a note will be sent home to the parents/guardian. If a 9th-12th student reaches 8 points they will receive at least one day out-of-school suspension. When a 6<sup>th</sup>-8<sup>th</sup> grader reaches 12 points they will receive at least one day out. After a student has been given 1 day of OSS, then when they return they may have a meeting with a parent and administration present to fill out a behavior intervention plan. When a 9th-12th student reaches 12 points it will be at least three days out-of-school suspension. When a 6<sup>th</sup>-8<sup>th</sup> grader reaches 16 points it will be at least three days out. When a 9th-12<sup>th</sup> student reaches 15 points it is at least 5 days out-of-school suspension with a recommendation for a long-term suspension. When a 6<sup>th</sup>-8<sup>th</sup> grader reaches 20 points it is at least 5 days out with recommendation for long term suspension.

After returning from a long term suspension the student will return to zero points and be given probationary points. A 9th-12th student will get six points and 6<sup>th</sup>-8<sup>th</sup> student will get eight points. When those points are used up then the student will be subject to expulsion or long term suspension. Alternative school could also be an option.

### **Search and Seizure**

Principals are authorized to search property if there is reasonable suspicion that district policies, rules or directives are being violated. In addition, all lockers shall be subject to random searches without prior notice or reasonable suspicion. **See policies JCAB-JCABB**

### **Search of Lockers**

Lockers in the district schools shall be under supervision of the principal. Students shall have no expectation of privacy in any locker. The combinations and/or keys to all locker locks shall be in the possession of the principal and stored in a place designed to guard against unauthorized access or use. The principal may search any locker at any time without notice. Students shall not

place locks, other than those approved by the school, on any locker. **See policies JCAB-JCABB**

#### **Search of Property**

Any person other than the principal who wishes to search a student's locker or property shall report to the principal before proceeding. In no event shall any person be permitted to search a student's locker or property without the principal's consent unless the person has a valid search warrant authorizing a search. If a law enforcement officer desiring to search a student's locker or property has a search warrant, the principal shall permit the search which shall be made in the presence of the principal. In the event that the principal or law enforcement has reasonable suspicion that a student is in possession of contraband that violates school policy, law, or in emergency situations where there is a potential danger, a search warrant is not required. Prohibited items found during the search shall remain in the custody of either the building principal or the law enforcement officer. If any items are turned over to law enforcement officials, the principal shall receive a receipt for the items. A student may willingly waive his or her rights of privacy under the Fourth Amendment.

#### **Use of Trained Dogs to Search**

At the request of administration, law enforcement officers or licensed private agencies may use trained dogs on school premises to identify student property which may contain illegal or illicit materials and to determine whether materials are present which may threaten the general health, welfare and safety of students and/or district employees. (When the principal is mentioned in this rule, it shall be construed so to include the superintendent "or designated representative.")

### **DRESS CODE**

Students at Riverside Schools are expected to dress in a manner that is appropriate and non-distracting to the school environment. Students will not be allowed to wear clothing which would lead school officials, or others to believe that it is gang related by written comments, emblems, design, etc., disrupts or interferes with the school or activities, presents a physical safety hazard to themselves or others, or creates an atmosphere which others would feel pressure, intimidation or threat of violence.

Student dress can have a significant effect on learning and behavior. Clothing must cover the body sufficiently and avoid attracting excessive attention or causing disruptions. Following are some specific guidelines:

Messages on body, clothing, jewelry and personal belongings that relate to gangs, drugs, alcohol, tobacco, sex, vulgarity, or that reflect adversely upon persons because of their race, sex, color, creed, national origin or ancestry are not permitted.

When in the judgment of the administration, a student's appearance or mode of dress disrupts the educational process or constitutes a threat to health or safety; the student may be required to make modifications. The student may also be sent home to change. Time missed due to changing clothes will be doubled and this time is to be served in the office after school.

Each student attending Riverside Schools shall be responsible for maintaining appropriate school dress for the development of personal grooming standards, which shall result in neat, clean personal appearance. Acceptable school clothing need not be expensive or new, but should be neat and clean.

Extreme or sloppy styles, which are disruptive, will not be allowed. Boys will not be allowed to walk around holding up their pants. Clothing or other wearing apparel that promotes and/or advertises alcohol, tobacco, or illegal drugs or displays morally offensive advertisements, obscene, profane, suggestive slogans, or double-meaning words are not to be worn to school or at school activities.

The building principal is responsible for requiring students to make improvements in personal grooming when their appearance indicates a need to do so.

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

**The following guidelines will enable us to maintain an educational atmosphere:**

- 1) Shoes are to be worn at all times.
- 2) Shirts and tops shall overlap the top of jeans (no midriiffs), slacks, or skirts. Spaghetti straps, tank tops (7<sup>th</sup>-12<sup>th</sup> grade) (including halter type, see-through, off the shoulder tops, backless tops, or revealing clothing is not allowed, *no cleavage*). In addition, no clothing made to be worn as undergarments shall be showing.
- 3) Any writing of profane or questionable nature will not be permitted on clothing. All clothing and accessories that advertise alcohol or tobacco products, illegal drugs, or sexual related messages (including sexual innuendo) or pictures are not to be worn at school. Clothing with suggestive or obscene double meanings is also not allowed.
- 4) Dresses, skirts, shorts, etc. must be of a fashionable nature and long enough to not cause a disturbance (**tights worn underneath will not make it acceptable**). These should be longer than the base of the fingers if hand is extended down. Pajama bottoms and house slippers are also prohibited. (Unless it is has been approved for a spirit week.)

- 5) Ripped and/or **excessive holes** in shirts and pants shall not be worn that expose undergarments or private areas.
- 6) Hats, hoods, blankets and sunglasses will not be worn during the school day. Furthermore, hats may not be worn by a participant at events that occur during the school day such as art, forensics, scholars bowl, music, etc. or on school field trips.
- 7) Any item of apparel may be unacceptable if it causes a disruption or interruption among students and staff. The principal and/or teacher will make the decision regarding acceptability.
- 8) Students will not be allowed to wear any type of chain during the school day or at school activities. Chains that are worn as jewelry must be appropriate and non-disruptive to the school/classroom.
- 9) Pants, jeans, shorts, etc. must be worn at waist level and cover all undergarments. (No sagging).
- 10) Students may not use ink pens, markers, color sprays, etc. to mark or write on themselves or others.
- 11) Students will not be allowed to wear shoes with wheels during the school day or at school activities. This is for everyone's safety.

### **DRUG FREE SCHOOLS**

Maintaining drug free schools is important in establishing an appropriate learning environment for the district's students. Unless otherwise specified in this policy, the possession, use, sale, distribution, and/or being under the influence of illicit drugs, controlled substances, designer drugs, and/or alcohol by students at school, on or in school property, or at school sponsored activities or events is prohibited. Unauthorized use of over-the-counter medications or inhalants is similarly prohibited in the aforementioned locations. Definitions: "Designer drug" means synthetic version of a controlled substance (such as, but not limited to, heroin) that is produced with a slightly altered molecular structure to avoid having it classified as an illicit drug.

"Unauthorized use" means use in a greater quantity, at a higher frequency, or for purposes other than as specified on the product's label. Possession, use and/or being under the influence of a controlled substance by a student for the purposes of this policy shall only be permitted if such substance was:

1. Obtained directly from, or pursuant to a valid prescription or order, issued to such student from a person licensed by the state to dispense, prescribe, or administer controlled substances;
2. In the case of use or possession, approved and administered, if administered at all, in accordance with board policy JGFGB and/or board policy JGFGBA; and
3. Used, if at all, in accordance with label directions.



## **DRUGS/ALCOHOL**

While on school property or school sponsored activities, the possession or use of alcohol, drugs or other controlled substance by a student, or a student who admits same, shall be in violation of school policy. Also, conduct which appears to be altered by the use of alcohol, drugs or a controlled substance is a violation of school policy. A Breathalyzer test may be used by the administration, or their designee(s) at their discretion for suspected consumption of alcohol. If the student refuses to take the test or if the test results are positive, the student will be subjected to the sanctions specified below. Medication specifically prescribed for a student by an authorized health care professional will be exempt from this policy.

- 1) Any student who is selling or trafficking drugs, drug paraphernalia and/or other controlled substances at school, on school property, or at a school supervised activity shall receive a mandatory expulsion for 186 school days.
- 2) Any student who is in possession of, uses, or is under the influence of alcoholic beverages, drugs (except as medically prescribed), drug paraphernalia and/or other controlled substances at school, on school property, or at a school supervised activity will receive one of the following disciplinary actions:

Use or Possession:

- a) First Offense: Law enforcement and parents will be contacted immediately upon verification of the violation. The student will receive, at a minimum, a short-term suspension not to exceed 10 school days. The administration will determine whether a long-term suspension or expulsion shall be recommended and notify student for a due process hearing. At the time of the hearing, administration may recommend that the student be afforded the option to have the suspended student meet with a community resource (which may include mental health agency counseling program, an alcohol and drug service agency, or a physician) to discuss the student's problem with drugs/alcohol. Upon receipt of written documentation that the student is complying with the recommendation of a licensed substance abuse treatment provider's recommended action, the suspension shall be deferred and the student will be allowed back in school; however, should the student violate the terms of the agreement upon which the student was allowed to return to school, the balance of the suspension shall be reinstated. In addition, the student will be automatically suspended from all student activities for not less than one semester or four months.

- b) Subsequent Offenses: Parents and law enforcement will be contacted immediately upon verification of the violation. The student will be recommended for expulsion from school for NO LESS THAN 186 SCHOOL DAYS.
- 3) Prescription medication or over the counter medication can and will be given by the school RN or designated person after the Request to Administer Medication at School form has been completed. Prescription medication and over the counter medication not following medication policy will be subject to the same restriction as illegal drugs.

**Student Activities: Drug, Alcohol and Tobacco Policy**

In order to ensure the highest possible standards of learning, as well as the safety, health, and wellbeing of all students, USD # 114 endorses a substance abuse prevention policy and procedures, which will:

- \* Aid all students in abstaining from the use of alcohol, tobacco, and drugs.
- \* Intervene early when student use is detected; take corrective disciplinary actions when necessary.
- \* Provide aftercare support for the students.

Specifically, students are not to possess, use, sell, distribute, or be under the influence of alcohol, tobacco, drug paraphernalia or illegal and controlled substance. This policy is in effect for all students who participate in any extra-curricular activity at Riverside High School, beginning the first day of practice and ending when the season is over. Students who violate the policy will be subject to appropriate discipline as outlined Riverside High School extracurricular code of conduct below:

First Offense:

Upon verification by school administration, the student will be suspended from his/her activity for 50% of remaining competitions/performances.

Second Offense:

Upon verification by school administration, the student will be suspended from his/her activity for the remainder of the season. A second offense for drug/alcohol use will require enrollment in a substance abuse intervention program. After proof of successful completion of the program, the student will be allowed to participate in other school activities.

Third Offense:

Upon verification by school administration, the student will be suspended from all school activities for the remainder of the school year.

In enforcing the provisions of this policy, the administration will act on the reasonable and responsible written evidence brought forth by:

- \* #114 certified staff member
- \* Administrator
- \* Law enforcement official
- \* Admission from parents/student in question

A student accused of violating this policy will be referred to a school administrator and his/her parents will be notified. The school administrator will conduct a hearing with the student regarding the possible violations.

### **EIGHTEEN-YEAR-OLD STUDENTS**

At age 18, by law, students are legally responsible for their actions. However, Riverside High School will continue to require the parent/guardian of an 18 year old to be contacted for all issues if that student resides with the parent/guardian.

### **ELECTRONIC COMMUNICATION DEVICES**

The staff will follow these basic enforcement procedures when the policy is violated:

Purpose: To establish the basic structure for student possession/use of cell phones/electronic devices in the schools of the district. Students are expected to practice good digital citizenship.

Possession of an electronic communication device (ECD) by a student is a privilege that may be forfeited by any student who fails to abide by the terms and provisions of this policy, or otherwise engages in misuse of this privilege.

An “electronic communication device” is a device that emits an audible signal, vibrates, displays a message, image or otherwise summons or delivers a communication to the possessor. The following devices are examples of ECDs: cellular and wireless telephones, pagers/beepers, personal digital assistants (PDAs), BlackBerries/Smartphones, Nooks, Kindles, laptops and other e-readers, Wi-Fi enabled or broadband access devices, two-way radios or video broadcasting devices, and other devices that allow a person to record and/or transmit, on either a real time or delayed basis, sound, video or still images, text or other information.

Students may not use ECDs to access and/or view Internet web sites that are inappropriate or otherwise blocked to students at school while on school property or at a school-sponsored activity.

Students are prohibited from using ECDs to capture, record or transmit the words (i.e. audio) and /or images (i.e. pictures, video) of any student, staff member or other person in the school, on school property, or while attending a school-related activity without express prior notice and explicit consent for the capture, recording or transmission of such words or images. Using an ECD to take or transmit audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted, unless authorized by the building principal.

Students are prohibited from using ECDs to take pictures or record video/audio in locker rooms, bathrooms, or on school buses or other district vehicles. The use of ECDs to take pictures or record video/audio is also prohibited in classrooms, unless deemed appropriate by the teacher and used for educational/instructional purposes only.

Students are prohibited from using ECDs in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated.

Students are also prohibited from using an ECD to capture and/or transmit test information or any other information in a manner constituting fraud, theft, and cheating or academic dishonesty. Likewise, students are prohibited from using ECDs to receive such information.

Violations of this policy may result in disciplinary action and/or confiscation of the ECD. The building principal may also refer the matter to law enforcement if the violation involves an illegal activity (e.g. child pornography, harassing, stalking). Discipline will be imposed in a progressive manner based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the ECD is confiscated for taking pictures/videos, illegal activity, unethical activity, taking unauthorized pictures/videos on school property, it will be released/returned to the student's parent/legal guardian only after the student complies with any other disciplinary consequences that are imposed. Any ECD confiscated by district staff will be marked in a removable manner with the student's name and held in a secure location in the school building until it is retrieved by the parent/legal guardian. ECDs in district custody will not be searched or otherwise tampered with unless school officials reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. If multiple offenses occur, a student may lose his/her privilege to bring an ECD to school for the remainder of the school year.

Students are personally and solely responsible for the care and security of their ECDs. The district and board recommend students not share ECDs unless it is for a specific academic purpose. The district and board assume no responsibility for theft; loss, damages or vandalism to ECDs brought onto its property, or unauthorized use of such devices.

Parents/legal guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.

Students may use school phones to contact parents/legal guardians during the school day with permission of the administration.

Students may only use ECD's on school property during the times established by each building principal. Again, students are prohibited from using ECD's on school property to take photos/videos at all times unless permission is granted by the school.

Consequences:

1. First Offense 1-3 days ISS or OSS depending on the circumstances.
2. Second Offense 1-3 days ISS or OSS depending on the circumstances.
3. Third Offense 1-5 days OSS, loss of ECD privileges for the remainder of the school year

Criminal Statute: In the event that the ECD use violates a criminal statute:

First Offense 5 days OSS, reported to law enforcement and criminal charges if appropriate. In some severe cases, the school retains the option of long-term suspension or expulsion depending on the circumstances of the violation

### **ELECTRONIC DEVICES**

Students are not allowed to have CAMERAS, RADIOS, CDS, MP3 PLAYERS, IPODS, or VIDEO GAMES of any kind at school. This will be enforced by everyone. School staff will discourage digital and other photos being taken in school by students due to privacy concerns. Students and staff should not participate in being photographed at school unless the photographs are for an official or authorized publication. Electronic devices can be taken on field trips if authorized by school personnel. If there is an activity (field trip, sporting event, etc) you may bring them but they need to be kept in your locker until you leave. Anyone using these electronic devices during the day will be asked to turn them over to a staff member. You will get

them back at the end of the day. Repeat violators will have to have their parents pick up their device from the principal.

### **ELECTRONIC IMAGES AND PHOTOGRAPHS**

Students and staff are prohibited from taking, storing, disseminating, transferring, viewing, or sharing of obscene, pornographic, lewd, threatening or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to texting and e-mailing. Anyone caught in possession of such images or photographs could face criminal prosecution.

### **ELIGIBILITY RULE – EXTRA CURRICULAR ACTIVITIES**

According to the Board of Education policy all students enrolled in a graded class will be held accountable to the Kansas State High School Activities Association eligibility rules and will apply to all extra-curricular activities. The eligibility rules set by KSHSAA along with those adopted by Riverside High School will apply to all extra-curricular activities. This will include band and chorus performances, school dances, athletic contests, FFA contests, school plays, speech festivals and any other activities in which RHS students take part. The eligibility rules are as follow: You are eligible:

- 1) If you are a bona fide undergraduate student in good standing.
- 2) If you are not yet nineteen years of age. (consult your coach or principal regarding exceptions to this rule)
- 3) If you have not completed eight semesters of high school attendance. (this includes your total attendance beginning with the ninth grade)
- 4) If you have not yet completed eight semesters of competition or more than four seasons in one sport. (this includes grades nine to twelve)
- 5) If you are passing in five subjects of unit weight (KSHSAA Rule). The last two semesters of possible eligibility must be consecutive.
- 6) If you do not engage in outside competition during the season in which you represent your school in a sport. Consult your coach or principal before you participate in any game, training session, or tryout conducted by an outside organization.
- 7) If you have passed an adequate physical examination by a physician and have the written consent of your parents.
- 8) If you have met the requirements of the transfer rule.
- 9) If you have not competed under a false name or for money or merchandise of intrinsic value and have observed all other provisions of the amateur rule.
- 10) If your attendance is regular and your conduct and standard of sportsmanship is satisfactory.
- 11) You must be in attendance the entire school day unless exempt absence (school activity) or a medical exemption or family**

**emergency with proper documentation approved by the principal to be eligible to participate or attend. This includes both practices and games.**

12) You may not be failing more than one class during any given week. In order to participate in extra-curricular activities weekly, students must be passing all but one class. All students are considered academically eligible for the first three weeks of each nine-week grading period. At the end of the third week, student grades will be checked. If a student is failing two or more classes they are ineligible for all student extra-curricular activities the following week Monday through Saturday. This includes field trips and other activities that take place during the school day.

## **ENROLLMENT**

### **Grade Assignment and Eligibility for Attendance**

Any child who attains the age of 6 on or before August 31 of the school year and is a resident of the district or any child who has completed a public or accredited private kindergarten course in another state, regardless of the child's age, is eligible to attend first grade. K.S.A. 72-1107 a & b

Any child who attains the age of 5 on or before August 31 of the school year is eligible to attend kindergarten in the district. Also, any child who has been enrolled in and attended kindergarten in another state is eligible for kindergarten in this state, regardless of the child's age. K.S.A. 72-1107 c & d

There is no upper age limit for attendance in Kansas schools. By law, special education students must be given an opportunity for a free appropriate public education until they graduate or reach the age of 21.

If the person is not eligible for services under IDEA, Kansas law does not require you to provide educational services to a person age 19 or over in a regular school setting. However, the law indicates if you do not provide services in a regular school setting, you must offer the person services in an alternative setting or an alternative educational program.

These alternative programs or settings must be designed to provide a person with the opportunity to satisfactorily complete the course requirements of the state board necessary for graduation. K.S.A. 72-53,111

Placement and promotion of students is a matter which should be determined by board policy. A child has no legal right to be advanced to another grade level, and a district is not required to give into a parent's demand, unless board policy grants such rights.

### **Student Placement**

Students will be placed in classes by the building principal according to local assessments. Parents will not be allowed to hand pick their teachers because this obviously poses problems if a large number of parents all want the same teacher, which in turn not only throws the class sizes out of balance, but also causes a disruption to the MTSS model.

### **New Students**

REQUIRED BY KANSAS LAW any student enrolling in U.S.D. #114 for the first time must have proof of identity, i.e. birth certificate and social security number. They must also provide a copy of their current immunization records to enroll. (There is no longer a 90-day grace period to provide immunization records.) Any child under the age of nine, or not previously enrolled in Kansas, must complete the Kansas Health Assessment.

### **In-District Students**

Students and or parents may be required to provide proof of residency as determined by the administration. Some proof of residency examples are the following but not limited to: rental agreement, proof of house payment, utility bill, Kansas driver's license, Kansas tax return, vehicle registration, Kansas voter registration, and property tax receipt. If the principal needs additional documentation, the parent or guardian may be asked to sign an affidavit under oath attesting to residency within the boundaries of the school district and/or the state of Kansas.

### **Out-of-District Students**

The Riverside USD 114 School District holds all students accountable for their behavior and attitude. Out-of-District students are held to an even higher standard because Riverside USD 114 is not legally obligated to enroll Out-of-District students. We believe it is a privilege to be enrolled in this school district and that Out-of-District students need to behave and perform in a manner that respects that very privilege.

### **Admission of Out-of-District Students**

All Out-of-District students must supply the following information to the building principal for examination before admission is made:

- 1) Transcript from previous schools attended that show grades, discipline referrals, and attendance.
- 2) Record of vaccinations.
- 3) Current address.

After reviewing the records and testing data, the building principal shall make the enrollment decision.

### **Maintaining Out-of-District Status**

Out-of-District students are expected to pass all of their classes. Out-of-District students are expected to behave and follow our school Discipline Policy. Any out of district student who does not remain in good standing with regard to behavior, attendance, or grades, will have their enrollment privileges revoked for the remainder of the school year. The building principal will have the responsibility of deciding if and when an Out-of-District student's enrollment privileges are to be revoked.

## **EXTRA-CURRICULAR TRIPS**



Riverside school sponsors a variety of extracurricular trips during the school year. These trips may involve a school organization, a curricular area, an athletic event, or any type of extracurricular activity. All trips will involve at least one adult sponsor. Conduct on an extracurricular trip is expected to be the same as conduct in school. If a student chooses to violate rules, the sponsor and the administration have the right to discipline the student just as they would in school.

### **FOOD/DRINK IN CLASSROOMS**

Students are NOT allowed to consume food and/or drink while in class unless approved by the principal. Students are allowed to drink unflavored water in classes.

### **FOREIGN EXCHANGE STUDENT POLICY**

The purpose of the Foreign Exchange Student Programs is to improve the foreign students' knowledge of American culture and language through active participation in family and school life and to improve our knowledge of foreign cultures. In order to make this a positive experience for everyone involved, the Riverside School District has established the following guidelines.

- A. The sponsoring exchange program will be fully responsible for the selection of suitable students for participation in its program.
- B. Selection will be limited to secondary students or recent graduates between the ages of 16 and 19 years who have a sufficient command of the English language to enable them to function well in an English speaking academic and community environment.
- C. The exchange program will provide the school a copy of the agency's current criteria for its exchange program and all available information concerning the prospective exchange student (transcript, health records, etc.)
- D. No exchange student is to be assigned to a host family in the Riverside School District until he/she has been accepted in writing as a student by the principal. The deadline for approval is August 1.
- E. Riverside High school has a limit of five (5) exchange students per year.
- F. Exchange students 17 years and older will be classified as seniors in order to not subject them to taking state assessments. Foreign Exchange students are not allowed all of the same privileges as Riverside High School senior students. Exchange students will be allowed to participate in the commencement ceremony in May to receive a Certificate of Attendance. Exchange students will not be considered for any senior awards at graduation such as valedictorian, salutatorian, or cum laude honors because they lack

the Riverside School District's curricular requirements and their GPA is not computed into the rank of the senior class.

- G. Exchange students will be enrolled in a full class load, including U.S. history, U.S. Government, and English 3.
- H. Students participating in foreign exchange programs shall only be eligible for graduation from Riverside High School provided they meet or exceed state regulations and complete the graduation requirements of Riverside USD 114.
- I. Riverside School District will not issue I-20 forms to non-immigrant students.

### **FULL TIME STUDENT STATUS**

All Riverside High School students are required to be full time students. No part-time student status or early graduation will be allowed.

### **GAMBLING**

Games of skill or chance played for money or other valuables are illegal. Cards, dice, or other materials and money will be confiscated and may be claimed by the parent from the principal

### **GANG ACTIVITY**

Gang activities, which initiate, advocate, promote, or threaten the safety or well-being of persons or property on school grounds or which disrupt the school environment are prohibited. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attribute indicates or implied membership or affiliation, which such a group is prohibited. Incidents involving initiations, hazing, intimidations, and/or related activities of such group affiliations, which are likely to cause bodily harm, or personal degradation or disgrace resulting in physical or mental harm to students is prohibited. The administration shall establish procedures and regulations to ensure that any student wearing, carrying, or displaying gang paraphernalia, or exhibiting behavior or gestures which symbolize gang membership or causing and/or participating in activities which intimidate or affect the attendance of another student will be subject to disciplinary action.

### **GRADES**

The school year is divided into two semesters. Each semester is divided into two terms of approximately nine weeks each. The grades received at the end of each semester, or at the end of any completed course, becomes a part of the permanent record, which is kept on file in the school offices. Riverside High School has a weighted grading system. For purposes of determining grade point averages, a weighted plan provides the student with

an extra point for each weighted class. For instance, an A in a weighted class is worth five points as opposed to four.

The weighted classes are as follows:

College English  
College Algebra  
College History  
Spanish 3  
Spanish 4  
Advanced Chemistry  
College Chemistry  
Anatomy and Physiology  
Calculus  
Advanced Physical Science  
Physics  
Trigonometry

Enrollment in weighted will be based on the following criteria:

- 1) Course entrance test (if applicable)
- 2) Course application subject to teacher approval

**(Interpretation of Grades)** The following symbols are used for the purpose of recording grades and reporting student's progress to parents:

A-Superior: This grade indicated that the student has given evidence of a genuine interest in the subject and has done work in quality and in quantity far in excess of the standards set forth for a passing grade.

B-Excellent: This mark indicates that the student has given evidence of interest and ability above the standards set forth for a passing grade.

C-Average: This mark is the average passing grade. It indicates that the student has acquired the necessary ability to proceed in the subject and can use the ability where needed. This mark is satisfactory for college entrance.

D-Below Average: This mark indicates that the student has not acquired the necessary ability to work efficiently at the next task in the subject or to use the ability efficiently in situations where needed. The "D" mark is the lowest passing grade.

F-Unsatisfactory (failure): This mark indicated that no credit is given toward graduation. Such failures are recorded on the student's permanent record and cannot be removed.

I-Incomplete: "Incomplete" grades must be completed within two weeks; otherwise they become F's. (Exceptions are made for serious illness or other emergencies.)

Students should be aware of their grade status in each class. Grades are the student's private business and should be discussed privately. All teachers will use the following criteria for determining grades.

**The 3<sup>rd</sup>-12<sup>th</sup> Grade grading scale is as follows:**

A+	99-100%	C+	78-79%
A	93-98%	C	73-77%
A-	90-92%	C-	70-72%
B+	88-89%	D+	68-69%
B	83-87%	D	63-67%
B-	80-82%	D-	60-62%

**GRADUATION REQUIREMENTS**

To be eligible for graduation, students must have received a passing grade in the following units of credit: <b>36 Credits Required</b>	
List of Requirements:	
<b>English</b>	<b>4 total credits</b>
English 1 (9 <sup>th</sup> )	1 credit
English 2 (10 <sup>th</sup> )	1 credit
English 3 (11 <sup>th</sup> )	1 credit
English 4 or College English (12 <sup>th</sup> )	1 credit
<b>Social Science</b>	<b>3 total credits</b>
World History (10 <sup>th</sup> )	1 credit
American History (11 <sup>th</sup> )	1 credit
American Government (12 <sup>th</sup> )	1 credit
<b>Science</b>	<b>3 total credits</b>
Biology 1	1 credit
Physical Science or Advanced Physical Science	1 credit
Additional Science Class	1 credit
<b>Mathematics</b>	<b>3 total credits</b>
Algebra 1 (9 <sup>th</sup> )	1 credit
Geometry (9 <sup>th</sup> or 10 <sup>th</sup> )	1 credit
Algebra 2 or Financial Algebra(10 <sup>th</sup> or 11 <sup>th</sup> or 12 <sup>th</sup> )	1 credit
<b>Physical Education &amp; Health</b>	<b>1 credit</b>
Freshmen P.E. & Health (9 <sup>th</sup> )	1 credit

<b>Computer Applications</b>	<b>1 credit</b>
Computer Applications (9 <sup>th</sup> )	1 credit
<b>Fine Arts</b>	<b>1 credit</b>
Electives	Additional to reach total above

**To be classified in the following classes a student must have completed: (12) 27 credits, (11) 18 credits, (10) 9 credits.**

Seniors who fail to pass the required courses in order to graduate may participate in graduation ceremonies only if they are one credit or less short of graduation.

### **Graduation Tiers**

Effective with the Class of 2017, eligible students are those who attend RHS for their full senior year.

#### **Summa Cum Laude (Highest Honors)**

4.0 – above weighted GPA, 3 weighted courses

Wear light blue cords at graduation

#### **Magna Cum Laude (High Honors)**

3.95-3.99 weighted GPA, 2 weighted courses

Wear silver cords at graduation

#### **Cum Laude (Honors)**

3.85-3.94 weighted GPA

Wear white cords at graduation

The 2016-2017 school year will be a transition year from the concept of valedictorian and salutatorian to the graduation tiers honor system. During the 2016-2017 school year both systems will be honored with the valedictorian and salutatorian awards presented to the two students whose cumulative GPA percentages are the highest and second highest, respectively. The valedictorian and salutatorian must have completed a minimum of three weighted classes. The cumulative percentages will be computed on semester percentages for all courses taken for high school credit over eight semesters. The semester percentages will be checked following the posting of final senior grades at the conclusion of the senior second semester. They will be computed to three places and not rounded. In the event of a tie for Valedictorian, there will not be a student or students honored as salutatorian. Beginning with the 2017-2018 school year the valedictorian/salutatorian system will be dropped and the graduation tiers

system will be the only system to honor seniors at graduation. This provides all students with two years notice of the change.

The rationale for this change was to adopt a system that motivates and encourages more students to work toward and achieve these honors. This will allow our school to honor more seniors for outstanding academic performance than the current valedictorian/salutatorian system allows.

### **GUIDANCE SERVICES**

Guidance counseling services provide professional help for Riverside students. The guidance counselor's responsibility is to seek full and accurate interpretation of facts and develop student / parent understanding regarding educational and occupational plans and in helping the student become more objective and realistic in seeking self-understanding and self-development in solving everyday problems.

The guidance counselor will be glad to confer with parents or arrange conferences with teachers. Conferences provide students, parents, teachers, and administrators an opportunity to discuss their concerns in an effort to work out a solution, which will be helpful to all. We would like conferences to be arranged in advance so that all information pertaining to the conference may be assembled. Testing serves as one means of knowing an individual's interests, abilities, and achievements. Tests in conjunction with other aspects of the educational program are best used when carefully interpreted to the parents and students. Guidance program tests establish and plan realistic goals and expectations. We will contract counseling services on an "as needed" basis.

#### **Riverside High School Guidance Counseling-**

The purpose of the guidance department is to help each student realize his or her potential through exploring as many student options as possible. The counselor does this by helping students make wise choices of goals and by helping them plan strategies and exert the necessary efforts to reach those goals.

- 1) Course of Study – planning a realistic sequence of courses at RHS to prepare for post-high school study, work and life. Students who hope to continue their education and/or enter a specific kind of career need to plan their high school studies very carefully beginning in their freshman year. Choices made at that time will determine the choices available later.
- 2) Career Counseling – information relating to most kinds of careers. This is updated each year through government, private sources, and a yearly updated subscription service utilizing computer software. RHS

provides a variety of vocational training programs intended to allow graduates to move directly into rewarding careers. Much information is also available on post-high school vocational training.

- 3) College Counseling – information about the different kinds of programs and colleges available to graduates. Campus visitations, applications for admission, and required precollege testing information are available.
- 4) Personal-Social Counseling – counselors are trained to help students learn how to solve difficult personal problems. Often, these are private in nature and are discussed in strict confidence.
- 5) Scholarships and Financial Aid – available from nearly all colleges and hundreds of private corporations, social organizations, unions, and government agencies. Aid is usually but not always based on good school performance, ability, family financial needs, and character references. In all cases, advance application is most important and interested students should visit the counselor during their junior year.
- 6) Testing – available to help students measure abilities, needs, and interests. Riverside High School relies on tests taken during the student's schooling as a general guide in goal setting. Tests available during high school are of great value in career selection and school-college planning and admission. Students who apply for jobs or schools that require test results should visit the counselor about making arrangements. Students and parents are urged to set up a conference with the counselor to review their individual test results.

### **HALL PASS / AGENDAS / ID BADGE**

Students should not be out of class. However, if this is necessary the school agenda signed by the teacher will serve as a hall pass. Students in the hallway or in a classroom without a signed agenda will be assigned detention time. If agenda is lost, student will need to purchase a new agenda at a charge of \$10.00.

### **HEAD LICE POLICY**

The USD 114 head lice policy reflects the mandate by the Kansas Department of Health and Environment. The mandate, KAR 28-1-6 states: Pediculosis (Head Lice):

Each student infested with head lice shall be excluded from school, childcare facility, or family daycare home until treatment with an anti-parasite drug has been initiated.

USD 114 procedures:

- Teachers notify the school nurse if they see a child scratching their head, or if they see an insect or nit.

- The school nurse checks the student, if live lice or nits are found, the student is sent home for treatment. The child is to remain in the nurse's care until the child is picked up. In the event the parent or guardians fails to pick the child up, the child will not be sent home on the school bus. If the school is unable to contact the parent, the school may access community resources such as local law enforcement, DCF, or other community agencies to make contact with the parent or guardian.
- Treatment is not complete until all live lice and nits are removed, shampoo used, and it is determined by the school nurse that the student is lice and nit free.
- Schools will recognize a maximum of two days of excused absences for the treatment of head lice and nits, including the day the student is sent home. Any additional days beyond the two-day allowance will be counted as unexcused absences. Refer to the Truancy policy for attendance consequences of accumulated unexcused.
- The student may return to school after being checked by the school nurse and it is verified that the student has no live lice or nits. The school nurse will re-check the student in approximately 7-10 days to insure that no re-infestation has occurred.
- Once a case of lice infestation has been found the teacher and school officials shall begin preventative measures to insure that the infestation will not be spread. Such measures will include the separation of coats and the periodic spraying/fogging treatment of the classroom.
- It is critical that combing and nit removal be done or the lice cycle continues. Parents must be vigilant in regularly checking their children's hair.
- Other procedures may be implemented by the nurses and administration on a case-by-case basis dependent upon the circumstances to insure the health and safety of all USD 114 students and employees.
- School nurses will provide parents with home treatment information upon request.

If you have any questions regarding the head lice policy or treatment of head lice, please feel free to contact Jill Sigrist RN, School Nurse West Campus at [jsigrist@usd114.org](mailto:jsigrist@usd114.org) or call 785-989-4425 or contact Aubrey Griffin RN, School Nurse East Campus at [agriffin@usd114.org](mailto:agriffin@usd114.org) or call 913-365-6735.

### **HOME SCHOOLING**

Students who are enrolled at Riverside Schools after being home-schooled will be tested and evaluated to determine proper grade level placement. The



final determination of where the student will be placed will be made by the building principal.

## **HOMEWORK**

Homework is a valuable learning tool when it is meaningful, purposeful, and reinforces the goals of lessons introduced in the classroom. Each building's teachers and administrators will work collaboratively to ensure alignment with current homework research that recognizes the value of the right kind of homework. Teachers should clearly communicate the purpose, directions, and expectations for homework to students. In accordance with board policy IHB, homework will not be used as means to discipline students. Effective homework will have a clear educational purpose connected to classroom learning. Research-based homework practices identify effective homework as:

- Pre-learning gives students the opportunity to prepare for classroom instruction.
- Formative assessment provides the teacher with information about each student's knowledge in order to plan for re-teaching.
- Practice provides students with an opportunity to practice skills and concepts learned in class.
- Extension asks students to transfer previously learned skills and concepts into new or more complex situations, including real world problem solving.

Homework that is not completed cannot support student learning, therefore, teachers are encouraged to employ strategies to encourage homework completion.

- Before assigning homework, allow students to practice skills during class time and use formative assessment to ensure that students can successfully complete homework.
- Allow students to begin homework in class, providing them with an opportunity to ask questions prior to taking the work home.
- Monitor the time it takes struggling students to complete homework and adjust assignments accordingly. Provide students with additional supports.
- Provide students and parents with project information in a timely manner.
- Hold all students accountable for completing homework by contacting parents, assigning extended learning time or detention, and reducing the homework grade for assignments turned in late. Students should never be allowed to opt out of doing the assigned classroom work.

The amount of homework should be appropriate to students' ages and allow time for other home activities. Research indicates that total homework time

should equal the student's grade level times 10. For example, a sixth grader should be assigned no more than 60 minutes per night or a ninth grader no more than 90 minutes per night).

### **HONOR ROLL**

The honor rolls will be computed on the following criteria:

Superintendent's Honor Roll	4.0 grade point average
Principal's Honor Roll	3.5-3.9 grade point average
Honorable Mention Honor Roll	3.0-3.49 grade point average

### **IMPACT**

The purpose of Impact classes is to provide at risk students with additional support to insure academic success. Students will only be admitted to impact with approval from the principal and counselor. Impact is designed for students who are behind on credits, need credit recovery, have a pattern of failing classes, or meet any additional criteria that would be considered at risk of failing. If juniors or seniors obtain permission from the principal and counselor to complete credit recovery in an Impact class, they will be expected to make significant progress toward the completion of the online credit recovery class. In the event that they are not making significant progress during a one-week period of time, they will be given a warning. If the student is not making significant progress for any three-week period (consecutive or non-consecutive), they will forfeit the opportunity to take the credit recovery course during Impact.

### **INCOMPLETES**

Incompletes for unfinished course requirements must be removed within one week after grade cards are issued for the first, second and third nine week grading periods in order for the student to receive Honor Roll consideration. Kansas State High School Activities Association (KSHSAA) requires that all class work be completed on the last day of the semester when determining eligibility. An incomplete counts as a class not passed.

### **INSURANCE**

USD 114 does not provide "school time" insurance. Parents always have the option of purchasing this same type of supplemental insurance beyond their primary insurance. The school will make purchasing options available to parents at the beginning of each school year, as it is provided by private insurance companies. Students who participate in interscholastic activities are covered by a catastrophic insurance coverage through the Kansas State High School Activities Association (KSHSAA). The school district does not insure the personal property of students, employees, or visitors. Students

who bring valuables to school do so at their own risk and they are advised to keep them locked up.

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### **INTERROGATIONS AND INVESTIGATIONS**

Building administrators may conduct investigations and question students about infractions of school rules of the student behavior code. If there is a reason to believe a violation of a criminal law has been committed, the principal shall notify the appropriate law enforcement agency and may request further investigation of the alleged violations.

Parents do not have a right to be present during school investigations and do not have a right to be present when school administration is questioning their child. In the event that a parent instructs their child not to comply with the discipline decisions of the principal, the student will be expected to comply and failure to do so will result in suspension from school for insubordination.

### **LEAVING SCHOOL**

Children are allowed to leave the school grounds with parent permission. Parents are required to sign students out before the student will be dismissed from class. Any parent or adult designated on the enrollment form who wants to pick up a child during the school day must do so at the school office. The principal will require identification from any adult whom he or she does not recognize. School officials reserve the right not to release the child to anyone other than the custodial parent. Where there is doubt, the custodial parent will be contacted to confirm that someone else has been authorized to pick up a student.

### **LOCKDOWNS**

School personnel have been trained in lockdown procedures. In the event of a real lockdown situation, school personnel will be doing their best to ensure that students are secure within the building. Our goal is safe care, custody and accountability of children. In a lockdown the exterior doors will be secured and incoming phone calls may not be answered. No one other than law enforcement or other emergency personnel will be admitted into the building during a lockdown. Students will be kept inside locked classrooms with the blinds drawn. No one will leave the classrooms or secure areas within the building until the lockdown is lifted unless they are being evacuated by emergency personnel. The lockdown will be lifted by the school principal or district administrator on site. When the lockdown is lifted, parents may come to school to pick up their children. Any public statement during a lockdown will

come from the Superintendent. Lockdowns may be practiced during the school year.

### **LOCKERS**

Students in grades 9-12 will be assigned lockers for books and coats. Security of personal property is the individual responsibility of each student. A locker with a combination lock is provided for each student. Students are required to use the school issued lock, they are not allowed to bring their own locks. For safety reasons, students are not allowed to have large book bags, or anything similar, on school property. Small book bags and purses may be brought to school, but must remain in the student's locker during the school day. The administration urges all students to keep their hall and P. E. lockers locked at all times. Generally speaking, large sums of money and articles of considerable value should not be brought to school. The school is not responsible for stolen or lost articles from your lockers. Be sure locker doors are closed and all books and papers are inside before leaving your locker. Excessive use and abuse of lockers is to be avoided. No decals or other decorative materials are to be placed in or outside the lockers. No pop or food is to be kept in the lockers. Lockers are a permanent part of the building and are the property of USD # 114, therefore, examination and periodic locker checks are legal when deemed necessary by the administration.

### **LUNCH / BREAKFAST**

All students, as well as those bringing their lunches will eat in the cafeteria. After they are through eating all high school students will remain in the cafeteria. Food is not to be taken from the cafeteria and every effort should be made to keep this area as clean as possible. Taking food or drink from the serving lines or other students without paying will be dealt with according to school discipline policies. There is no trading of food, milk, or a la carte items. You may not give away food, milk, or a la carte items. No more than one extra milk may be purchased by a student. If you have a negative balance, you cannot purchase a la carte items. Lunch prices are set by the Board of Education. Free and reduced priced lunches are available to qualifying students. Any parent who believes their family to be eligible for the free or reduced lunch program should contact the food service secretary for an application.

**Breakfast- begins serving at 7:25 am at the West Campus.**

#### **Lunch Charges**

Students may charge no more than \$20.00 worth of meals (lunch/breakfast) to their account and charging of a la carte or extra items to their account will not be permitted. Any student with charges totaling more than \$20.00 shall not be allowed to charge further meals until the negative account balance is paid in full. However, students will be allowed to purchase a meal if the

student pays for it when it is received. Students who have charged the maximum allowance of \$20.00 to their account and cannot pay out of pocket for a meal will be provided an alternate meal consisting of a peanut butter, peanut butter alternative, or cheese sandwich and milk. (Board Policy EE)

### **Lunchroom Rules**

1. No loud screaming or obnoxious levels of voice inflection.
2. No profanity.
3. No horseplay.
4. No trading of food or giving food to another except milk or packaged food.
5. No cutting in line. If you cut in front of someone you will go to the end of that line.
6. No throwing food.
7. No food or drink is to leave the lunchroom.

### **MAKEUP WORK**

It is the responsibility of the student to request makeup work from their teacher(s). A student has the right to make up work whether it is excused or unexcused, or if the student is suspended from school. A minimum of two class periods for make-up will be allowed for each period of absence, but not to extend beyond one week, with the exception of extended absences due to extenuating circumstances.

### **MANDATORY REPORTING**

According to Kansas reporting law (K.S.A. 38-2223) mandated reporters are required to report child abuse or neglect. If teachers, school administrators or other employees of an educational institution which the child is attending and persons licensed by the secretary of health and environment to provide child care services or the employees of persons so licensed at the place where the child care services are being provided to the child have reason to suspect that a child has been harmed as a result of physical, mental or emotional abuse or neglect or sexual abuse, the person shall report the matter promptly.

### **MILITARY AND HIGHER EDUCATION ACCESS**

The school will disclose the names, addresses and telephone numbers of secondary school students to military recruiters or institutions of higher education as required by law. However, if a parent or a secondary school student who is at least 18 submits a written request, the district will not release the information without first obtaining written consent from the parent of the student.

### **MULTI-TIERED SYSTEM OF SUPPORTS (MTSS)**

MTSS is a process that provides early intervention and educational support to all students. The MTSS framework uses assessment data to monitor student progress frequently in order to make decisions about how and what to teach children to ensure that the highest level of academic progress is being made.

## **NATIONAL HONOR SOCIETY**

### Selection Procedure

Membership in this chapter is an honor bestowed upon deserving students by the faculty and shall be based on the criteria of Scholarship, Service, Leadership, and Character.

- 1) To become a candidate for membership, a sophomore, junior, or senior must be in attendance at RHS the equivalent of, at least, one semester, have a cumulative GPA of 3.5, have completed or been enrolled in three of the following four classes: Physical Science, Geometry, English 2, and World History. This is the Scholarship requirement. All students who meet the criteria will be given a candidate packet during the Spring Semester.
- 2) The candidates are asked to complete and submit the candidate form and essay, which provide the opportunity to demonstrate Leadership, Service, and Character during the high school years.
- 3) After reviewing candidate forms and essays, faculty evaluations, and other relevant information, selection shall be determined by a majority vote of the Faculty Council.

Students should be aware that all of their actions, attitudes, and decisions leave either a positive or negative impression on the administration and faculty. Membership in the NHS is a privilege, not a right. Some examples of leadership, service, and character are as follows.

The student who exercises Leadership:

- Demonstrates leadership in promoting school activities.
- Exercises influence on peers in upholding school ideals.
- Contributes ideas that improve the civic life of the school.
- Exemplifies positive attitudes and inspires positive behavior in others.
- Successfully holds school offices or positions of responsibility.
- Is thoroughly dependable in all responsibility.

The student who serves:

- Participates in outside activities: Scouts, church groups, volunteer services for the aged, poor, or disadvantaged.
- Participates freely in school service activities: fundraising, tutoring, assemblies, inter-class and inter-scholastic activities, etc.
- Volunteers well-planned, dependable assistance willingly.
- Works well with others and is willing to take on difficult tasks cheerfully.
- Cheerfully and enthusiastically renders service at school.

- Does work without complaint.
- Shows courtesy by assisting visitors, teachers, and students.
- General expectations are 1 service project and 10 hours of service per year of high school.

The student of Character:

- Shows courtesy, concern, and respect for others.
- Constantly exemplifies desirable qualities of personality, for example, cheerfulness, friendliness, poise, stability, and reliability.
- Upholds principles of morality and ethics.
- Cooperates by complying with school regulations, adheres to the Student Handbook.
- Demonstrates the highest standards of honesty and reliability.
- Takes criticism willingly and accepts recommendations graciously.

#### Discipline and Dismissal

Any member who falls below the standards of scholarship, leadership, character, or service may be considered for discipline or dismissal from the chapter. A member of the NHS is expected to maintain his/her academic standing and take an active role in service and leadership in his/her school and community. In all cases of pending dismissal:

- 1) The member will receive written notification
- 2) The member may respond to the charge(s) at a hearing with the Faculty Council. A majority vote of the Council is needed to dismiss any member.
- 3) Vote results will be given to the Principal for review and parental notification.
- 4) The appeals process follows the school discipline policies.
- 5) Any member who is dismissed or resigns may never again be considered for membership in any NHS and must surrender any membership emblems to the adviser.

### **PARENT / TEACHER CONFERENCES**

Parent/Teacher conferences will be held during the 1<sup>st</sup> nine weeks and 3<sup>rd</sup> nine weeks of the school year. Parents are encouraged to attend the conference at this special set aside time which affords an opportunity for parents and teachers to work together for the benefit of the student. Parents are encouraged to visit with teachers at any time they have a concern over their child's progress.

### **PARKING AND TRAFFIC REGULATIONS**

The vehicle parking and traffic program is designed to provide students a parking area for students who observe the rules and regulations. Students not complying with parking and traffic regulations will lose the privilege of driving and parking their vehicle on school property. Generally, except for

serious violations, the first offense will result in a warning with parent notification. The second violation will result in detention and loss of driving/parking privilege for a short period of time. The third violation will result in detention and loss of driving/parking privilege for a long period of time.

- Students are not permitted to return to the parking lot any time after entering the school building unless they have permission from the office and they are escorted by a staff member.
- Students cannot drive vehicles during the school day without principal permission.
- All drivers are expected to legally park their vehicles in straight lines with their vehicle centered on one parking stop. Do not add parking areas without parking stops.
- Students must have permission from the principal or their designee to be in the parking lot during any portion of the regular school day. Going to your vehicle between classes, or any other time, without permission is a violation of policy and will result in discipline consequences.
- Students are prohibited by law from riding in the back of pick-up trucks, any type of hood surfing or any other behavior deemed unsafe by the school.
- All students must immediately get out of their vehicles and enter the building after arriving at school.
- Students are never permitted to sit in their cars during the school day, which begins at the time of arrival on school property. Violators will face disciplinary consequences. **ALL CARS SHOULD BE LOCKED.** The school is not responsible for lost or stolen items in student vehicles.
- Students are encouraged to drive safely while in the student parking lot on school property. Students driving recklessly on school property will receive appropriate discipline consequences on the first offense with no warning. In addition, the student will lose driving/parking privileges.
- Please drive safely and follow good driving procedures both on and off school property. Do not put yourself or others in danger by driving in a reckless manner.
- Students are prohibited from parking (before, during, or after school) in the following areas:
  - 1) The parking area in front of the gym and agriculture shop which is reserved for staff parking.
  - 2) The parking area on the front row of the student parking lot designated for staff parking.
  - 3) In the entrance areas of all parking lots.



- 4) Students are prohibited from parking on the building side of the street in front of the high school.
- 5) Students are prohibited from parking in the painted parking spaces on the east side of the high school on Seventh Street.

\*The parking lot is off limits to visitors without official business--loitering in the school parking lot is not allowed.

### **PARTIES AND DANCES**

School sponsored parties and dances are closed to outsiders with the exception of homecoming dances and the Junior/Senior prom. Guest names for these events must be submitted to the sponsor at least one day in advance. On school nights, dances may be held from prior to 10:00 p.m. and on non-school nights from 8:00 p.m. to 12:00 a.m. All dances will be held on school grounds. Exceptions to time and place may be made for homecoming dances and the Junior/Senior prom.

Students are not permitted to leave the building during dances or other school functions and return later, unless prior permission is granted. As a preventive measure, the administrator may use a Breathalyzer at any time before, during, or after the dance. Testing may be done on a random basis or when a sponsor and/or supervisor of the dance suspects' alcohol use by a student. If the student refuses to take the test or if the test results are positive, the student will receive the disciplinary actions outlined in the Drugs/Alcohol section of the handbook.

Organizations sponsoring an event must clear the date with the office and see that it is placed on the school calendar according to the proper procedure. This needs to be done sufficiently in advance to allow for proper organization of an event. The sponsoring organization may sell tickets in advance and/or at the door. Once in, always in and once out, always out. Do not plan to return to the party or dance once you have left. Unless prior arrangements have been made, you will not be admitted to the event 30 minutes after the published starting time. Proper and adequate supervision must be secured for these events. This prevents problems and regrettable situations. Students and guests are reminded that all school rules apply during the events. Any student who has been declared "not in good standing" will not be permitted to attend the party or dance. Students who have been suspended from school may not participate in any activities or be on school property until reinstated.

### **POSTERS/FLYERS/SIGNS**

An activity sponsor or the building administration prior to being displayed

must approve all posters flyers and signs. All non-school agencies must receive administrative approval for all flyers and/or posters prior to displaying or making them available to students.

### **PROGRESS REPORTS**

The evaluation of each student will be a continuing process. It is hoped that each student will develop to his or her full potential. In an effort to keep parents informed, progress reports will be sent home in the 5<sup>th</sup> week of each quarter for all students.

### **PROM**

The junior class will put on a banquet and prom each spring for the senior class that is paid for by the junior class. The funds to pay for prom will come from class dues, set at \$175 per member of the junior class. The students will be given opportunities to participate in fundraising activities each year to offset this amount. If the students choose to not participate in school sponsored fundraising (or they do not raise the entire \$175), they always have the option of paying the dues (or the remaining balance) or not attending prom.

Non-payment of class dues results in a forfeiture of an invitation to the Junior-Senior Prom for both 11<sup>th</sup> and 12<sup>th</sup> grade years. Students who pay their class dues in their senior year for the full \$175.00 will receive an invitation to the prom for their senior year only. Juniors and seniors who have not paid their class dues are also excluded from the prom as dates. Juniors/Seniors with dates who are 9<sup>th</sup>/10<sup>th</sup> grade RHS students or non-RHS students must pay a date fee set by the prom sponsor to cover their dates' expenses.

The prom location/venue each spring will be chosen by the prom sponsor, junior class sponsors and principal based on the projected prom revenue and projected prom budget expenditures.

All juniors and seniors are required to attend an informational meeting with the high school principal prior to attending prom. All Riverside High School students attending prom must return a signed affirmation (student and parent/guardian signatures) of the prom rules prior to attending prom.

Students are expected to exhibit appropriate behavior on the dance floor. Obscene or inappropriate dancing or gestures will not be tolerated. All school rules apply to the prom. Students and parents will receive a complete set of prom rules for review in the spring prior to prom. Parents are not allowed inside the prom. Pictures need to be taken by parents prior to prom.

### **SAFE SCHOOLS ACT**

The Kansas School Safety and Security Act (K.S.A. 72-8903b) requires school personnel to report all felony and misdemeanor crimes committed on school property or at a school supervised activity to the appropriate law enforcement agency. If an administrator's preliminary investigation reveals information that indicates a crime (felony or misdemeanor) may have been committed, the administrator is required to file a report. Whether or not the report is made in writing (for later follow-up by law enforcement), or by phone (for immediate follow-up by law enforcement) is dependent upon the seriousness and nature of the situation. When law enforcement officers conduct an investigation and/or question a student(s) during school hours, the building administration shall make reasonable attempts to contact parents, guardians, or representatives of the student(s) prior to questioning. To the extent possible reasonable requests of parents, guardians, or representatives shall be observed. The administrator involved shall document notification or attempted notification of parents, guardians, or representatives. If a student's parents, guardian or representative is not present during questioning of a student, the principal or a certified school staff member shall be present. The decision to arrest a student and remove that student from the school jurisdiction is the prerogative of law enforcement and not under the authority of school personnel.

### **SCHOOL ACTIVITY TRANSPORTATION**

Students must ride school provided transportation to and from the activity site. Students may ride home with their own parents/guardians if approval is given by the sponsor to the parents/guardians at the site. If you want to take your child home after the game he/she may ride home with you the parent or guardian. Ask the coach for the slip to sign. Remember, parents, this signing must be done each and every time you take your child home and he/she does not ride the bus.

Ineligible students are not allowed to ride school transportation to any school activities during the school day or outside the school day. If an ineligible student attempts to ride school transportation they will be subject to disciplinary action.

### **SCHOOL CLOSING**

In the event of inclement weather or mechanical breakdown, school may be closed or starting time delayed. The same conditions may also necessitate early dismissal. These events will be sent out on the Riverside Alert Now message system and announced over local radio and television stations. Reports in the morning will be between 6:00 and 7:30 a.m. Please DO NOT

CALL THE SCHOOL. Telephone lines must be kept open for emergencies. It is recommended that each family formulate a plan of action in the event school is dismissed early. Young children must know what they are to do when they arrive home earlier than usual if parents are not there to receive them. A copy of this plan can be filed with the school office and the classroom teacher.

### **SCHOOL ISSUED TECHNOLOGY**

School Issued Technology will be distributed at the beginning of each school year. Parents and student must sign and return the loan agreement documents before the technology can be issued to the student. Families are required to pay the technology fee, which will provide insurance coverage on the technology. Technology will be collected at the end of the year for maintenance, cleaning, and software installations. If the student fails to return the technology at the end of the school year, that student will either be subject to criminal prosecution or civil liability or the student will be billed for the total technology replacement cost, depending on the circumstances. Students who, withdraw, or terminate enrollment at Riverside for any other reason will be asked to return their individual school technology on the date of termination. Students are responsible for the general care of the technology they have been issued by the school. Technology that have been broken or fail to work properly must be taken to the Technology Coordinator's office for repair. Students will be billed the applicable deductible amounts for any damages to the technology. If school technology is lost or stolen, the student will pay the deductible amount specified in the self-insurance policy. Technology is intended for use at school each day. Students must be responsible to bring their technology to all classes, unless specifically advised not to do so by their teacher.

Technology misuse consequences:

Level One Offense – 60-minute detention

Using another student's technology

Sound turned on without permission

Playing games, music streaming, etc.

Loaning charger to others

Printing without teacher permission

Behavior that may harm technology

Failure to bring technology to class

Misplacing technology or leaving technology unattended

Repeated Level One Offenses – Loss of technology use privileges

Level Two Offenses – ISS or OSS depending on the circumstances

Cyberbullying

Computer Network Violations

Writing, defacing, vandalism

Inappropriate screen saver

Social Media

Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and computer viruses.

Mandatory loss of laptop privileges for all of the above violations.

Level Two Offenses - Loss of technology use privileges

### **SCHOOL PROCEDURES AND RULES**

All school procedures and rules begin upon boarding a school bus. Students being dropped off at school will abide by all school procedures and rules when entering the school grounds.

### **SCHOOL PROPERTY**

A student is responsible for the full replacement cost of lost or damaged school property assigned to them. School property lost or damaged by a student will be assessed under the following categories:

1. Vandalism: payment of all charges, including labor, plus possible suspension.
2. Damage or destruction unintentional but due to student violation of a rule, regulation, policy or direction of one in authority: payment of all charges, including labor.

### **SECURITY CAMERAS**

There are school cameras in use in a number of locations throughout the Riverside School District. The cameras are intended to be used for supervision and safety purposes. Information obtained via school cameras may also be used in the course of disciplinary procedures.

### **SEMINAR PERIOD GUIDELINES**

The main purpose of the Seminar Period is to provide students with the opportunity and responsibility to seek individual help from teachers. Seminar period will not remove entirely the need for before and after school meetings or teacher/student work sessions, but instead it should remove classroom interruptions. Seminar is a protected academic class period, therefore, students and teachers will be expected to utilize seminar for academic purposes only, no class meetings.

### **STATE TESTING**

Students will be tested each spring using the Kansas State Assessment. Parents may request access to their student's (under age 18) scores. Students who don't at least meet standard on the state assessments may be required to take a remedial class the next year.

### **STUDENT AIDES**

Students who qualify to be an aide must maintain a 3.0 GPA and be a student in good standing regarding behavior, attendance, and grades. Students must fill out an application with the teacher they want to work for prior to the beginning of the school year or semester. Aides must be seniors. In the event the student is placed on an attendance contract, the student will no longer be allowed to continue as an aide. If there are documented medical reasons for being placed on the attendance contract, the student may appeal to the principal.

### **STUDENT FUNDRAISING**

RHS students who participate in activity sponsored fundraising should be aware that any fundraising on behalf of the school will result in the profits being deposited into the activity account the fundraising specified. It is the discretion of the coach or sponsor to either credit individual students or the group. Students should be notified prior to each fundraiser by the coach or sponsor, the purpose of the fundraiser and if their profits will be credited to their individual accounts or the group account. All individual student account funds will be used to purchase items related to the program. All individual account balances left over at the end of the school year will be absorbed into the same activity account to be used for the benefit of that particular activity. Each individual activity account may not be transferred to another activity account or extra-curricular organization. No funds shall be expended from these accounts except in support of the student activity program. (see board of education policy JH)

### **STUDENT IN GOOD STANDING**

In order to be a student in good standing, students should be in good attendance, display acceptable behavior, be grade eligible, and not owe any outstanding detention time. Students not in good standing will not be allowed to participate in any school contests, trips, or activities whether academic or extra-curricular. All cases are subject to review by the principal. Any student who has been assigned an out of school suspension will be considered not in good standing encompassing the days of the OSS. In the event that the OSS is assigned on consecutive days at the end of one week and beginning of the

next week, the student will remain not in good standing for school activities over the week-end. Any student who has been assigned an in school suspension will be considered not in good standing during the hours assigned to ISS. In the event that an activity, trip, or contest is scheduled during the school hours encompassing the ISS, the student will be considered not in good standing to participate. Furthermore, in the event that school transportation is scheduled to depart during school hours, the student will not be allowed to leave ISS to depart on school transportation to the activity. When the student has completed their ISS at the end of the regular school day, they are considered in good standing for school activities the remainder of the calendar day with the exception of not being allowed to ride school transportation leaving for an activity prior to the end of the school day. They will not participate in the away activity as they are required to ride school transportation to away activities. After the student has completed the assigned ISS, they are considered in good standing for either away activities in which school transportation leaves after school or home activities after school.

### **STUDENT PUBLICATIONS**

School sponsored student publications shall be under the supervision of the building principal or designated faculty representative. Non-school sponsored publications may not be distributed without prior permission.

No student shall distribute any publication which:

1. Is obscene according to current legal definitions
2. Is libelous according to current legal definitions; or
3. Creates a material or substantial interference with normal school activity or appropriate discipline in the operation of the school

### **STUDENT SELF-ADMINISTRATION OF MEDICATIONS**

The self-administration of medication is allowed for eligible students in grades 9-12. Students are allowed to self-administer over the counter medications provided their parent has provided signed written permission. In addition, students may be allowed to self-administer an approved medication for which the student has a prescription provided their parent has provided signed written permission. It is the parent's responsibility to list all prescription medications that apply to the student on the signed permission. The school nurse reserves the right to allow or deny any students self-administration of prescription medications if the nurse is not comfortable with the student's skill level necessary to use the medication. Furthermore, students will not be allowed to self-administer any prescription that is administered daily such as narcotics, ADHD, and psychotropic. These will always be secured and administered by the school nurse. Parents and guardians are informed that

the school district and its officers, employees, and agents are not liable for damage, injury, or death resulting directly or indirectly from the self-administration of medication. The school will provide the student's parent or guardian with a form to authorize their student to self-administer over the counter medication and prescription medication. The parent or guardian are required to sign a statement acknowledging that the school district and its officers, employees, or agents incur no liability.

### **SUSPENSION/EXPULSION**

The suspension and expulsion regulations of Riverside USD 114 apply to all school sponsored activities including both curricular and extracurricular. A student may be suspended for infraction of rules and policies of Riverside Schools. Students who are assigned out-of-school suspensions (OSS) or whose character or conduct brings discredit to the school will not be allowed to attend or participate in extracurricular activities sponsored by the district, nor will they be allowed on campus during the term of their suspension. Note: Term of suspension means 12:01 am of first day of suspension through midnight of the last day of the suspension (including week-ends).

### **TARDY POLICY**

Students at Riverside Schools will be considered Tardy if they are not in class according to classroom procedure when the final bell rings. Any student that is tardy more than 4 times in a quarter will be assigned the following consequences:

- 5-7 tardy 30 minute detention
- 8-9 tardy 60 minute detention
- 10+ tardy 1 day ISS

Any tardy after the ninth in a quarter may result in escalating consequences and parent conference.

First Block or Period Tardy: Any student tardy first block or period will receive an additional 30 minutes of detention time.

### **TECHNOLOGY & INTERNET-ACCEPTABLE USE POLICY**

#### **Purpose for Technology and Internet Use**

The Internet is a network of computers and a public communications system. It has evolved into a cooperative arrangement among thousands of university, government, and corporate networks that have agreed to use a common language for communicating with one another. Riverside U.S.D #114 is committed to making advanced technology and increased access to learning opportunities available to all of our students. We believe this computer technology will allow students and staff to access and use information



sources from distant computers and communicate and share information with individuals or groups. The primary purpose for the use of technology and the Internet is to facilitate teaching, learning, and personal growth in technology, information gathering skills, and communication skills.

Use of technology and the Internet is a privilege, not a right. It is possible that a student may run across some materials that we may find objectionable. While we will take reasonable measures to prevent such access, it is not possible to guarantee that students will not accidentally or purposely find inappropriate material. Responsibility of all users is outlined in the Acceptable Use Policy. Access to inappropriate material will be monitored by the school district and restrictions will be applied where appropriate. It is the policy that USD 114 technology resources are to be used in a responsible, efficient, ethical and legal manner in accordance with the USD 114 Acceptable Use Policy.

### **Network Etiquette:**

All users of the Riverside Public Schools' computers and networks are expected to abide by the generally accepted rules of the network etiquette. Informal rules of behavior have evolved for the use of and communication on the Internet and the online services. These rules of behavior include (but are not limited to) the following:

- Be polite. Don't swear or use inappropriate language.
- Do not reveal your personal address or phone numbers or that of other students or colleagues.
- Do not place unlawful information on any network system.
- Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do not have access to mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- All communications and information accessible via the network should comply with copyright laws.
- Include your signature at the bottom of the e-mail messages. Your signature footer should include your name, position, affiliation, and Internet address.
- Capitalize words only to highlight an important point or to distinguish a title or heading. "Asterisks" surrounding a word also can be used to make a stronger point.
- Student users must always get permission from their instructors before using the network or accessing any specific file or application. FOLLOW WRITTEN AND ORAL PROCEDURES.

### **Policy for Acceptable Use of Computers and Networks:**

The following policy for acceptable use of computers and networks shall apply to all district administrators, faculty, staff, and students.

- The user shall not erase, change, rename, or make unusable anyone else's computers files, programs, or disks (except for authorized staff members).
- The user shall not let other persons use his/her name, logon, password, or files for any reason (except for authorized staff members).
- The user shall not use or try to discover another user's password or in any way access another person's e-mail or other files (except for authorized staff members).
- The user shall not use the Riverside school computers or networks for any non-instructional or non-administrative purpose (e.g. games or activities for personal profit).
- The user shall not use a computer for unlawful purposes, such as the illegal copying or installation of software.
- The user shall not copy, change or transfer any software or documentation provided by the Riverside schools, teachers, or another student without permission.
- The user shall not write, produce, generate, copy propagate, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
- The user shall not deliberately use the computer to annoy or harass others with language, images, innuendoes, or threats. The user shall not deliberately access or create any obscene or objectionable information, language, or images.
- The user shall not intentionally damage the system, damage information belonging to others, misuse system resources, or allow others to misuse system software.
- The user shall not tamper with computers, networks, printers or other associated equipment except as directed by the teacher.
- The user desiring to take home technology equipment (hardware or software) must first have the parental permission form signed. Any take-home technology shall be used in the same manner as if it were at school. Technology equipment will only be checked out at the end of the school day and must be returned before school begins the next morning.
- Take-home technology is available on a first come, first serve basis. In cases of heavy demand, the librarian, after consulting with class teachers, may prioritize the requests to take technology home.
- The user of the Internet and take-home technology must be a student in good standing (no outstanding detention time, no expulsions from school, no down slips, no overdue library materials or outstanding fines).

### **Penalties for Improper Use**

Three levels of punishment will be enforced by the Administration. **Any user**, adult or student, violating these District guidelines or applicable state and federal laws shall be subject to loss of network privileges and possible disciplinary action, including suspension or expulsion from school. Use of the computers for programs, software, e-mail, and to access telecommunications resources is a privilege and not a right.

Level 1: Warning: Students will lose computer privileges/Internet access until a parent conference is held. Any additional loss of privileges as determined by the administration will be discussed at this conference.

Level 2: Pattern of abuse, repeated abuse, or flagrant violations: Any student who, after a Level 1 warning, continues to engage in serious or persistent misbehavior by violating the District's previously communicated written standards of conduct may be removed from any computer/Internet privileges for the entire school year or remaining school years and recommended for suspension.

Level 3: Expellable offense: Student could be expelled from school if he/she engages in conduct on the Internet that contains the elements of the offense of criminal mischief, as defined by state and federal law. Any student expelled for misuse of technology will also lose computer privileges for the remainder of the school year or school years.

### **TOBACCO AND ELECTRONIC CIGARETTES**

Smoking by students and/or the possession and use of any other tobacco product or electronic cigarette is prohibited in any district facility; in school vehicles; at school-sponsored activities, program, or events and on school owned or operated property. "Electronic cigarette" means a battery-powered device, whether or not such device is shaped like a cigarette that can provide inhaled doses of nicotine by delivering a vaporized solution by means of cartridges or other chemical delivery systems. Administrators shall report students under the age of 18 who are in violation of K.S.A. 79-3321 to the appropriate law enforcement agency. Vaping by students and/or the possession of a vaping device or vaping paraphernalia, is prohibited in any district facility; in school vehicles; at school-sponsored activities, program, or events and on school owned or operated property. Administrators shall report students under the age of 18 who are in violation of this policy to the appropriate law enforcement agency.

### **USE OF OFFICE TELEPHONE**

Students WILL NOT be called from classes to answer telephone calls except in cases of emergency. Messages will be taken and delivered to the student

at the end of the school day. Students are not to make any calls on any school phone without permission of the principal or his secretary.

### **USE OF THE SCHOOL LIBRARY**

Students may use the library as many times as necessary each day that a pass is issued by their teacher. The librarian is there to help you. The librarian will provide you with circulation service, reference service, or reading and research guidance service. Do not hesitate to ask the librarian for help if you have questions about the above services and use of the library. Books should be returned to the book drop in the circulation desk in the library. In no instance should a book be returned to the shelves.

Overdue material should be returned as soon as possible. Riverside USD #114 School Library does not charge fines. The librarian will contact the student first about books and materials that need to be returned or is considered overdue. After a discussion with the student, attempts to locate the book and material will be made by student, their families, and the librarian. If the books and materials are not located in the library, the student will be asked to pay for the overdue material. Replacement cost will include a processing fee for lost material. If books or materials are damaged due to neglect and abuse, replacement cost will be the responsibility of the student.

### **VIRTUAL HIGH SCHOOL**

Riverside High School students desiring to attend the virtual high school will be given a virtual school application. The students will be allowed to enroll in the virtual high school if approved by a committee of three teachers and the principal. The state of Kansas and Riverside USD 114 requires virtual school students to be engaged in online academic work a minimum of 25 hours per week and making sufficient progress. The criteria for sufficient progress is unique to each student and as such the evaluation is an administrative decision, but it will be based on the number of activities completed within a given period of time. Each student will be expected to be engaged on average 5 hours per day during the 5 day week. Students will be expected to make continued progress in all courses in which they are enrolled at a rate of approximately 5% of each course being completed each week that school is in session.

Students who are not in compliance with the attendance and progress requirement will be given up to three warning notices for not attending the minimum 25 hours per week and making about 5% completion of each course per week. After the three warning notices, the student will be required to

attend the virtual school on site for five hours per day. In the event that the student does not attend the five hours per day after the intervention, the student (under age 18) will be required to attend the Alternative School until the end of the current semester. At semester, the student may re-enroll in the virtual school with the permission for the administration. The process requires a pre-enrollment conference with the student and home learning supervisor and a demonstration the situation that contributed to the student being formerly unsuccessful, has changed. The student will be placed on academic probation for one semester with closer supervision. A second unsuccessful attempt in virtual school will result in an immediate transfer to the alternative school.

The only time a student is allowed to transfer back to the traditional high school is prior to the start of a new semester. A student planning to transfer back should begin this process with the virtual program coordinator before the end of the semester. A student may transfer from the virtual school to the traditional school with approval from the administration if the student is on track to graduate with their peers.

High school students who are behind on credits will be contacted by administration and strongly encouraged to transfer to the virtual school, instead of attending the traditional school. In extreme cases, the student and their parents will not be given a choice in the matter.

High school courses are self-paced. Student will be in enrolled in 10 courses per semester and will earn  $\frac{1}{2}$  credit upon successful completion of each course. Students are not allowed to enroll in more than 10 credits per semester unless they have permission from the principal. All credits earned at the end of each semester will be entered on the student's academic transcript by the counselor. Any unfinished work at the end of a semester will count as a zero, unless the students have been approved for an alternate deadline by the learning coordinator. In some cases, the student may be given an incomplete grade for a period of two weeks at the end of each semester to complete all semester coursework. Any incomplete grade must be approved by the program coordinator and the principal.

### **VOCATIONAL TECHNICAL SCHOOL ENROLLMENT GUIDELINES**

A Riverside High School junior or senior may attend the Vocational Technical College providing the following criteria are met:

1. The student shall submit an application to attend the school. The application must be submitted no later than final enrollment in August.

2. Students are required to ride school provided transportation to and from the Vocational Technical College. If the student is not on the bus at the designated leaving time, they will be left. If the student needs to drive for valid reasons such as appointments, staying later to make-up work, etc., the student shall submit a note from their parent or guardian, in writing, at least one day prior to the day he or she is needing to drive. The principal will decide on a case by case basis if permission to drive will be granted.
3. Grades from the Vocational Technical College will be entered on the RHS transcript and calculated into the GPA.
4. Students must have satisfied the minimum grade level requirements in order to attend and must be on schedule to graduate with their class.
5. When students return from Vocational Technical School, they are expected to return to the high school building immediately and not linger in the parking lot or leave campus without permission from the principal.
6. Students are expected to be in good standing with regard to attendance, grades, and behavior to be allowed to attend and continue attending. In the event that a student is not in good standing at any time during the school year, the principal will revoke the privilege of attending and the student will be enrolled in class at the high school building.
7. Students must have no "F's" during the semester preceding application.
8. Students are responsible for the cost of the Work Keys entrance test.
9. Students are responsible for any uniform or tool costs above the tuition. Tuition is paid by the state of Kansas while the student is a full time high school student. If the student returns after their senior year of high school they are responsible for paying their own tuition.

### **WEEKLY ELIGIBILITY**

In order to participate in extra-curricular activities weekly, students must be passing all but one class. All students are considered academically eligible for the first three weeks of each nine-week grading period. At the end of the third week, student grades will be checked. If a student is failing two or more

classes they are ineligible for all student extra-curricular activities the following week Monday through Saturday. This includes field trips and other activities that take place during the school day.

### **WEIGHT ROOM USE**

The Weight Room is available for use by RHS students based on schedules set by the administration, coaches, and P.E. teachers. Riverside High School students are not allowed to use the Weight Room at any time without adult supervision. Students who are found to be using the Weight Room without adult supervision will face disciplinary consequences, which include losing the privilege of using the Weight Room for a period of time to be determined by administration.

### **WITHDRAWAL OF STUDENTS**

Transferring: A student transferring to another school must pick up a sign-out sheet in the office. All teachers must sign the sheet when the student turns in textbook and other materials. The student is to return the sheet to the office and inform the office where he/she will be transferring. When the student enrolls in the new school the school will request a transcript, which RHS will fax. All late fees and bills must be paid before a transcript will be sent.

Drop-out: No student under the age of 16 may drop out of school. Students between the ages of 16 and 17 require a parent signature. Students 18 and older may sign themselves out. Signing out of school is required by law and must be done in the office. First, contact the principal to schedule a meeting. Both the student and the parent must attend this meeting. Both parent and student will be required to sign the drop-out form. The student will also have to complete the sign-out sheet.

### **BOARD & STATE POLICIES**

#### **ASBESTOS HAZARD EMERGENCY RESPONSE ACT**

The Asbestos Hazard Emergency Response Act (AHERA) requires school districts to inspect their buildings for asbestos-containing building materials and develop, maintain, and update an asbestos management plan. School districts must annually notify parents, teachers, and employee organizations in writing of the availability of the management plan and planned or in progress inspections, re-inspections, response actions, and post-response actions, including periodic re-inspection and surveillance activities. A copy of this asbestos management plan is available for your inspection in the U.S.D. # 114 administration office during regular business hours.

### **CHILD NUTRITION PROGRAMS**

If school districts participate in the National School Lunch Program, the School Breakfast Program, or the Special Milk Program, near the beginning of the school year, they must provide both parents and the public information about free and reduced price meals and/or free milk. Districts must also provide parents an application form. If districts want to disclose children's free and reduced eligibility status, they may do so in some instances usually only with prior notice and/or consent.

### **CIVIL RIGHTS COMPREHENSIVE NOTIFICATION**

In compliance with the Executive Order 11246; Title II of the Education Amendments of 1976; Title VI of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Title IX Regulation Implementing Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; and all other Federal, State, school rules, laws, regulations, and policies, the Riverside School District No. 114 shall not discriminate on the basis of sex, race, color, national origin, or handicap in the educational programs or activities which it operates.

### **COMPULSORY ATTENDANCE – KANSAS STATUTES & BOARD POLICIES**

BOARD POLICY JB-ATTENDANCE—It shall be the policy of the board of education to encourage regular attendance at school by all students. Regular attendance contributes not only to the probability of scholastic success, but also to the development of attitudes of consistent performance, which will carry over into adult life.

BOARD POLICY JBA – COMPULSORY SCHOOL ATTENDANCE – K.S.A. 72-1111 (a) Every parent, guardian or other person in the state of Kansas, having control over or charge of any child who has reached the age of seven years and is under the age of eighteen years and has not attained a high school diploma or a general educational development (GED) credential, shall require such child to attend continuously each school year a public school for the duration of the school term provided for in K.S.A. 72-1106, or a private, denominational or parochial school taught by a competent instructor for a period of time which is substantially equivalent to the period of time public school is maintained in the school district in which the private, denominational or parochial school is located.

K.S.A. 72-1113 (a) Each board of education shall designate one or more employees who shall report to the secretary of social and rehabilitation services, or a designee thereof, all cases of children who are seven or more



years of age, but less than 13 years of age and are not attending school as required by law, and to the appropriate county or district attorney, or a designee thereof, all cases of children who are 13 or more years of age, but less than 18 years of age and are not attending school as required by law. The designation shall be made no later than September 1 of each school year and shall be certified no later than 10 days thereafter by the board of education to the secretary of social and rehabilitation services, or the designee thereof, to the county or district attorney, or the designee thereof, and to the commissioner of education. The commissioner of education shall compile and maintain a list of the designated employees of each board of education. (b) Whenever a child is required by law to attend school, and the child is not enrolled in a public or non-public, the child shall be considered to be not attending school as required by law and a report thereof shall be made in accordance with the provisions of subsection (a) by a designated employee of the board of education of the school district in which the child resides. The provisions of this subsection are subject to the provisions of subsection (d). (c) 1 – Whenever a child is required by law to attend school and is enrolled in school, and the child is inexcusably absent there from on either three consecutive school days or five or more school days in any semester, the child shall be considered to be not attending school as required by law. A child is inexcusably absent from school if the child is absent there from all or a significant part of a school day without a valid excuse acceptable to the school employee designated by the board of education to have responsibility for the school attendance of such child. 2 – Each board of education shall adopt rules for determination of valid excuse for absence from school and for determination of what shall constitute a “significant part of a school day” for the purpose of this section. 3 – Each board of education shall designate one or more employees who shall each be responsible for determining the acceptability and validity of offered excuses for absence from school of specified children, so that a designee is responsible for making such determination for each child enrolled in school. 4 – Whenever a determination is made in accordance with the provisions of this subsection that a child is not attending school as required by law, the designated employee who is responsible for such determination shall make a report thereof in accordance with the provisions of subsection (a).

### **DRUG FREE SCHOOLS**

Maintaining drug free schools is important in establishing an appropriate learning environment for the district’s students. The unlawful possession, use, or distribution of illicit drugs and alcohol by students on school premises or as a part of any school activity is prohibited. This policy is required by the 1989 amendments to the Drug Free Schools and Communities Act. P.L. 102-226, 103 St. 1928. As a condition of continued enrollment in the district,

students shall abide by the terms of this policy. Students shall not unlawfully manufacture, distribute, dispense, possess or use illicit drugs, controlled substances or alcoholic beverages on school district property, or at any school activity. Any student violating the terms of this policy will be reported to the appropriate law enforcement officials and will be subject to discipline according to board policy.

### **FEDERAL RACE & ETHNICITY REGULATIONS**

In order to comply with federal reporting requirements, every school district in Kansas is required to annually report student data by race and ethnicity categories to the Kansas State Department of Education (KSDE). Though the KSDE does not report individual student data to the federal government, the total number of students in various categories of each school is reported. These reports help keep track of changes in student enrollments and ensure that all students receive the educational programs and services to which they are entitled.

### **FERPA**

Under the Family Educational Rights and Privacy Act (FERPA), the parents of minor students and students over the age of 18 which are enrolled in any educational institution receiving federal funds are given certain rights concerning the students' school records. These rights include the following:

1. Entitlement to inspect and review to the student's education records upon request. This request should be directed to the custodian of the school records in question and should list with specificity which records are desired to be accessed. Access must be granted within 45 days after the receipt of the request by said custodian.
2. The school district has adopted policies implementing this act. If you have any questions regarding this act, contact the building principal or superintendent of schools.
3. The parents' and adult students' rights of access shall include:
  - a. The right to be provided a list of the types of educational records which are maintained by the institution and are directly related to the student.
  - b. The right to inspect and review the contents of those records.
  - c. Although the district is not obligated to make copies in all circumstances, copies may be provided at the expense of the parent or the eligible student so long as the fee charged is not greater than the actual cost to the school district of reproducing such copies.

- d. The right to request amendment of such records if the parent or adult student believes any record is inaccurate, misleading, or otherwise in violation of FERPA privacy rights.
- e. The right to receive a written response concerning the district's decision on the topic of any requested amendment.
- f. The right to a hearing to challenge the content of those records.

Before any school records will be released to third parties other than school officials in other educational institutions in which your child has enrolled or intends to enroll, you must give your written consent to said release. This written consent must be presented to the custodian of records before he/she will release them. The written consent must include the following:

- . A. The specific records to be released.
  - a. The reason for such release.
  - b. The name of the party or agency to which the records will be released.
  - c. Notification to you that you may receive a copy of the student's records to be released, if you desire a copy.

The right to notification of transfer of your child's records and the right to challenge the content of the records to be transferred.

The rights to have the school district make a reasonable effort to notify you of the subpoena of your child's educational records prior to the district's compliance with the subpoena.

The rights to have the school district make a reasonable effort to notify you of a judicial order by the custodian of the education records requiring the custodian to turn over your child's educational records to the court prior to compliance.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
 U.S. Department of Education  
 400 Maryland Avenue, SW  
 Washington, DC 20202

The school district has designated the following information as directory information:

- . The student's name, address, telephone number, date of birth.
  - a. The student's class designation (i.e. 1<sup>st</sup> grade, 10<sup>th</sup> grade)

- b. The student's participation in officially recognized activities and sports.
- c. The student's weight and height, if a member of an athletic team.
- d. Dates of attendance.
- e. Degrees and awards received.
- f. The most recent previous school district attended by the student.
- g. Name, address and telephone number of parents/guardians.
- h. Directory information is considered public information, which may be released by the school district without your prior consent. You have ten days from the date of the student's enrollment to inform the school district that any or all of the directory information should not be released without your prior consent. Should you desire that directory information not be released, so state your wishes in writing and deliver such to the Riverside Schools (see address on page 1).

When the student turns eighteen (18) years of age, all rights formerly accorded to parents of the student become the sole rights of the student, unless the student is still a dependent of the parent or parents for IRS tax purposes and documentation of such is provided to the school district office

FERPA also permits the disclosure of personally identifiable information (PII) from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures and the justification for the disclosure. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- a. To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met.
- b. To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to

enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34.

- c. To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf.
- d. In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.
- e. To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38.
- f. To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction.
- g. To accrediting organizations to carry out their accrediting functions.
- h. To parents of an eligible student if the student is a dependent for IRS tax purposes.
- i. To comply with a judicial order or lawfully issued subpoena.
- j. To appropriate officials in connection with a health or safety emergency, subject to §99.36.
- k. Information the school has designated as "directory information" under §99.37.

### **GRIEVANCE PROCEDURE**

PARENTS – PLEASE FOLLOW THE CHAIN OF COMMAND. If there is a problem please see your child's teacher first. If you still have a problem, then talk to the principal.

### **Complaint Procedure** (Riverside USD 114 Policy KN)

The board encourages all complaints regarding the district to be resolved at the lowest possible administrative level. Whenever a complaint is made directly to the board as a whole or to a board member as an individual, it will be referred to the administration for study and possible resolution. The District Superintendent, 1409 Vermont, Elwood, KS, 66024, (Telephone: 913-365-5632). has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and the Americans with Disabilities Act Amendments Act of 2007 and the Age Discrimination Act. The grievance procedure is applicable to complaints alleging discrimination on the bases of sex, disability, race, color, national origin, and age, including allegations of harassment. Information concerning the provisions of these Acts, and the rights provided thereunder, are available from the compliance coordinator.

#### Complaints About Discrimination or Discriminatory Harassment

Complaints of discrimination or discriminatory harassment by an employee should be addressed to the employee's supervisor, the building principal, or the district compliance coordinator. Complaints by a student should be addressed to the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of discrimination or harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal.

If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. Complaints by any other person alleging discrimination should be addressed to the building principal or the district compliance coordinator. The identity of the individual filing a complaint will be kept confidential to the extent possible without compromising a thorough investigation. Complaints about discrimination, including complaints of harassment, will be resolved through the following complaint procedures:

#### Informal Procedures

**The building principal shall attempt to resolve complaints of discrimination or harassment in an informal manner at the building level.** Any school employee who receives a complaint of discrimination harassment from a student, another employee or any other individual shall inform the individual of the employee's obligation to report the complaint and

any proposed resolution of the complaint to the building principal. The building principal shall discuss the complaint with the individual to determine if it can be resolved. If the matter is resolved to the satisfaction of the individual, the building principal shall document the nature of the complaint and the proposed resolution of the complaint, and forward this record to the district compliance coordinator. Within 20 days after the complaint is resolved in this manner, the principal shall contact the complainant to determine if the resolution of the matter remains acceptable. If the matter is not resolved to the satisfaction of the individual in the meeting with the principal, or if the individual does not believe the resolution remains acceptable; the individual may initiate a formal complaint. Use of the informal complaint procedure is not a prerequisite to filing a formal complaint or using the formal complaint procedure.

#### Formal Complaint Procedures

- **A formal complaint should be filed in writing and contain the name and address of the person filing the complaint.** The complaint should briefly describe the alleged violation. If an individual does not wish to file a written complaint and the matter has not been adequately resolved, the building principal may initiate the complaint. Forms for filing written complaints are available in each building office and the central office. The forms are also included at the end of this policy.
- A complaint should be filed as soon as possible after the conduct occurs, but not later than **180 days** after the complainant becomes aware of the alleged violation, unless the conduct forming the basis for the complaint is ongoing.
- An investigation shall follow the filing of the complaint. Individuals who conduct the investigation shall be impartial. If the complaint is against the superintendent, the board shall appoint an investigating officer. In other instances, the investigation shall be conducted by the building principal, the compliance coordinator or another individual appointed by the board. The investigation shall be informal but thorough. All interested persons, including the complainant and the person against whom the complaint is lodged, will be afforded an opportunity to submit written or oral evidence relevant to the complaint.
- **A written determination of the complaint's validity and a description of the resolution shall be issued by the investigator, and a copy forwarded to the complainant no later than 30 days**

**after the filing of the complaint.**

If the investigation results in a recommendation that a student be suspended or expelled, procedures outlined in board policy and state law governing student suspension and expulsion will be followed.

If the investigation results in a recommendation that an employee be suspended without pay or terminated, procedures outlined in board policy, the negotiated agreement or state law will be followed.

- Records relating to complaints filed and their resolution shall be forwarded to and maintained in a confidential manner by the district compliance coordinator.
- **The complainant may appeal the determination of the complaint. Appeals shall be heard by the district compliance coordinator, a hearing officer appointed by the board, or by the board itself as determined by the board.** The request to appeal the resolution shall be made within 20 days after the date of the written resolution of the complaint at the lower level. The appeal officer shall review the evidence gathered by the investigator and the investigator's report, and shall afford the complainant and the person against whom the complaint is filed an opportunity to submit further evidence, orally or in writing, within 10 days after the appeal is filed. The appeal officer will issue a written determination of the complaint's validity and a description of its resolution within 30 days after the appeal is filed.
- Use of this complaint procedure is not a prerequisite to the pursuit of any other remedies including the right to file a complaint with the Office for Civil Rights of the U.S. Department of Education, the Equal Employment Opportunity Commission, or the Kansas Human Rights Commission.

Complaints About Policy

The superintendent shall report any unresolved complaint about policies to the board at the next regularly scheduled board meeting.

Complaints About Curriculum

The superintendent shall report a failure to resolve any complaint about curriculum to the board at the next regularly scheduled board



meeting.

#### Complaints About Instructional Materials

The building principal shall report any unresolved complaint about instructional materials to the superintendent immediately after receiving the complaint.

#### Complaints About Facilities and Services

The superintendent shall report any unresolved complaint about facilities and services to the board at the next regularly scheduled board meeting.

#### Complaints About Personnel

The superintendent or the building principal involved shall report any unresolved complaint about personnel to the board at the next regularly scheduled board meeting.

### **HAZING**

The board is committed to providing a positive and productive learning and working environment. Hazing, harassment, intimidation, menacing or bullying by students, staff or third parties is strictly prohibited and shall not be tolerated in the district.

Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. Staff whose behavior is found to be in violation of this policy will be subject to discipline, up to and including dismissal. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or board.

Individuals may also be referred to law enforcement officials.

### **HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT**

The Health Insurance Portability and Accountability Act (HIPAA), requires covered entities to provide a notice of its privacy practices. The notice describes how the covered entity may use and disclose protected health information, the covered entities' duties to protect privacy, information about the covered entities privacy practices, and individual's rights to complain about privacy violations to the U.S. Department of Health and Human Services, and contact information for complaints to the covered entity. When, how, and to whom notice must be given depends of the type of covered entity required to give notice.

### **INDIVIDUALS WITH DISABILITIES EDUCATION ACT**

Under the Individuals with Disabilities Education Act (IDEA), school districts must give parents of a child with a disability a copy of procedural safeguards one time a year. However, a copy of procedural safeguards must also be given to parents upon initial referral or parental request for an evaluation, upon a disciplinary action constituting a change in placement, and upon request of a parent. A school district may post a copy of the procedural safeguards on its website. The procedural safeguards notice must fully explain a number of procedural safeguards specified in the statute in the native language of the parents and be written in an easily understandable manner.

### **LOCAL WELLNESS POLICY**

The board shall promote and monitor a local wellness program. The program shall:

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

The Riverside USD 114 Wellness Plan strongly encourages that snacks that are passed out for class parties or birthday celebrations follow these guidelines.

- Snacks must be store bought, pre-packaged and unopened.
- The following examples are snacks that are recommended by the Wellness Plan
  - Low-fat milk (plain or flavored)
  - 100% juice
  - Water (non-caloric, flavored)
  - Fresh fruit with yogurt dipping sauce

- Apples with low-fat caramel dip
- Fruit and cheese kabobs
- Fruit with whipped topping
- 100% fruit snacks
- Vegetables with low-fat dip
- Celery sticks with peanut butter
- String Cheese
- Low-fat pretzels or popcorn
- Graham or animal crackers
- Pizza with low-fat toppings
- Sandwiches-ham, turkey, cheese (low fat condiments)
- Low fat pudding cups
- Low fat yogurt
- Yogurt smoothies
- Yogurt parfaits
- Quesadillas with salsa
- Granola bars or breakfast bars
- Trail mix or cereal mixes
- Angel food cake with fruit toppings
- Nuts, seeds
- Gatorade G2 Low Calorie Hydration Drink

### **MCKINNEY VENTO ACT**

The McKinney Vento Act requires homeless student liaisons to provide public notice of the education rights of homeless students disseminated in places where homeless students receive services under the Act.

### **PROTECTION OF PUPIL RIGHTS AMENDMENT**

The Protection of Pupil Rights Amendment (PPRA) requires school districts to adopt a number of policies regarding surveys, instructional materials, physical examinations, personal information used for marketing, etc. Parents must be notified of these policies at least annually at the beginning of the school year and within a reasonable time period after any substantial change is made to the policies.

### **SAFETY**

Fire and tornado drills are held regularly to develop safety practices that will help students react quickly and safely in a real emergency. Evacuation routes and assigned areas are posted in each classroom. All persons are asked to take these drills seriously because personal safety depends upon our readiness to react to any situation. Student automobiles driven to school are to be parked in their designated areas and remain there until school is dismissed for the day. Students are urged and expected to use all due

caution and prudence when driving in the vicinity of the school. Compliance with state and local driving regulations will be enforced. Failure to follow proper driving procedures could result in loss of driving privileges. Students are not to ride bicycles, skateboards, etc. on the playground or school sidewalks. All bicycles are to be parked in the bicycle racks provided. Because of the obvious liability risk to the school district, we must insist that skateboards are not to be brought to school or ridden on school grounds. Skateboards will be confiscated and returned only to parents. The throwing of snowballs could be dangerous and, therefore, is not allowed. No Heelys are allowed at school anytime.

### **Evacuation/Relocation**

Riverside Schools may decide to initiate emergency evacuation procedures at any one of its buildings to ensure the safety and security of students and staff. Subsequent to an evacuation, the relocation of students might be undertaken if it is determined that they will not be able to re-enter their school within a reasonable amount of time or circumstances dictate that it is unsafe for them to remain on campus. The relocation site will be determined on a case-by-case basis in relation to the facts and circumstances of the specific incident. Decisions regarding evacuation/relocation are always based upon what is the safest resolution for students and staff. The paramount concern during an evacuation and relocation is to maintain the safety of our students and account for their presence. All information regarding such an evacuation/relocation will be made available to parents/guardians via Email Alerts and Voice Messages. Other means of communication may also be used. These notifications may include specific instructions regarding where and when to reunite with students.

### **SCHOOL NURSE**

A full-time school nurse is on duty to attend to accidents and emergency illnesses throughout the school day. Except in an emergency situation, students should always obtain a pass to the nurse's office from their classroom teacher. Any prescription medication that needs to be given during school hours must have a written prescription by a licensed medical doctor and signed parent consent. Over the counter medications such as pain medicines must be brought in the original container, along with signed parent consent. All medications must be brought to the nurse's office upon arrival at school. Students are not to keep medicines in their lockers or take medicine at school without the school nurse's permission.

### **Health Assessment for Entry**

It is the policy of District 114 to comply with existing Kansas Statutes 72-53,106, 72-5209, 72-5214, and 72-5211a regarding requirements for student enrollment.

No student will be allowed first-time enrollment without providing a certified copy of their birth certificate.

No student will be allowed first-time enrollment without providing proof of current and up-to-date immunizations as required by the state of Kansas. (Medical and religious exemptions apply).

All students are required to keep immunizations up-to-date. Written notice will be given on a quarterly basis, and a 2-week grace period will be granted, after which time the student may be excluded from school until immunizations are up-to-date.

All students 9 years and younger, attending a Kansas school for the first time are required to provide a completed Health Assessment. This assessment must be performed by, and signed by a physician or qualified health care professional.

The Health Assessment must be presented on or before enrollment, or the student may be excluded from school until the Health Assessment is completed and documentation is received.

**Legal Reference: Kansas law requires that every student less than 9 years of age present a health assessment prior to admission and attendance in a district school.**

**A physician or a person acting under the direction of a physician shall have conducted the health assessment within 12 months of school entry. K.S.A.72-5213**

Immunization Requirements for the School Year

Immunization requirements and recommendations for the school year are based on the Advisory Committee on Immunization Practices (ACIP) recommendations and the consensus of the Governor's Child Health Advisory Committee Immunization Workgroup.

- ❖ **Diphtheria, Tetanus, Pertussis (DTaP):** five doses required. Four doses acceptable if dose 4 given on or after the 4<sup>th</sup> birthday. A single dose of **Tdap** required at grades 7-9 grade if no previous history of Tdap vaccination regardless of interval since the last TD vaccine.
- ❖ **Poliomyelitis (IPV/OPV):** four doses required. One dose required after age 4 regardless of the number of previous doses, with a 6 month minimum interval from the previous dose.
- ❖ **Measles, Mumps, Rubella:** two doses required.
- ❖ **Hepatitis B:** three doses required through grade 11.
- ❖ **Varicella (chickenpox):** two doses required for K-2 and 7; one dose required for grades 3-6 and 8-11 unless history of varicella disease

documented by a licensed physician. Two doses are currently *recommended* by the ACIP for all ages.

- ❖ **Haemophilus influenzae type b (Hib):** three doses required for children less than 5 yrs of age in early childhood programs. Total doses needed for series completion is dependent on the type of vaccine and the age of the child when doses given.
- ❖ **Pneumococcal conjugate (PCV7):** four doses required for children less than 5 yrs of age in early childhood programs. Total doses needed dependent on the age of the child when doses given.
- ❖ **Hepatitis A:** two doses required for children less than 5 yrs of age in early childhood programs.

Detailed school immunization requirements by age group are listed on the 2-1-11 version of the Kansas Certificate of Immunization (KCI).

[http://www.kdheks.gov/immunize/download/KCI\\_Form.pdf](http://www.kdheks.gov/immunize/download/KCI_Form.pdf)

In addition to the immunizations required for school entry listed above, the 2010 ACIP recommendations also include the following for school children:

- ❖ **Meningococcal (MCV4):** one dose *recommended* at 11 years with a booster dose at 16 years of age; not required for school entry.
- ❖ **Human Papillomavirus (HPV):** three doses *recommended* for females at 11 years of age and provisionally recommended for males at 11 years of age; not required for school entry.
- ❖ **Influenza:** yearly vaccination *recommended* for all ages >6 months of age; not required for school entry.

### **Student Self-Administration of Medications**

The self-administration of medication is allowed for eligible students in grades 7-12. As used in this policy medication means a medicine for the treatment of anaphylaxis or asthma including, but not limited to, any medicine defined in current federal regulations as an inhaled bronchodilator or auto-injectable epinephrine. Self-administration is the student's discretionary use of an approved medication for which the student has a prescription or written direction from a health care provider.

As used in this policy, health care provider means a physician licensed to practice medicine and surgery: an advanced registered nurse practitioner, or a licensed physician assistant who has authority to prescribe drugs under the supervision of a responsible physician.

### **Student Eligibility**

An eligible student shall meet all the following requirements:

1. A written statement from the student's health care provider stating the name and purpose of the medication/s;

2. The prescribed dosage;
3. The time the medication is to be regularly administered;
4. Any additional special circumstances under which the medication is to be administered;
5. The length of time for which the medication is prescribed;
6. The student shall also demonstrate to the health care provider or the provider's designee and the school nurse or the nurse's designee the skill level necessary to use the medication and any device that is necessary to administer the medication as prescribed. In the absence of a school nurse, the school shall designate a person who is trained to witness the demonstration.

### **Authorization Required**

The health care provider shall prepare a written treatment plan for managing the student's asthma or anaphylaxis episodes and for medication use by the student during school hours. The student's parent or guardian shall annually complete and submit to the school any written documentation required by the school, including the treatment plan prepared by the student's health care provider. Permission forms shall be updated {during enrollment/or as needed}.

### **Employee Immunity**

All teachers responsible for the student's supervision shall be notified that permission to carry medications and self-administer has been granted. The school district shall provide written notification to the parent or guardian of a student that the school district and its officers, employees and agents are not liable for damage, injury or death resulting directly or indirectly from the self-administration of medication.

### **Waiver of Liability**

The student's parent or guardian shall sign a statement acknowledging that the school districts and its officers, employees or agents incur no liability for damage, injury or death resulting directly or indirectly from the self-administration of medication and agreeing to release, indemnify and hold the schools and its officers, employees and agents, harmless from and against any claims relating to the self-administration of medication allowed by this policy.

The parent or guardian of the student shall sign a statement acknowledging that the school incurs no liability for any injury resulting from the self-administration of medication and agreeing to indemnify and hold the school, and its employees and agents, harmless against any claims relating to the self-administration of such medication.

### **Additional Requirements**

- The school district shall require that any back-up medication provided by the student's parent or guardian be kept at the student's school in a location to which the student has immediate access if there is an asthma or anaphylaxis emergency.
- The school district shall require that all necessary and pertinent information be kept on file at the student's school in a location easily accessible if there is an asthma or anaphylaxis emergency;
- Eligible students shall be allowed to possess and use approved medications at any place where the student is subject to the jurisdiction or supervision of the school district, its officers, employees or agents;
- The board may adopt policy or handbook language which imposes additional requirements relating to the self-administration of medication allowed for in this policy and may establish a procedure for, and the conditions under which, the authorization for student self-administration of medication may be revoked.

### **SEXUAL OR RACIAL HARASSMENT**

Sexual or racial harassment will not be tolerated in the school district. Sexual or racial harassment of employees or students of the district by board members, administrators, certified and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited. It shall be 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 fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy.

Sexual harassment is unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student or 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 extra-curricular activities, etc.

The district shall maintain a learning environment free from discrimination, insult, intimidation, or harassment due to race, color, religion, sex, age, national origin, or disability. When acts of sexual harassment, racial harassment, or other violations of this policy are substantiated, appropriate action will be taken against the individual. Any student who believes that he or she has been subjected to sexual or racial 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 in this meeting, the student may initiate a complaint under the district's discrimination complaint procedure. The filing of a complaint or otherwise reporting sexual or racial harassment will not reflect upon the individual's status nor will it affect grades, future employment or assignments. Confidentiality will be maintained throughout.

### **STUDENT PRIVACY RIGHTS**

District employees may have ongoing opportunities to access confidential information or records that are required to be kept confidential. Much of the student information processed by district employees is confidential and state and federal law limits its release: for example, driver record and vehicle registration information, confidential student records, criminal history background check information, information obtained pursuant to Social and Rehabilitation Services (SRS) interventions, social security number information and professional misconduct background checks.

Employees are prohibited from divulging information contained in the student records and files of the district, except to other authorized employees who may need such information for an educational purpose in connection with their duties and to authorized persons or agencies only in accordance with law, district policies, and administrative rules.

If an employee is approached to provide information inappropriately, the employee must refuse to release the requested information unless authorized by his/her supervisor or otherwise be required to release the information under law or court order. In all cases, the employee's immediate supervisor shall immediately be informed of any requests.

Any employee who inappropriately releases information or uses confidential information obtained in the course of his/her employment with district will be disciplined in accordance with board policies, the negotiated agreement, and district procedures. Disciplinary action may include penalties, up to, and including, termination.

Student names and addresses are occasionally given to recruiters, colleges, etc. If you do not want your information given out please submit, in writing, and give to the office.

**TITLE VI, TITLE IX, SECTION 504, AGE DISCRIMINATION ACT,  
TITLE II OF THE AMERICAN WITH DISABILITIES ACT**

A number of federal statutes protect the rights of beneficiaries in programs or activities that receive financial assistance from being discriminated against. Specifically, the following statutes prohibit discrimination: Title VI on the basis of race, color, and national origin; Title IX on the basis of sex; Section 504 on the basis of disability; the Age Discrimination Act on the basis of age; and Title II prohibits state and local governments from discriminating on the basis of disability. The regulations implementing the above statutes require school districts to notify students, parents, and others that they do not discriminate on the basis of race, color, national origin, sex, disability, and age. However, the regulations contain minor differences relating to the notices required content and the methods used to publish them.

Riverside USD #114 Schools do not discriminate on the basis of race, color, national origin, sex, handicap, or age of in admission or access to, or treatment or employment in its programs or activities. Any questions regarding compliance with Title VI, Title IX, Section 504 or Title II may contact: Mr. Travis Githens, Superintendent of Schools.

**VISITORS TO SCHOOL**

Visitors will not be allowed to visit with students during the school day or at lunch unless the principal has written permission from the student's parent or guardian at least 24 hours prior to the visit. Also, a parent or guardian phone call to the principal to confirm that permission has been given. Although visitors to classes are discouraged, only out of town guests will be granted day visits.

Any person who visits the building and/or grounds of the district will be under the jurisdiction of the building principal who shall be responsible for developing rules and regulations governing the presence of visitors in the buildings.

The principal has the authority to request aid from any law enforcement agency if any visitor to the district's building or grounds refuses to leave or creates a disturbance. Violation of this rule may lead to removal from the building or grounds and denial of further access to the building or grounds. Violators of this policy and its rules may be subject to the state trespassing law.

### **WEDNESDAY NIGHT**

Wednesday night is family night in the Riverside communities. Students are encouraged to participate in activities with their families. All school activities, functions, and practices are encouraged to be completed by 6:30 p.m. Sometimes make-up activities will be scheduled on Wednesday evenings out of necessity.

### **WITHDRAWAL OF STUDENTS**

A student planning to withdraw from school should report this intention to the office. It is important that the student's record be marked to this effect, textbooks checked in, equipment and properties checked in, and settlement of outstanding bills made. A withdrawal release form will be recorded, signed by each teacher and the principal. The school reserves the right to withhold credit for work completed until withdrawal arrangements are properly made with the school. The school may hold transcripts until all obligations are met.

Students that withdraw from school and are not planning on continuing their education are encouraged to enroll in a credit recovery program approved by the Kansas State Board of Education.