

THUNDER RIDGE HIGH SCHOOL

2018-2019



Student Handbook

Thunder Ridge will provide a challenging, progressive curriculum that is taught in a secure, cooperative environment and is managed by a highly qualified staff that is enthusiastic and compassionate. Our purpose is to educate all students academically, socially, physically, and emotionally, in order that they will achieve individual success and make constructive contributions to society. The product of our endeavors is competent graduates who meet or exceed established academic standards and who will continue to develop themselves and recognize the worth of each individual.

Thunder Ridge High School
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Kensington, KS 66951
(785) 476-2217

Superintendent/K-3 Principal, Jeff Yoxall
9-12 Principal, Jeff Yoxall
4-8 Principal, Beth Norri

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Nondiscrimination

Discrimination against any student on the basis of race, color, national origin, sex, disability, or religion in the admission or access to, or treatment in the district's programs and activities is prohibited. Superintendent Jeff Yoxall has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990. Any student who believes he or she has been discriminated against may file a complaint with the building principal or the compliance coordinator.

Any student complaint of discrimination shall be resolved under the district's discrimination complaint procedure.

Purpose of the Handbook

This handbook is intended to be used by students, parents and staff as a guide to the rules, regulations, and general information about Thunder Ridge Schools. Each student is responsible for becoming familiar with the handbook and for information contained within. Parents are encouraged to use the handbook as a resource to assist their child in following the rules at Thunder Ridge Schools. Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing or to cover every situation and circumstance that may arise during the school year. This handbook does not create a "contract". The administration reserves the right to make decisions and make rule revisions at any time to implement the educational program and to assure the well-being of all students. The administration will be responsible for interpreting the rules contained in the handbook. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon all applicable school district policies, and state and federal statutes and regulations.

ACADEMICS

Compulsory Attendance

All resident students shall be admitted to attend school in the district unless they have been suspended or expelled.

A resident student is any child who has attained the age of eligibility for school attendance and lives with a parent or a person acting as a parent who is a resident of the district. A student may attend Kindergarten if they turn 5 on or before August 31 of the approaching school year.

All students enrolling in the district for the first time shall provide required proof of identity. Students enrolling in kindergarten or first grade shall provide a certified copy of their birth certificate or other documentation, which the board determines to be satisfactory. Students enrolling in grades 2-12 shall provide a certified transcript or similar pupil records.

The enrollment documentation shall include a student's permanent record card with a student's legal name as it appears on the birth certificate, or as changed by a court order and the name, address, telephone number of the lawful custodian. The records shall also provide the identity of the student as evidenced by a birth certificate, copy of a court order placing the student in the custody of the Department of Children and Families, a certified transcript of the student, a baptismal certificate or other documentation the board considers satisfactory.

Pre-Enrollment-Student

All students will pre-enroll in April or May for the next year. A list of available classes will be given to each student along with a checklist of graduation requirements. From this, each student will make a list of eight (8) classes and two alternative class choices. The principal, counselor, and all teachers are available to talk with each student about the content of the classes and the requirements of each. Changes may have to be made to the schedule after pre-enrollment due to the ITV course schedule or the change in faculty.

Each student shall discuss with his/her parents the class schedule, and the filled out enrollment form must contain the signature of the student and the parent. Students will also be given information pertaining to Graduation Requirements, Regent's Requirements, and NCAA Requirements.

Graduation Requirements

USD # 110 requires a total of 23 units of credit for graduation from high school. The following is a list of the requirements for graduation.

4 units of English

3 units of Mathematics

3 units of Science (one of Biology & two electives)

3 units of Social Science (one American Government, American History & one elective)

1 unit of Physical Education (may include a ½ unit of Health)

1 unit of Computer Technology

1 unit of a Fine Art (includes; Art/Band/Chorus/Forensics & Drama/Industrial Arts/Agriculture Education/In-House Communications/Technology Exploration and Family and Consumer Science Courses)

7 units-electives

23 units minimum for graduation

Drop-Add Period

Once enrolled in a class, the class may be dropped only after a form is signed by a parent, the principal, the counselor, and the student. Dropping a class may be completed only until the end of the first three days of classes. All classes will be for the full year unless otherwise listed.

Non-Resident Students

The district is not required to admit non-resident students. The USD 110 Board of Education will approve or deny a request based on administrative recommendation.

Non-resident students are those who do not meet the definition of a resident student. Non-resident students may be admitted only to the extent staff, facilities, equipment and supplies are available. Out of district students must be approved by the USD 110 Board of Education.

A non-resident student who has been suspended or expelled from another district will not be admitted to the district unless approved by the board.

Enrollment

Each year during enrollment, parents and students must fill out a pupil information form including the following information:

- name(s), phone number(s) and address of the student's parent(s)/guardian(s);
- name of individual(s) to contact in case of emergency;
- name of the student's physician; and
- description of any medical conditions of which the staff needs to be aware.

This information is kept on file and made part of the student's record.

Please notify the school secretary within seven days if any of the following change:

- numbers for home or parents' work;
- mailing or street address; or
- emergency contacts.

The superintendent shall assign students to the appropriate building. Any student desiring to attend a school outside the attendance area in which the student resides may do so only with the prior written permission of the superintendent.

Assignment to a particular grade level or particular classes shall be determined by the building principal based on the educational abilities of the student. If the parents disagree, the principal's decision may be appealed to the superintendent. If the parents are still dissatisfied with the assignment, they may appeal in writing to the board. At the high school level, students enrolled will be classified by the following; freshmen-completed eighth grade, sophomores-shall have successfully completed a minimum of 5 credits, juniors-shall have successfully completed a minimum of 12 credits and seniors-shall have successfully completed a minimum of 17 credits.

Junior and Senior students may be able to take classes for dual credit (high school and

college). **A student must meet specific requirements established by the Board of Regents in order to take dual credit.** This may require the student to take an entrance test if the student does not meet other requirements. **A student needs to check with the counselor before enrolling in a dual credit course.** The district may enter into an agreement with the college for the purpose of allowing these students to receive dual credit.

Student Fees

Students may be assessed fees for the following (not an inclusive list):

Each student grades K-12 may choose (voluntary) to pay an Activity Fee of \$15. This will cover the costs of all athletic events, musicals, and assemblies.

A textbook fee of \$20 will be assessed for each student for textbooks and workbooks used by the students. Other costs may include:

- materials for class projects;
- membership dues in student clubs;
- voluntarily purchased pictures, publications, class rings, graduation announcements, etc.;
- voluntarily purchased student accident insurance;
- musical instrument rental and supplies;
- personal apparel, used in extracurricular activities, that become the property of the student; and
- activity trip fees.

Each teacher will provide information pertaining to school supplies on the first day of class.

In the high school, full faith and credit shall be given to units earned in other accredited schools, unless the principal determines there is valid reason for not doing so.

Transfers from Non-Accredited Schools

Students transferring from non-accredited schools will be placed by the principal. This may include private or home school situations. Initial placement will be made by the principal after consultation with parents or guardians and guidance personnel. Final placement shall be made by the principal based on the student's documented past educational experiences and performance on tests administered to determine grade level placement.

Pre-College Curriculum

Under Kansas law, a graduate of an accredited Kansas high school is entitled to admission to a State Board of Regents' Institution if the student has completed the pre-college curriculum prescribed by the State Board of Regents with a minimum grade point average of 2.0 on a 4.0 scale.

Five of the six state universities in Kansas, including Emporia State University, Fort Hays State University, Kansas State University, Pittsburg State University, and Wichita State University, use the standards below to review applicants for undergraduate admission. The University of Kansas has different admission standards from those listed below, visit admissions.ku.edu for more information. Standards are set by the Kansas Board of Regents. Please look at the pre-college curriculum on the p. 5.

Take notice that the pre-college curriculum consists of:

- four units of English; ½ unit may be from Speech
- three units of mathematics; Option A - 3 approved units and meet the ACT college readiness math benchmark of 22. Option B - 4 approved units, one of which must be taken in the graduating year
- three units of social studies;
- three units of natural science; and one of which must be a full unit of Chemistry or Physics
- one unit in the field of computer technology.

Also, take notice that this district for graduation from high school requires a total of {23} units of credit. Consult with a school counselor to determine specific graduation requirements.

****The law also specifies that a graduate is eligible for admission if he or she has a composite ACT score of not less than 21 points or ranks in the top 1/3 of his or her high school class upon completion of seven or eight semesters of study. See Appendix A for a sample notification form.***

NCAA Initial Eligibility

Students who are considering an athletic career in a NCAA college or university need to be aware of the initial-eligibility rules. The NCAA has a list of high school courses that are approved NCAA core courses. If any student is considering athletic participation at the NCAA level, he/she needs to get a copy of this information from the guidance counselor.

Transferring or Withdrawing From School

It shall be the responsibility of the principal of the appropriate school to determine whether a student has transferred or withdrawn from school. Any student who is absent from school for more than 5 consecutive days shall be presumed to have transferred or withdrawn, unless the principal may determine by investigation that such is not the case.

Any student that drops out of school or is expelled from school loses all rights and privileges afforded students of Thunder Ridge Schools. Fees and dues collected will be returned on a pro-rated basis only if the student or his/her parents or guardian asks for

their return.

Readmission

All applicants for readmission to the school shall be submitted to the appropriate building principal in writing. If the student who is applying for readmission has been previously expelled from the school, the principal shall attempt to establish communication with the parents or guardian and to counsel with both parents and student concerning his/her readmission. If the student who is applying for readmission has previously withdrawn, either formally or otherwise, the principal by appropriate counseling shall assist the student in planning his/her schedule, in obtaining the necessary books and supplies and in re-establishing himself as an active participant in the program of the school.

Procedure for student withdraw from school:

1. The student must pick up a checkout sheet from the office.
2. Each teacher must sign out the student from the assigned class.
3. All school materials must be returned.
4. All bills must be paid.
5. Checkout sheet must be returned to the office with appropriate signatures.

All student records shall be treated as confidential and primarily for local school use unless otherwise stipulated.

FERPA

Under the provisions of the Family Educational Rights and Privacy Act (FERPA) parents of students and eligible students (those who are 18 or older) are afforded various rights with regard to educational records that are kept and maintained by the school. In accordance with FERPA, you are required to be notified of those rights which include:

- The right to review and inspect all of your educational records except those which are specifically exempted.
- The right to prevent disclosure of personally identifiable information contained in your educational records to other persons with certain limited exceptions. Disclosure of information from your educational records to other persons will occur only if:
 - we have your prior written consent for disclosure;
 - the information is considered directory information and you have not objected to the release of such information
 - disclosure without consent is permitted by law.
- The right to request your educational records be amended if you believe the records are misleading, inaccurate, or otherwise in violation of your rights. This right includes the right to request a hearing at which you may present evidence to show

why the record should be changed if your request for an amendment to your records is denied in the first instance.

- The right to file a complaint with the Family Policy and Regulations Office at the U.S. Department of Education if you believe USD 110 has failed to comply with FERPA's requirements. The address of this office is 400 Maryland Ave. SW, MES, Room 4074, Washington, D.C. 20202.

Directory Information

For purposes of FERPA, USD 110 has designated certain information contained in educational records as directory information which may be disclosed for any purpose without your consent.

Directory information categories may include the following: the student's name, address, telephone number, picture, parent or guardian, date and place of birth; major field of study; weight, height, participation in and eligibility for officially recognized activities and sports; dates of attendance or grade placement; honors and awards received; and the most recent educational agency or school attended by the student.

You have a right to refuse to permit the designation of any or all of the above information as directory information. If you refuse, you must file written notification to this effect with USD 110 at the Thunder Ridge High School before September 1. If refusal is not filed, USD 110 assumes there is no objection to the release of the directory information designated.

School pictures are normally taken within the first 2-3 weeks of school at the grade school building. ***Students are under no obligation to purchase pictures, but they are available for purchase.*** All students, except seniors, are required to take student pictures even if not purchasing for the school yearbook.

Grading Policy

The school has developed grade level/course objectives for all subject areas. The district educational testing program shall consist of multiple assessments. These assessments shall include, as a minimum, individual teacher subject matter tests, district group achievement tests, and any state required tests.

Students may be promoted when they have demonstrated mastery of the board-approved learning objectives.

The final decision to promote or retain a student shall rest with the principal after receiving information from parents/guardians, teachers and other appropriate school personnel.

Early Out

Any high school student maintaining all grades of C or above on the weekly eligibility list will be allowed to leave school at the end of 8th hour (3:20 p.m.) on Monday and Thursday. Any student with a D or F will be required to stay during Seminar Time. A

student that skips Seminar time and has one of more D's or F's will be placed on in-school suspension the next day of attendance. Seminar time runs from 3:23 to 3:45 p.m. Early out will start the third week of school based on the grade submitted on the eligibility list.

Grading Scale

98 – 100 = A+

92 – 97 = A

90 – 91 = A-

88 – 89 = B+

82 – 87 = B

80 – 81 = B-

78 – 79 = C+

72 – 77 = C

70 – 71 = C-

68 – 69 = D+

62 – 67 = D

60 – 61 = D-

59 and Below = F

Periodic reports either written, by telephone or individual conference with the parent(s) may be made to parents during the interim between formal reports being issued. Parents may also access grade reports on PowerSchool. ***A login and password will be made available to parents.***

Formal reports shall be made to students and parents following the end of each established grading period (every Quarter).

Report cards will be either sent home or handed to students at the end of each Quarter.

Parent-Teacher Conferences

Parents and students are encouraged to request a conference with teachers at any time convenient to all parties. Parent/Student/Teacher Conferences will be held as soon as possible after the first quarter of the school year after grades have been compiled. A second Parent/Student/Teacher Conference may be held in the Spring. Parents can access grades at anytime online through PowerSchool by going to the school website www.usd110.net. Each parent will be given an ID and password to access the information.

Honor Roll

To be listed on the quarter, semester, or yearly honor roll a student must meet the following criteria for the grading period.

1. The student must have a grade point average of 3.4 or better on a 4.0 scale.
2. The student must have no grades lower than a C-. Any grade lower than C- will automatically disqualify the student from the honor roll, regardless of what other grades are earned.
3. The student must be enrolled in seven classes at the high school level. Any fewer number will exempt the student from consideration for the honor roll.
4. Students with incompletes will not be listed on the honor roll.

Valedictorian and Salutatorian

A 12 point grading system is used to determine the Valedictorian and Salutatorian of the senior class. The Valedictorian is the person with the highest grade point average in the class and the Salutatorian is the student with the second highest grade point average in the class.

Scholastic Letter-presented at the Achievement Banquet

The purpose of the Scholastic Letter is to give recognition to those students who demonstrate academic excellence. Those students who are named to the TRHS Honor Roll in each of the first three quarters will earn the Scholastic Award. The Scholastic Award will be presented at the Achievement Banquet.

National Honor Society

Membership is open to qualified sophomores, juniors, and seniors

The academic requirement set by the National Council is based on a student's cumulative grade point average. **The Thunder Ridge faculty set the minimum required cumulative grade average to 3.5 on a 4.0 scale. A student must have a 3.5 or higher grade point average to be considered for National Honor Society.**

Membership should never be based on grades alone, although the faculty council may consider scholarship the most important of the four criteria.

Students are evaluated on scholarship, leadership, service, and character. The guidelines are set forth by the Handbook of the National Honor Society. Students become eligible after the first quarter of their 10th grade year.

Graduation Exercises

Students who have completed the requirements for graduation may be allowed to participate in graduation exercises unless participation is denied for appropriate reasons. Graduation exercises shall be under the control and direction of the building principal.

Homework

Students are expected to complete homework and turn it in on time. Teachers may assign a zero if the student fails to turn the assignment in on time. We feel it is extremely important that students take the responsibility to make sure assignments are completed on time.

It is the student's responsibility to obtain make-up assignments from teachers following an excused or unexcused absence.

For each day of absence, a student has one day to make up the work. For example, if a student is gone three days in a row, the student has three days to make up the work upon returning to school.

If a student knows that he or she will be gone prior to their absence, the student is to get the assignment from their teacher and have it turned in prior to leaving unless other arrangements are made with the instructor. If the student knows that he/she is going to be gone prior to absence and does not take the initiative to obtain his/her assignments ahead of time, the teacher may give the student a zero.

Academic Dishonesty

Academic dishonesty—as in cheating or plagiarism—is not acceptable. Cheating includes copying another student's work—such as homework, class work, or test answers—as one's own. Plagiarism is the use of another person's original ideas or writing without giving credit to the true author.

A student that engages in any form of academic dishonesty will be subject to the loss of credit for the work in question, as well other disciplinary measures.

Human Sexuality and AIDS Curriculum

The human sexuality and AIDS curriculum is available for inspection from the high school office upon request.

A parent or guardian (or student eighteen years of age or older) may use the district opt-out provision to remove the student from some portion or all of human sexuality and AIDS classes included in the district's required curriculum.

To receive information on the opt-out provision, contact the principal's office.

Attendance

Kansas law requires students to attend school until the age of 18. Sixteen and seventeen-year-olds may be exempt from the compulsory attendance requirement if:

- they have attained a diploma or GED; or
- they are enrolled in an approved alternative education program, recognized by the local board of education; or
- a court orders exemption; or
- the parent or person acting as parent consents in writing to their child being exempt from the requirement and the child and parent attend a final counseling session conducted by the school to sign a disclaimer.

The law requires the disclaimer to include the following information:

- the academic skills the child has not yet achieved;
- the difference in future earning power between a high school graduate and a high school dropout; and
- a list of educational alternatives available to the child.

Students age 16 or 17 who are not exempt shall be reported as truant. See “Attendance/Truancy,” below.

Any student not in school, unless on a school trip will be counted absent. Exception: Students attending school sponsored activities without parents consent during the regular school hours as spectators will be considered unexcused. Students taken from school by their parents to attend school sponsored activities as spectators are excused.

To be considered an excused absence, the seniors: 1) must arrange the visitations through the school counselor by a minimum of two days in advance; 2) must provide the school counselor with a written parental permission in advance of the visitation; 3) must return with a signed verifications or email verification from a college official. If these 4 criteria are not met, the student will receive a zero for work assigned for that day.

College visitations do not qualify for the two-day makeup provision. Seniors will be expected to be prepared with assignments upon their return to school.

The principal must personally approve of visitations over the limit of two or visits with unusual circumstances.

Attendance/Truancy Procedures

Attendance Policy Mission Statement:

Regular and prompt school attendance is vital to a good education as well as to the development of responsibility and personal discipline. Regular attendance demonstrates

respect for teachers and peers by minimizing the time used to help a student catch up after an absence. Opportunities for education and growth sometimes occur outside the school. USD 110 encourages you, with the guidance of your parents or guardians to evaluate these opportunities and take advantage of those that promote your personal development. Illness and family concerns may also require time away from school. Responsible use of this policy will give you and your parents a chance to arrange your priorities and provide for illness without the threat of disciplinary consequences. You must understand, however, that not every opportunity or need justifies an absence from school. We expect you to give school attendance priority over matters of personal convenience and desire. USD 110 will not excuse absences that serve no constructive purpose or which, regardless of the purpose, are excessive or generally avoidable.

Attendance Procedures:

1. If a student is absent the parent/guardian must contact the school between 8:00 a.m. and 10:00 a.m. on the day of the absence. If the office does not receive confirmation of the absence by phone or written notification the absence will be unexcused.

**** Please see the Make-Up Work Policy below- zero credit will be issued if the absence is unexcused.**

2. Any illness or hospitalization of 4 days or longer will require a note from the doctor verifying the reason and length of the absence.

3. Students who know in advance that they are going to be absent are encouraged to advise the office one day in advance of the absence and make arrangements for make-up work with their teachers before they leave. ***Please see the Make-Up Work Policy below.***

4. In the event of an unforeseen absence, it is the student's responsibility upon returning to school to meet with each teacher to get missed assignments and to make arrangements to complete make-up work. ***Please see the Make-Up Work Policy below.***

5. All students are required to be in attendance by the beginning of first hour to participate in extracurricular activities (including any practices, games, etc). The exception to this rule is medical appointments, college visits, and funerals. Those students returning to school with a doctor's note or sufficient documentation (ie: college brochure) for their absence will be permitted to practice or play that day.

6. A student may not leave school property during the school day unless parent contact is completed and permission is granted by school officials. All students who leave during the day must sign out at the office. Leaving without permission from the office will result in an unexcused absence for the periods missed by the student.

*The administration realizes it is difficult to schedule medical and dental appointments, but we request that parents make every effort to schedule appointments so their child misses as little school time as possible.

Excused absence (an absence will be excused for the following reasons):

- Funerals

- Illness
- Medical Appointments- with a doctor's note
- Family trips- **Advance notice** is to be given to the school
- College visits
- Absence which a parent of the student requests **in advance** by telephone and which the Principal feels will contribute in a substantial and educational way to the best interest of the student or the student's family

Unexcused absences: Absences for reasons other than the above. Some examples are but not limited to:

- Oversleeping
- Hair appointments
- Work (working for non-parent?)
- Failing to call the school before 10 am and notify the office of the student's absence

Excessive absences:

Attending school is currently the main job of a student. Attendance is necessary for effective learning, but it also teaches responsibility, creates habits that will carry them through life. We know things come up and students are required to miss school. We want to instill a policy that will help the students and their parents make WISE CHOICES about how they use their absences.

At TRHS - the day consists of 9 periods in which attendance is taken. Each period missed will be worth 1/9 of a day. Absences will be tallied this way - for *ALL EXCUSED AND UNEXCUSED ABSENCES*. Missing between 1 & 19 minutes is considered tardy, but missing 20 minutes or more of a class is an absence. Student Activity absences will not be included in the excessive absence policy.

*** The following chart will be followed for missed days and consequences.

At 8 absences	Attendance Alert Letter will be mailed by the secretary
At 14 absences	Parent Conference will be held with the principal, student and parents
At 20 absences	Parent Conference explaining: Each additional period missed will be made up in real time. Incompletes will be in place until all seat time is made up. See make up ti opportunities below. All grades will be finalized at the end of school - no work will be accepted credit after that, but you will receive incompletes until all seat time is comp Make up work must follow Make up work Policy below.

Exceptions for documented medical issues will be handled on a case-by-case basis by the Principal. Doctor's notes stating the reason and duration of the absences will be required.

Truancy Policy:

The Board of Education does not condone truancy for any reason and encourages all students to attend school on a regular and systematic basis. Truancy is defined as any three consecutive unexcused absences, any five unexcused absences in a semester or seven unexcused absences in a school year, whichever comes first. The superintendent of schools shall include in his annual report any information relative to truancy, which he feels, should be called to the attention of the Board and to the community. The superintendent shall attempt to enlist the support and cooperation of the Kansas Social and Rehabilitation Services in dealing with the problems created by truancy. The superintendent of schools is authorized to report truanancies to the administrative judge of the Kansas DCF (Department of Children and Families) for referral.

Make-Up Work:

1. If the absence is excused the student will need to meet with their teacher(s) to set a time limit when the work is due not to exceed 1 day for every day absent. Work not made up in the assigned time, even though the absence is excused, will be recorded as a zero and marked incomplete until finished.
2. Zero credit will be issued if the absence is unexcused.
3. Advanced make-up work - if a student knows of impending absence, assignments should be secured and work made up in advance. This is the student's responsibility.
4. Concerning all inter-school activities, teachers must be notified and all make-up work must be obtained in advance of departure. Teachers will contact the coach/sponsor if this is an issue.
5. A student who does not keep his make-up work current will not be allowed to depart early for future events.
6. Students on Out-of-School Suspension (OSS) must have all work ready to turn in upon returning to school. It is the student's responsibility to get work from teachers. They will receive a maximum of 75% credit.

***Teacher discretion applies to all make-up work policy. See specific teacher syllabus for late work policy, missed class participation grades, etc.

Make-Up Time Opportunities:

1. Detention/Make-Up Time: Monday-Friday from 7:30-8:00 a.m. or 3:45-4:45p.m. in assigned classrooms.
2. Mandatory Make Up Time: Beginning the Monday following school dismissal from 8:30-11:30 a.m. until all time is made-up. (Monday-Thursday only.)

*****REMINDER:** No credit will be given for work received after the last day of school, but incompletes will be in place until seat time is made up for all periods missed over the 20 day absence mark.

College Visitations

Seniors will be allowed to make two visitations to colleges, universities, vocational and trade schools, to explore post-high school educational opportunities. If more days are needed, the student will need to obtain approval from the building principal.

THUNDER RIDGE CREDIT RECOVERY GUIDELINES AND FORMS

A. Overview

1. Credit Recovery is used in cases where students have failed a required course and need to retake the course. The credit recovery course requires the student to complete coursework using computer based curriculum that meets the requirements of the state of Kansas. The coursework requires individualized effort on the part of the student to complete the course.

A. Screening Process

1. A student's grade classification will be the first criteria considered. Then the following will be considered:
 - a. Transcript/Grade Evaluation
 - b. Attendance
 - c. Discipline
 - d. Administrative Discretion

B. Grade/Credit Recovery Operations

1. Grade/Credit Recovery programs may operate during the school day or outside the normal school hours.
2. Teachers working with students in Grade/Credit Recovery programs must be certified if they are facilitating a software-based program.
3. Grade/Credit Recovery program offerings may be limited by the availability of space, teachers, or appropriate computer-based content for specific courses.
4. *Students taking credit recovery courses through the Smoky Hill Education Service Center will be required to pay for the class at enrollment.*

C. Application Process

1. Each student attending Grade/Credit Recovery will be required to complete the Grade/Grade/Credit Recovery Application Packet. These forms must be approved by the school's principal.

2. Students must have parent/guardian consent to apply unless the student has reached the age of 18 years.

D. Attendance Policy (Onsite- Outside normal school hours)

1. Students are expected to be in attendance until credit is recovered..

NOTE: This Procedure pertains to students participating at a local school site.

E. Student Failure or Removal from Credit

1. Students may be dismissed from the program at any time due to serious or repeated misbehavior, failure to follow attendance requirements, or failure to make adequate progress towards remediation requirements.

F. Instruction

1. Instruction will be delivered through a computer-based instructional software program. The Grade/Credit Recovery program will be supervised and managed by a certified teacher. Regular education students will complete credit recovery through the Smoky Hill Education Service Center or through Acellus if the principal and counselor approve. Students on an IEP may complete their credit recovery through either Smoky Hill or Acellus.
2. Grade/Credit Recovery teachers will receive training pertaining to effective course organization and operational management of the applicable computer-based instructional software.
3. An individual student prescription will be developed by the results of the Grade/Credit Recovery program.
4. The student may complete his or her individual activities on the Grade/Credit Recovery software program during or outside the normal school hours. (eg. home)
5. All Grade/Credit Recovery Assessments must be taken at the school.
6. Students will have to complete all objectives outlined by the Compass Learning pre-test results. Students will be required to pass the post-test with 70% mastery for the course to receive credit. In the event the student has not mastered the post-test requirements he/she may have the option to repeat the Grade/Credit Recovery post-test within the semester at the principal's discretion. Adjustments may be made depending on the circumstances.

G. Content and Curriculum

1. Grade/Credit Recovery curriculum shall be based on and aligned with Kansas standards and objectives.
2. Grade/Credit Recovery will be delivered through instructional technology and under the direction of a certified teacher.
3. Students will be recognized as course completers and awarded grade/credit once they have completed the post test with at least 70% mastery in a particular content area for a semester period (two nine weeks).

H. Grades and Credit

1. The grade that a student earns in the Grade/Credit recovery Program will be added to the transcript, but will not replace the previous failing grade. The grade awarded will not exceed 70%.
2. Currently, a maximum (3) credits may be earned by a student in a school year.
3. Final grades will be based on the table below. If a student for example receives 90% - 100% on their credit recovery they would receive a 70% grade or C-. A grade of C- is the highest grade a student can receive through credit recovery.
4. *Fall credit recovery courses must be completed by Dec. 15 and Spring credit recovery courses must be completed by May 1. No exceptions.*

Grade/Credit Recovery Grading Criteria

<u>Grade/Credit</u> <u>Recovery Grade</u>	<u>Final Grade</u>
100%-90%	70
89% - 80%	67
79% - 70%	65
69% - 60%	60
59% and below	F (Failure)

DISCIPLINE

This handbook is intended to be used by students, parents and staff as a guide to the rules, regulations, and general information about Thunder Ridge Schools. Each student is responsible for becoming familiar with the handbook and for information contained within. Parents are encouraged to use the handbook as a resource to assist their child in following the rules at Thunder Ridge Schools. Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing or to cover every situation and circumstance that may arise during the school year. This handbook does not create a “contract”. The administration reserves the right to make decisions and make rule revisions at any time to implement the educational program and to assure the well-being of all students. The administration will be responsible for interpreting the rules contained in the handbook. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon all applicable school district policies, and state and federal statutes and regulations.

PHILOSOPHY: The word “discipline” is derived from the word “disciple” which means, “to teach.” The purpose of these discipline and attendance policies is to ensure a safe, child-centered learning environment, which is free of disruption. These policies involve parents, community members, and school personnel in the process, and hold students accountable for their behavior. The goal of the Thunder Ridge School District is to develop those traits known as the Six Pillars of Character counts: Caring, Respect, Fairness, Citizenship, Trustworthiness, and Responsibility.

The effective education of our students requires a school environment in which students feel safe and secure. The Board of Education is committed to maintain an environment conducive to learning in which students are safe from violence, threats, name-calling, intimidation, and unlawful harassment. This policy shall include circumstances related to racial harassment and racial discrimination and how each are related to student to student, student to school personnel, and school personnel to student incidents.

A POLICY ADDRESSING THE PROHIBITION OF HARASSMENT BASED ON RACE, COLOR, RELIGION, AND NATIONAL ORIGIN, AND PROCEDURES FOR REPORTING AND INVESTIGATING IS BEING FINALIZED AND SHALL BE FORTH COMING.

DISCIPLINARY REFERRAL PROCESS:

1. It is acknowledged that all staff members share in the responsibility for enforcing the discipline policies and creating an environment conducive to learning.

All referrals shall be made in writing.

2. The principal and/or his/her designee shall conduct and document a confidential investigation to determine whether or not to proceed with charging the referred student with a violation of policy.

3. In investigating a referral, the administrator or designee shall interview witnesses as appropriate and necessary.

4. In processing disciplinary referrals, the administrator or designee shall utilize appropriate counseling techniques.

5. All disciplinary policy consequences described below accumulate throughout the school year unless otherwise specified. Parents will be contacted regarding each offense.

6. Any/all unlawful items shall be confiscated and be turned over to a law enforcement agency as soon as possible.

7. When a student has been placed on a district contract, by the Hearing Authority, the following should occur: The student will return to school with a copy of the district contract and a re-entry check-off form, which will require a Principal/Assistant Principal signature and a referral to the Student Assistance Team for clearance.

If a student has been long-term suspended by the Hearing Authority, or if a student violates his/her district contract, resulting in long term suspension, the following should occur: Upon returning from long term suspension, the student will be required to obtain a re-entry Check in form, sign by the Principal/Assistant Principal, who will refer the student to the Student Assistance Team prior to clearance. Parents will be contacted regarding each offense.

SUSPENSION PROCEDURES

When a principal (or designee) determines that a student be suspended, the following procedures will be followed:

1. A meeting will be held prior to the suspension of any student. At this meeting the student will be entitled to:
 - A. A written or oral statement of the charges;

- B. If the student denies the charges, a summary of the evidence against the student will be presented.
 - C. The student will be provided an opportunity to explain his/her conduct.
2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of suspension.
 3. Following the suspension, the parents or guardians of suspended students will be notified in writing. The notification will include the dates of the suspension, description of the student's misconduct, and the action taken by the principal.

EXPULSION PROCEDURES

When a principal (or designee) recommends to the superintendent (or designee) that a student be expelled from school, the following procedures will be followed:

1. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
 - a. Legal counsel
 - b. A member of the administrative staff who did not expel the student and was not involved in the events giving rise to the expulsion.
2. An expulsion will not take place until the student and the student's parents are given notice of their right to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure by a student or a student's parent to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.
3. The notice of the right of an expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the date, time, place, and purpose of the meeting.
4. At the expulsion meeting, the principal (or designee), will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position.
5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent.

The student or parent has the right to appeal the decision of the person conducting the expulsion meeting to the school board within 10 days of the receipt of notice of the action taken. The student or parent appeal to the school board must be in writing. If an appeal is properly made, the board must consider the appeal unless the board votes not to hear the appeal. If the board hears the appeal, it will consider the written summary of the expulsion meeting and the arguments of the school administration and the student and/or the student's parent(s). The board will then take any action deemed appropriate.

IN-SCHOOL SUSPENSION

In-School Suspension is used primarily for disciplinary situations. In-School Suspension involves removing a student from the mainstream of school activity and assigning him/her to a strictly supervised and restricted classroom.

The student assigned to In-School Suspension will be allowed to complete work (assignments, tests, etc.) for credit. The student cannot receive credit for participation in class lectures and discussion, or lab situations that are missed due to the ISS assignment. Teachers may send tests or other assignments to students to be completed during their ISS time, but they are not obligated to do so.

Students assigned to one period of ISS: Teachers may send students to ISS room upon notification of the office for the class period, if warranted. The ISS supervisor will keep a log of students sent directly from one classroom for a one period suspension. Students assigned to ISS for one period must copy from the student handbook throughout the period.

The suspended student must report to the ISS room at 8:00 a.m. Suspended students must bring a sack lunch or purchase a meal while on ISS. The lunchroom will have available a table assigned to ISS students. The students will be escorted to and from the lunchroom by the lunch duty teacher. Students in ISS are always responsible for completing assignments for classes missed. When a student is suspended for the day (this does not include one-hour removal from class), that student is not permitted to participate in extra-curricular practices (athletics, musical, etc.) or competitions until the beginning of the following day.

IN-SCHOOL SUSPENSION GUIDELINES

- 1. No cell phones, iPods, iPads, or any other electronic devices are allowed in ISS. A computer will only be allowed if necessary for a student to complete an assignment.**
2. No sleeping will be allowed during In-School Suspension.
3. No food or drink allowed.
4. No talking.
5. No disruptive behavior.
6. No magazines.
7. Students refusing to follow the guidelines of ISS will be suspended Out-of-School for 1-10 days and must make up the ISS assignment upon returning.
8. Students placed in ISS cannot attend school athletic activities including practices and games or any other extra-curricular activity until the beginning of the following day.

OUT-OF-SCHOOL SUSPENSION

Out-Of-School Suspension is for disciplinary purposes. Out-Of-School Suspension involves removing a student from the school premises for a specified number of days. Out-Of-School Suspension is used for more severe disciplinary issues and for repeated offenses. Students placed in Out-Of-School Suspension are not allowed on school grounds during the suspension and are not allowed to be involved in any school activities during the suspension.

DISCIPLINARY CONSEQUENCES FOR VIOLATING SCHOOL POLICY

****ALL DISCIPLINE POLICIES APPLY TO BEHAVIOR THAT OCCURS WHILE ON SCHOOL PROPERTY, IN A SCHOOL BUS/VEHICLE, OR AT A SCHOOL ACTIVITY, BUS STOP, ATHLETIC OR SOCIAL EVENT.***

- **WEAPONS IN SCHOOL POLICY**

The Board of Education recognizes that the presence of weapons in school not only creates unacceptable risks of injury or death, but also creates a climate that undermines the educational purposes of the schools. Accordingly, it is the policy of the Board of Education to forbid the possession, custody, or use of weapons by students or unauthorized personnel in or around school property.

This policy is enacted to implement the requirements of the Federal Gun Free Schools Act of 1995.

Definitions:

Weapon: For purposes of this policy, a “weapon” is any firearm, knife, explosive, or other object, even if manufactured for a nonviolent purpose, that has a potentially violent use, or any “look-a-like” object that resembles an object that has a potentially violent use, if under the surrounding circumstances, the purpose of keeping or carrying the object is for use, or threat of use, as a weapon.

Firearm: For the purposes of this policy, and for purposes of compliance with Federal Gun Free Schools Act, a “firearm” is defined as any weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; and firearm muffler or firearm silencer, or any destructive device.

Prohibitions: It is the policy of the Board that no student shall bring a weapon into a school zone, nor carry or keep any weapon in a school zone or while attending or participating in any school activity, including during transportation to or from such activity.

Enforcement: This policy shall be enforced according to the Board’s Student Search and Seizure Policy. Disciplinary actions pursuant to this policy shall follow the procedures prescribed by the State Board of Education Regulation NO. 81-3, as amended and the policies of the district.

Penalties for Violations:

Any student found to be in violation of this policy shall be subject to discipline, including long-term suspension.

a. In compliance with the Federal Gun Free Schools Act, any student found to be in violation of this policy due to possession of a firearm, as defined in this policy, shall at a minimum, be expelled from school for a period of not less than one year (186 school days), provided, that the Superintendent or the Board of Education may modify such penalty in appropriate cases in their discretion.

b. This policy shall be interpreted in a manner consistent with the Individuals with Disabilities Education Act (IDEA).

1. In accordance with the provision of 20 U.S.C. § 1415e(3) (B) of the IDEA, a child with a disability who is determined to have brought a weapon to a school under the jurisdiction to the School Board may be placed in an interim alternative educational setting as specified by the IEP team.

2. If the parent or guardian requests a due process hearing, the child shall remain in the alternative educational setting during the tenure of such proceeding, unless the parents and school officials agree otherwise.

CONSEQUENCES FOR WEAPONS IN SCHOOL POLICY

Any offense: Parental notification and notification to the appropriate law enforcement authorities and then refer the student to the Hearing Officer with a recommendation of long-term suspension for one (1) calendar year (186 school days).

• **POSSESSION OF WEAPONS OTHER THAN FIREARMS:**

CONSEQUENCE FOR POSSESSION OF WEAPONS OTHER THAN FIREARMS:

Any offense: Parental notification and notification to the appropriate law enforcement agency and then refer the student to the Hearing Authority with a recommendation of long-term suspension for the remainder of the current semester with the option of extending the long-term suspension for one (1) calendar year (186 school days).

• **THREAT OR ATTACK WITH A WEAPON OR THREAT TO USE A WEAPON**
(Student to Student/School Personnel/Other Persons)

A threat with a weapon or an attack with a weapon with the obvious intent to harm school personnel, another student, or other persons attending a school function or on school property. A weapon is defined as any instrument such as a knife, gun, ice pick, razor, or any substance used with the intent of inflicting bodily harm.

Weapons are not to be in student possession while attending school, at a school activity, or on a school bus or other means of district transportation. Possession of a weapon will be dealt with under “Weapons in School Policy”.

CONSEQUENCE FOR THREAT OF ATTACK WITH WEAPON OR THREAT TO USE

Any offense: Parental notification and notification of the appropriate law enforcement agency and then refer the student to the Hearing Authority with a recommendation of long-term suspension for one (1) calendar year (186 school days).

• **DISRUPTIVE AND DANGEROUS TACTICS**

Offenses that are considered dangerous or disruptive. Arson, playing with fire, calling in a bomb threat, possession or explosion of fireworks or explosives, riot, walk-outs, strikes, setting off fire alarms, discharging fire extinguishers are included in this section. Also, other acts that are equally as disruptive or dangerous might be charged as an offense in this policy, such as students obstructing school personnel from responding to a dangerous or potentially dangerous situation.

CONSEQUENCE FOR DISRUPTIVE AND DANGEROUS TACTICS

Any offense: Parental notification and notification to the appropriate law enforcement agency and then refer the student to the Hearing Authority who will have the prerogative of long-term suspension for remainder of the current semester with the option of extending the long-term suspension through the succeeding semester and/or district behavior contract, depending on the nature of the offense.

- **SEXUAL ATTACK** (*Student to Student/School Personnel*)

The act of abusing the personal rights of another by the imposition of sexual acts. Various forms of touching may be interpreted as assault.

CONSEQUENCES FOR SEXUAL ATTACK

Any offense: Parents of both students and the appropriate law enforcement agency shall be notified. The student responsible for the assault shall be referred to the Hearing Authority and suspended from school until the hearing is held. The Hearing Authority may expel the student for up to one (1) calendar year (186 school days) or place the student on a behavior contract. The student responsible for the assault must begin counseling with a mental health agency prior to returning to school.

- **PHYSICAL ATTACK** (*Student to School Personnel*)

An actual attack on school personnel, or other persons on school property or at a school activity. This may include any form of intentionally forceful, harmful, hurtful, or clearly offensive physical contact administered upon or directed to the body of another, including, but not limited to:

- a. Striking, kicking, squeezing, pushing, or pinching any part of the body, or forcefully grabbing the body or attempting to do any of the foregoing; or
- b. Restraining or restricting physical movement through physical contact, or attempting to do either.

CONSEQUENCES FOR PHYSICAL ATTACK

Any offense: Parental notification and notification to the appropriate law enforcement agency, and then refer the student to the Hearing Authority who will provide an opportunity for a hearing with the parents and student present with recommendation to expel for up to one (1) year (186 school days).

The student shall be suspended for a minimum of five (5) days or until the hearing, whichever is longer.

- **PHYSICAL ATTACK** (*Student to Student*)

The act of inflicting bodily injury of a serious nature to another student. This would include using part of your person, including, but not limited to the following: fist, head, elbow, foot, knee, or teeth.

CONSEQUENCE FOR PHYSICAL ATTACK

1st Offense: Parental notification and notification of the appropriate law enforcement agency, and a minimum of five (5) days out of school suspension with a mandatory parent conference for re-entry. If in the opinion of the principal, the severity of the injury sustained is of a violent or serious nature, then, the principal/designee would have the option of referring the student to the Hearing Authority to discuss the possibility of long-term suspension for up to one (1) year (186 school days). If the student is referred to the Hearing Authority, the student will be suspended for a minimum of five (5) days or until the hearing, whichever is longer. Outside counseling is required.

2nd Offense: Parental notification and notification of the appropriate law enforcement agency, and referral to the Hearing Authority who will provide and opportunity for a hearing with parents and student present to discuss recommendation for district behavior contract and/or the possibility of long-term suspension for up to one (1) year (186 school days). The student will be suspended until the hearing.

- **AGGRESSIVE CONFRONTATION** (*Student to Student*)

The act of verbally or physically confronting another student in a disruptive manner. Shall include, but not be limited to, the acts of intentionally pushing, shoving, bumping, running into, tripping, or grabbing another student however no punches are thrown.

CONSEQUENCE FOR CONFRONTATION

1st Offense: After careful investigation to ascertain the extenuating circumstances and individual guilt, proceed with parental notification and up to three (3) days in or out of school suspension. Mediation and counseling may be required.

2nd Offense: After careful investigation to ascertain the extenuating circumstances and individual guilt, proceed with parental notification and then up to five (5) days out of school suspension with mandatory parental conference for re-entry. Mediation and counseling may be required.

3rd Offense: Parental notification and then refer to the Hearing Authority who will provide an opportunity for a hearing with parents and student present with recommendation for long-term suspension for the remainder of the semester and/or district behavior contract.

4th Offense: Parental notification and recommend long-term suspension to the Hearing Authority for the remainder of the school year.

- **THREAT** (*Student to School Personnel*)

Threatening physical harm, harassment or intimidation toward school personnel either by spoken or written word or by gesture or expression.

CONSEQUENCE FOR THREAT

1st Offense: Parental notification, referral for counseling, and a three (3) days of out of school suspension with mandatory parental conference. Depending on the severity of the act, notification may be made to the appropriate law enforcement agency and, referral to the Hearing Authority who will provide an opportunity for a hearing with parents and student to discuss the possibility of long-term suspension for the remainder of the semester and/or district behavior contract.

2nd Offense: Parental notification, notification of appropriate law enforcement agency, and recommendation of long-term suspension to the Hearing Authority of the remainder of the school year.

- **THREAT** (*Student to Student*)

Threatening physical harm, harassment or intimidation toward another student or a guest of the school either by spoken or written word or by gesture or expression.
Signing to intimidate another student or students

CONSEQUENCE FOR THREAT STUDENT TO STUDENT

1st Offense: Parental notification and mandatory parental conference, and either one (1) day in or out of school suspension or a chosen alternative form of discipline.

2nd Offense: Parental notification and mandatory parental conference, refer for counseling, and either a three (3) in or out of school suspension or a chosen alternative form of discipline.

3rd Offense: Parental notification and referral to the Hearing Authority who will provide an opportunity for a hearing with parents and student present to discuss the possibility of long-term suspension for the remainder of the semester. The Hearing Authority would have the prerogative of long-term suspension and/or district behavior contract at this hearing.

4th Offense: Parental notification and recommendation of long-term suspension to Hearing Authority for the remainder of the school year.

- **HAZING/INTIMIDATION** (*Student to Student*)

Any willful act done by a student, whether individually or in concert with other, to another student(s) for the purpose of subjecting such student(s) to humiliation, intimidation, physical abuse or threats of abuse, social or other ostracism, shame, or disgrace.

CONSEQUENCE FOR HAZING/INTIMIDATION

1st Offense: Parental notification and notification of the appropriate law enforcement agency, and a minimum of five (5) days out of school suspension with a mandatory parent conference for re-entry. If in the opinion of the principal, the severity of the injury sustained is of a violent or serious nature, then, the principal/designee would have the option of referring the student to the Hearing Authority to discuss the possibility of long-

term suspension for up to one (1) year (186 school days). If the student is referred to the Hearing Authority, the student will be suspended for a minimum of five (5) days or until the hearing, whichever is longer. Outside counseling is required.

2nd Offense: Parental notification and notification of the appropriate law enforcement agency, and referral to the Hearing Authority who will provide and opportunity for a hearing with parents and student present to discuss recommendation for district behavior contract and/or the possibility of long-term suspension for up to one (1) year (186 school days). The student will be suspended until the hearing.

BULLYING POLICY

- The Thunder Ridge School District has developed a plan to prevent bullying. Bullying
 - A. is dangerous and disrespectful behavior that will not be permitted or tolerated.

The USD 110 Board of Education prohibits bullying in any form either by any student, staff member, or parent towards a student or by a student, staff member, or parent towards a staff member on or while using school property, in a school vehicle or at a school-sponsored activity or event. For the purposes of this policy, the term “bullying” shall have the meaning ascribed in Kansas law.

Staff members who bully others in violation of this policy maybe be subject of disciplinary action, up to and including suspension and/or termination. If appropriate, staff members who violate the bullying prohibition shall be reported to local law enforcement.

Parents participating in prohibited bullying conduct aimed at district students and/or staff members may jeopardize their access to district facilities; district property; school sponsored activities, programs and events; and/or districts students and/or staff members through the district’ communication systems. As appropriate, reports to local law enforcement will be filed to report criminal bullying behaviors.

This policy and the district bullying may be posted on the district’s website and copies of such documents shall be made available to parents of current students upon request.

Bullying may involve a range of misconduct that, based on the severity, will warrant a measured response of corrective action and/or discipline. Behaviors that do not rise to the level of bullying, as defined below, still may be subject to intervention and/or discipline under another section of the discipline plan or a discipline policy. Some bullying behaviors may require a report to local law enforcement.

B. Bullying means any intentional gesture or any intentional 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 of or should know will have the effect of:

1. Harming a student or staff member, whether physically or mentally;
2. Damaging a student’s or staff member’s property;
3. Placing a student or staff member in reasonable fear of damage to the student or staff member; or

4. Placing a student or staff member in reasonable fear of damage to the student's or staff member's property; or

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 of K.S.A. 72-8205, and amendments thereto.

“School vehicle” means any school bus, school van, other school vehicle and private vehicle used to transport students or staff members to and from school or any school-sponsored activity or event.

C. The following bullying policy was adopted by the USD 110 Board of Education at the regular meeting held on July 14, 2008.

The board of education prohibits bullying in any form on school property, in a school vehicle or at a school-sponsored activity or event. The administration shall propose, and the board shall review and approve a plan to address bullying on school property, in a school vehicle or at a school-sponsored activity or event.

The plan shall include provisions for the training and education of staff members and students shall include appropriate community involvement as approved by the board. Students who have bullied others in violation of this policy may be subject to disciplinary action, up to and including suspension and expulsion. If appropriate, students who violate the bullying prohibition shall be reported to local law enforcement.

D. Each building in the Thunder Ridge School District will develop a character development program, as a way to encourage anti-bullying behavior that meets the following requirements:

1. A “Character development program” means a program which is secular in nature and which stresses positive character qualities.
2. “Character qualities” means positive character qualities which include, but is not limited to, honesty, responsibility, attentiveness, patience, kindness, respect, self-control, tolerance, cooperation, initiative, patriotism and citizenship.

E. The district will provide bullying training for all staff members each year.

F. Each building will gather bullying data and report the results to the Board of Education at the end of each school year. The data may be gathered from the following sources:

1. Bullying Discipline Referrals
2. School Climate Surveys

G. Students may report any bullying incident to any adult employee of the Thunder Ridge School District. Once they have received a report from a student, it is the responsibility of the employee to promptly contact the principal of the building and inform him/her of the complaint. Once a report has been made, it is the responsibility of the building principal or his/her designee to investigate the incident, and act according to the policies or the Thunder Ridge School District.

H. Each building shall establish a bullying committee that is responsible for coordinating the school's bullying prevention program. The committee shall include the building principal, one counselor, at least one teacher, a parent, and at least one student.

FOR CONSEQUENCES INVOLVING BULLYING AND CYBERBULLYING, REFER TO DISCIPLINARY ACTIONS FOR THE VARIOUS TYPES OF DISCIPLINE REFERRALS.

- **CYBERBULLYING**

Cyberbullying is when a child, preteen or teen is tormented, threatened, harassed, humiliated, embarrassed or otherwise targeted by another child, preteen or teen using the Internet, interactive and digital technology or mobile phones. It has to have a minor on both sides, or at least have been instigated by a minor against another minor. Once adults become involved, it is plain and simple cyberharassment or cyberstalking. Adult cyberharassment or cyberstalking is NEVER called cyberbullying.

The methods used are limited only by the child's imagination and access to technology. And the cyberbully one moment may become the victim the next. The kids often change roles, going from victim to bully and back again.

Cyberbullying is usually not a one time communication, unless it involves a death threat or credible threat of serious bodily harm. Kids usually know it when they see it, while parents may be more worried about the lewd language used by the kids than the hurtful effect of rude and embarrassing posts.

Cyberbullying may arise to the level of a misdemeanor cyberharassment charge, or if the child is young enough may result in the charge of juvenile delinquency. Most of the time the cyberbullying does not go that far, although parents often try and pursue criminal charges. It typically can result in a child losing their ISP or IM accounts as a terms of service violation. And in some cases, if hacking or password and identity theft is involved, can be a serious criminal matter under state and federal law

- **EMERGENCY SAFETY INTERVENTIONS (ESI)**

- The Board of Education is committed to limiting the use of Emergency Safety Interventions ("ESE"), such as seclusion and restraint, with all students. The Board of Education encourages all employees to utilize other behavioral management tools, including prevention techniques, de-escalation techniques, and positive behavioral intervention strategies.
- Emergency Safety Intervention" is the use of seclusion or physical restraint when a student presents immediate danger to self or others. Violent action that is destructive or property may necessitate the use of emergency safety intervention.
- "Seclusion" requires all three of the following conditions to be met: (1) the student is placed in an enclosed area by school personnel; (2) the student is purposefully isolated

- from adults and peers; and (3) the student is prevented from leaving, or reasonably believes that the student will be prevented from leaving the enclosed area.
- “Chemical Restraint” means the use of medication to control a student’s violent physical behavior or restrict a student’s freedom of movement.
 - “Mechanical Restraint” means any device or object used to limit a student’s movement.
 - “Physical Restraint” means bodily force used to substantially limit a student’s movement.
 - “Physical Escort” means the temporary touching or holding the hand, wrist, arm, shoulder, or back of a student who is acting out for the purpose of inducing the student to walk to a safe location.
 - “Time-out” means a behavioral intervention in which a student is temporarily removed from a learning activity without being confined.

Prohibited Types of Restraint

All staff members are prohibited from engaging in the following actions with all students:

1. Using face-down (prone) physical restraint.
2. Using face-up (supine) physical restraint.
3. Using physical restraint that obstructs the student’s airway;
4. Using physical restraint that impacts a student’s primary mode of communication;
5. Using chemical restraint, except as prescribed by a licensed healthcare professional for treatment of a medical or psychiatric condition; and
6. Use of mechanical restraint, except:
 - a. Protective or stabilizing devices required by law or used in accordance with an order from a licensed healthcare professional;
 - b. Any device used by law enforcement officers to carry out law enforcement duties; or
 - c. Seatbelts and other safety equipment used to secure students during transportation.

Training

All staff members shall be trained regarding the use of positive behavioral intervention strategies, de-escalation techniques, and prevention techniques. The intensity of the training provided will depend upon the employee’s position.

Documentation

The principal or designee shall provide written notification to the student’s parents any time that ESI is used with a student. Such notification shall be provide within two (2) days. In addition, each building will shall maintain documentation any time ESI is used with a student. Such documentation much include the following:

1. Date of time of the intervention,
2. Type of intervention,
3. Length of time the intervention was used, and
4. School personnel who participated in or supervised the intervention.

All such documentation shall be provided to the building principal, who shall be responsible for providing copies of such documentation to the superintendent on at least a biannual basis. At least once per school year, each building principal or designee shall review the documentation of ESI incidents with appropriate staff members to consider the appropriateness of the use of ESI in those instances.

Local Dispute Resolution Process

The Board of Education encourages parents to attempt to resolve issues relating to the use of ESI informally with the Building Principal and/or Superintendent before filing a formal complaint with the board. In the event that the complaint is resolved informally, the administrator must provide a written report of the informal resolution to the Superintendent and the parents to retain a copy of the report at the school. The Superintendent will share the informal resolution with the Board of Education and provide a copy to the state department of education.

If the issues are not resolved informally with the Building Principal and/or the Superintendent, the parents may submit a formal written complaint to the Board of Education by providing a copy of the complaint to the Clerk of the Board and the superintendent.

Upon receipt of a formal written complaint, the board president shall assign an investigator to review the complaint and report the findings to the Board as a whole. Such investigator may be a board member, a school administrator selected by the board, or a board attorney. Such investigator shall be informed of the obligation to maintain confidentiality of student records and shall report the findings and recommended action to the Board in executive session.

Any such investigation must be completed within thirty (30) days of receipt of the formal written complaint by the Board Clerk and Superintendent. On or before the 30th day after receipt of the written complaint, the Board shall adopt the report containing findings of fact and, if necessary, appropriate corrective action. A copy of the report adopted by the Board shall be provided to the parents, the school, and the State Board of Education.

- **SEXUAL HARASSMENT** (*Student to Student/School Personnel*)

Behavior (including gestures) or words (oral or written) that are directed at a student or school personnel because of his/her sex that are uninvited, unwanted, or unwelcome which would cause the person of that sex to feel uncomfortable or offended or when the conduct by its nature is clearly unwelcome or inappropriate. A student who has initially welcomed conduct of a sexual nature by active participation must give specific notice to the alleged harasser that such conduct is no longer welcomed in order for such subsequent conduct to be deemed unwelcome.

Examples include, but are not limited to:

- a. Comments about body parts or rating a person's body.
- b. Spreading of sexual rumors, stories or jokes.
- c. Using sexual orientation as an insult.
- d. Staring or pointing at a person's body parts.
- e. Making obscene gestures.
- f. Displaying of sexual materials.
- g. Verbal sexual advances including subtle pressure for sexual activity.
- h. Repeated or persistent unwelcome requests for dates, meeting, or other social interactions.

NOTE: If sexual touch occurs, the Sexual Attack policy can be enforced.

CONSEQUENCE FOR SEXUAL HARRASSMENT

1st Offense: Parents of both students shall be notified. The student responsible for the harassment will receive up to a three (3) day suspension with a mandatory conference for re-entry. At principal's discretion notification of appropriate law enforcement agency if the circumstances warrant such.

2nd Offense: Parents of both students shall be notified. The student responsible for the harassment will receive up to a five (5) day suspension. The principal would have the option of referring the student to the Hearing Authority with recommendation for long-term suspension for the remainder of the semester. At principal's discretion, notification of appropriate law enforcement agency if the circumstances warrant such.

3rd Offense: Notification of appropriate law enforcement agency and the student responsible for the offense shall be referred to the Hearing Authority for possible long-term suspension for the remainder of the school year.

- **INDECENT EXPOSURE** (*Student to Student/School Personnel*)

The act of exposing one's private parts, including buttocks, in public.

CONSEQUENCE FOR INDECENT EXPOSURE

- **1st Offense:** Parental notification, and three (3) days suspension.

- **2nd Offense:** Parental notification, and then referral to the Hearing Authority with a recommendation for a behavior contract and/or long-term suspension for the remainder of the semester.

- **3rd Offense:** Parent notification and then recommend long-term suspension to the Hearing Authority for the remainder of the year.

- **ABUSIVE LANGUAGE/GESTURE** (*Student to School Personnel*)

The usage of improper language or the usage of insulting language/gesture or the use of profanity directed toward school personnel.

CONSEQUENCE FOR ABUSIVE LANGUAGE/GESTURE

1st Offense: Parental notification , and one (1) day of in-school suspension. At principal discretion appropriate law enforcement agency may be notified.

2nd Offense: Parental notification, short term suspension, and possible notification of appropriate law enforcement agency. Referral to the Hearing Authority who will provide an opportunity for a hearing with parents and student to discuss the possibility of long-term suspension for the remainder of the semester and/or district behavior contract.

3rdOffense: Parental notification, notification of appropriate law enforcement agency, and recommendation of long-term suspension to the Hearing Authority for the remainder of the school year.

- **DRUNKENNESS/DISORIENTATION**

Student using abnormal speech or exhibiting abnormal behavior resulting from the usage of drugs and/or the consumption of intoxicating (alcoholic) beverages or inhalants OR

- **POSSESSION OF DRUGS/ALCOHOL/COUNTERFEIT DRUGS/ANY SUBSTANCE WITH INTOXICATING OR ADDICTIVE EFFECT**

The possession of marijuana, hallucinogenic drugs, other abuse prone drugs, counterfeit drugs, any substance with an intoxicating effect, or the possession of intoxicating (alcoholic) beverages. This also includes possession of paraphernalia that has been used to ingest drugs.

Definition of Possession:

- a. On a student's person while at school, school activity, or while being transported to and from an activity in a school bus or school vehicle.
- b. In a student's assigned or unassigned locker.
- c. In a student's car or friend's car while on school property.
- d. Knowingly concealed on school property by a student.
- e. On a student's person while under sports/activity season 24 hour policy.

Definition of Counterfeit Drugs:

- a. Any substance designed to look like an illegal or abuse-prone drug.
- b. Any substance represented as an illegal or abuse-prone drug.

Definition of a Substance with intoxicating/addictive effect:

- a. A substance such as permanent markers, hair spray, vanilla, liquid paper, gasoline, or caffeine pills used to produce an intoxicating effect.
- b. Drugs prescribed by the student's physician that are being taken according to the directions of the prescription are exempt under this policy.

The usage of marijuana, hallucinogenic drugs, other abuse prone drugs, counterfeit drugs, any substance with an intoxicating or addictive effect, or having consumed intoxicating (alcoholic) beverages.

Definition of Usage

- a. Using prior to attending school, then attending school.
- b. Using prior to attending a school activity, then attending the school activity.
- c. Using while at school.
- d. Using while being transported in a school bus/vehicle to and from school or to and from an activity, which the school is sponsoring or in which the school is taking part.
- e. Using while under sports/activity season 24 hour policy.

NOTE: SUCH PRESCRIBED MEDICATIONS ARE TO BE KEPT IN THE HIGH SCHOOL OFFICE AND TAKEN UNDER THE SUPERVISION OF SCHOOL PERSONNEL.

The following provisions apply when a student violates any or all of the substance abuse definitions.

CONSEQUENCES FOR DRUG POSSESSION

1st Offense: Parental notification, notification to the appropriate law enforcement agency and possible referral to the Hearing Authority for an long-term suspension hearing. Student will be suspended a minimum of five (5) days or until the scheduled hearing.

At the hearing with the Hearing Authority, if the student is found to be in violation of this policy, and is allowed to remain in school, a contract shall be agreed to by the student, parent(s), and school district that provides for the following:

- a. The punishment up to and including short-term suspension.
- b. Suspension from all student activities for a period of not less than two activities.
- c. An evaluation from an acceptable drug and alcohol program.

2nd Offense: A second time violator shall be subject to the following sanctions;

- a. A punishment up to and including long-term suspension up to one (1) year (186 school school days).
- b. Suspension from all school activities for a period of not less than a month.
- c. A student placed on long-term suspension.

3rd Offense: A third of subsequent violation of this policy, shall be subject to the following sanctions:

- a. A punishment up to and including expulsion from school.
- b. Suspension from participation and attendance at all school activities for the year.
- c. A student who is expelled from school under the terms of this policy may be readmitted during the term of the expulsion only if the student maintains regular attendance.

- **SALE OR DISTRIBUTION OF DRUGS/ALCOHOL/COUNTERFEIT DRUGS/
SUBSTANCE WITH INTOXICATING/ADDICTIVE EFFECT**

Sale or distribution of marijuana, hallucinogenic drugs, other abuse prone drugs, and/or intoxicating (alcoholic) beverages to other students or persons while on school property or a school activity.

Definition of Sale or Distribution

- a. The act of selling drugs or alcoholic beverages for money or compensation.
- b. The act of distributing drugs or alcoholic beverages without gaining compensation.
- c. The act of distributing drugs or alcoholic beverages while under sports/activity season 24 hour policy.

CONSEQUENCE FOR SALE OF INTOXICATING DRUGS

Any offense: Parental notification, notification to the appropriate law enforcement agency and possible referral of the student to the Hearing Authority with a recommendation of long-term suspension for one (1) calendar year (186 days). The student will be suspended until the hearing.

- **TOBACCO POLICY**

The usage of tobacco products; smoking, chewing or dipping or possession of tobacco products on one's person while at school, on school property, school bus/vehicle, or at a school activity. **This includes electronic cigarettes: *The Athletic/Activities Policy also applies to this policy.***

1st Offense: Principal-student conference and parent notification and (1) day of in-school suspension.

2nd Offense: Parental notification either (2) days of in-school suspension or a chosen alternative form of discipline.

3rd Offense: Parental and either three (3) days in-school suspension of school suspension or alternate consequence.

4th Offense: (and Subsequent) Parental notification, and either five (5) days in-school suspension, three to five (3-5) days out of school suspension, or a chosen alternative. Additional consequences may include placement in an alternative setting and/or a local behavior contract.

NOTE: In cases of on-going, persistent offenses, the local behavior contract may stipulate that a student may be referred to the Hearing Authority who will provide an opportunity for a hearing with the student and parent to recommend behavior contract and/or long-term suspension for the remainder of the semester.

Violations of the Tobacco Policy will be included under the Multiple Violations provisions. Students who are expelled for violation of the tobacco policy and return during the same school year will begin at step #3 of this policy.

- **ATHLETIC/ACTIVITY (Extracurricular) DRUG (Includes Tobacco) & ALCOHOL POLICY (K-12). (Usage/Possession/Sale or Distribution)**

PHILOSOPHY: Athletics and Activities are an integral part of the educational process providing students with opportunity to further develop their unique capabilities, interests and needs beyond the classroom environment. Participation in these programs is a PRIVILEGE offered to and earned by students. Because participants are representatives of their school and community, their conduct is expected to exemplify high standards at all times.

The following applies when students, who are members of a district's athletic or activity programs, are in violation of the usage, possession, sale, or distribution of the district's

drug and alcohol policies. This policy applies to participants during each sports/activity season and requires twenty-four (24) hour compliance, on and off campus.

NOTE: “Confirmed Offense” is defined as an eyewitness report by a school district employee, information substantiated by a police report, a statement of self-incrimination or other credible evidence.

CONSEQUENCE FOR ATHLETIC DRUG/TOBACCO/ALCOHOL

1st Offense: Parent notification.

- a. **“Off Campus” and “On Campus” violations which** students are involved in an athletic/activity program will forfeit their privilege of participation in competition for **two (2)** activities. The athlete will continue to practice during the suspension.
- b. **“On Campus” violations** or infractions occurring “to, from or at” extracurricular events may result in notification to the appropriate law enforcement agency or juvenile authorities and possible referral of the students to the Hearing Authority. **Students will receive a short-term suspension and could be dismissed from the team for the remainder of the season.**
- c. Students will be required to abide with district drug and alcohol counseling program requirements.

2nd Offense: Parent Notification **“Off Campus” violations which** students are involved in an athletic/activity program will forfeit their privilege of participation in all extracurricular programs for a period of **four (4)** events. Students will also forfeit their eligibility for all relevant awards, honors, or letters.

- a. **“On Campus” violations or infractions** occurring “to, from or at” extracurricular events may result in notification to the appropriate law enforcement agency or juvenile authorities. **Students will be dismissed from the team/activity for the rest of the sports/activity season and receive a short-term suspension.**

3rd Offense: Parent Notification.

- a. **“Off Campus”** Student loses participation in extra-curricular activities for the remainder of the school year.
- b. **“On Campus”** violations or infractions occurring “to, from or at” extracurricular will result in notification to the appropriate law enforcement agency or juvenile authorities and then a referral of the student to the Hearing Authority. **Students will be dismissed from teams/activities for the remainder of the school year and receive a short term suspension.**

- **LARCENY, BURGLARY, AND CRIMINAL DAMAGE TO SCHOOL OR PERSONAL PROPERTY**

- a. Larceny consists of stealing of anything of value, which belongs, to the school, school personnel, or other individuals on school property or at a school function.
- b. Burglary consists of unauthorized entry of any vehicle water-craft aircraft, dwelling, or other structure, movable or immovable, which belongs to the school, school personnel, or other individuals while on school property or at a school function with the intent to commit any felony or theft therein.
- c. Criminal damage to school or personal property consists of intentionally damaging any real or personal property of the school or school personnel without the consent of the school or personnel.
- d. Any pupil who commits larceny, burglary, or criminal damage to school or private property shall be liable to the school or owner for full restitution of the property or for payment to the school or individual owner for an amount equal to the fair market value of the property, less any salvage value. In the event such a pupil shows financial inability to restore to the school or individual owner the fair market value less salvage (if any), an installment payment plan shall be established.

If such a pupil is found by the Board to:

1. be financially able to restore the value or
2. be financially able to meet a reasonable installment plan to restore the value and fails or refuses to do so, the student may be subjected to long-term suspension until such time as compliance begins.

e. Any pupil who commits burglary, larceny, or criminal damage to the school or personal property may also be found to have engaged in misbehavior or other specific offenses under these policies may be invoked. This procedure may include referral to a Human Services Agency or the District Attorney if the act is judged criminal and/or delinquent.

The school administrator will refer the student to the District Hearing Authority to decide whether the student will be allowed to remain in school or be placed on suspension for a period of time comparable with other acts of similar nature.

- **CRIMINAL AND DELINQUENT ACTS**

Certain acts may be determined criminal and delinquent and forwarded to the attention of the juvenile court system, the county attorney, or other human service department. This action is at the discretion of the administrative authority (unless covered specifically by board policy) and may be carried out in addition to sanctions imposed within the school system.

These acts include but are not limited to: a. Willful interference with the educational process of any public school by committing, threatening to commit, or inciting others to commit any act which would disrupt, impair, interfere with or obstruct the lawful mission, processes, or procedures of a public school;

- b. Arson;
- c. Assault and/or battery;
- d. Property;
- e. Criminal libel;
- f. Criminal trespass;
- g. Unlawful assembly or disturbing lawful assembly;
- h. Extortion;
- i. Larceny, robbery, or burglary;
- j. Illegal sale, possession, or use of;
 - a. alcoholic beverages;
 - b. firearms or other deadly weapons including explosives or flammable fluids;
- k. Sale, possession, or use of, without prescription, a drug or controlled Substance;
- l. Use of solvent for intoxication;
- m. Use of a telephone to terrify, intimidate, threaten, harass, annoy, or offend.

If a criminal and delinquent act is committed by a student and this act is not identified in a specific policy, the school administrator will refer the student to the District Hearing Authority to decide whether the student will be allowed to remain in school or be placed on suspension for a period of time comparable with other acts of similar nature.

- **THIEVERY** (*Student to Student/School Personnel*)

Taking something without permission from another student, teacher, school building, or school premises and/or knowingly being in possession of stolen property, goods or contraband.

- **EXTORTION** (*Student to Student/School Personnel*)

The illegal taking of money or property by using threat or using force.

CONSEQUENCE FOR EXTORTION

1st Offense: Parental notification and notification to the appropriate law enforcement agency and either three (3) day in or out of school suspension. If the charge is Extortion, referral to Hearing Authority who will provide opportunity for a hearing with the parent and student to discuss possibility of long-term suspension for the remainder of semester. The Hearing Authority will have the prerogative of long-term suspension and/or district behavior contract. The student will be suspended until the hearing.

2nd Offense: Parental notification , notification to the appropriate law enforcement agency and five (5) day in or out of school suspension with a mandatory parent conference for re-entry. Referral to Hearing Authority (principal's discretion).

3rd Offense: Parental notification, notification to the appropriate law enforcement agency and then refer student to the Hearing Authority who will provide an opportunity for a hearing with the parent and student present to discuss the possibility of long-term suspension for the remainder of the semester. The Hearing Authority would have the prerogative of

long-term suspension and/or district behavior contract at this hearing. The student will be suspended until the hearing.

SECONDARY STUDENTS EXPELLED FOR THIEVERY WILL BEGIN AT STEP THREE IF THEY RETURN DURING THE SAME SCHOOL YEAR.

- **FORGERY**

The act of falsifying a person's name, or altering of any school document and/or fraudulent use of school documents, such as passes, etc.

CONSEQUENCE FOR FORGERY

- 1st Offense:** Parent notification, and either a one (1) day in or out of school, OR a chosen alternative form of discipline.
- 2nd Offense:** Parental notification and either a three (3) day in or out of school suspension with mandatory parent conference for re-entry OR a chosen alternative form of discipline.
- 3rd Offense:** Parental notification and referral to the Student Assistance Team and five (5) days in or out of school suspension, or a chosen alternative form of discipline. Additional consequences may include placement in an alternative setting and/or a local behavior contract.
- 4th Offense:** Parental notification and referral to the Hearing Authority who will provide an opportunity for a hearing with the parents and student present to discuss the possibility of long-term suspension for the remainder of the semester. The Hearing Authority would have the prerogative of long-term suspension at this hearing. The student will be suspended until the hearing.

SECONDARY STUDENTS HAVING BEEN EXPELLED FOR FORGERY WILL BEGIN AT STEP THREE IF THEY RETURN DURING THE SAME SCHOOL YEAR

- **MISBEHAVIOR**

Behavior which creates a willful and significant interference with the educational process.

Misbehavior may include repetitive disruptions for which the classroom teacher has exhausted classroom consequences, including parent notification. The misbehavior may occur on school property, school bus/vehicle, at a bus stop, or at an activity, athletic or social event. The principal or his/her designee will use their discretion in the processing of student referrals. Misbehaviors include, but are not restricted to the following definitions:

1. The use of profane language or gestures, which are disruptive, but not directed at school personnel.
2. The willful refusal to identify one's self upon request from school personnel.
3. The failure to disperse or leave any school facility or school event after being requested to do so by authorized school personnel.
4. The refusal to follow a reasonable direction issued by authorized school personnel.

5. The theft of minor items such as school supplies.
6. The wearing of clothing which is disruptive to the educational process or in poor taste.
7. Signing or tagging to establish territory on school property.
 - a. Making particular hand gestures to signal affiliation or action.

At the time of parental notification, parental input will be solicited as to the consequences of the misbehavior.

CONSEQUENCE FOR MISBEHAVIOR

- 1st Offense:** Principal-student conference and parental notification. If the principal or his/her designee feel the student behavior warrants a parent conference, then the student may be suspended until a conference can be arranged.
- 2nd Offense:** Parental notification then either one (1) day in or out of school suspension OR a chosen alternative form of discipline.
- 3rd Offense:** Parental notification, referral for counseling and/or to the Student Assistance Team for review, and then either three (3) day in or out of school suspension OR a chosen alternative form of discipline.
- 4th Offense:** Parental notification and referral to the Student Assistance Team (mandatory if not previously referred) for consideration of Intervention options, and then five (5) days in or out of school suspension, or a chosen alternative form of discipline. Additional consequences may include placement in an alternative setting and/or a local behavior contract.
- 5th Offense:** Parental notification and referral to the Hearing Authority who will provide an opportunity for a hearing with the parent and student present to discuss the possibility of long-term suspension for the remainder of the semester. The Hearing Authority would have the prerogative of long-term suspension and/or district behavior contract at this hearing. The student will be suspended until the hearing.

STUDENTS HAVING BEEN EXPELLED FOR MISBEHAVIORS WILL BEGIN AT STEP FOUR IF THEY RETURN DURING THE SAME SCHOOL YEAR.

- **TRUANCY**

A student found to be truant is absent from class or school without the prior knowledge and consent of the parent or guardian. The office must receive written or verbal verification within 24 hours of the absence. Students charged with Truancy will not receive credit for class work missed due to the absence. Any work missed will be counted as a zero (0) for grading purposes.

CONSEQUENCE FOR TRUANCY

- 3rd Offense:** Parental notification and then either one (1) day in-school suspension OR a chosen alternative form of discipline.
- 4th Offense:** Parental notification, and then either three (3) day in-school suspension OR a chosen alternative form of discipline.
- 5th Offense:** Parental notification and referral to the Student Assistant Team for consideration of intervention options, and then five (5) days in-school suspension, or a chosen alternative form of discipline. Additional consequences may include placement in an alternative setting and/or a local behavior contract.

6th Offense: Parental notification and referral to the Hearing Authority who will provide an opportunity for a hearing with the parent and student present to discuss the possibility of long-term suspension for the remainder of the semester. The Hearing Authority would have the prerogative of long-term suspension and/or district behavior contract at this hearing. The student will be suspended until the hearing.

STUDENTS HAVING BEEN EXPELLED FOR TRUANCIES WILL BEGIN AT STEP THREE IF THEY RETURN DURING THE SAME SCHOOL YEAR.

- **TARDINESS**

An interruption of the educational process caused by arriving in the classroom after normal starting time.

Tardiness—General tardy policies are to be worked out at the building level. If a child is tardy, steps should be taken to correct the problem. In the absence of a School Board-approved building-level policy, the policies described below will be applied.

Individual schools are to involve parents in developing procedures to inhibit tardiness. Such procedures will be published in the student handbook and/or published in the school newspaper that is sent home to parents.

Individual school tardy policies cannot result in long-term suspension.

CONSEQUENCE FOR TARDINESS

Each building will develop a tardy policy to be approved by the Board.

High School Policy:

- 3rd – 6th Tardy: 30 minute detention with teacher and letter or phone call to parent
- 7th - 9th Tardy: 30 minute detention with teacher and lunch detention and letter or phone call to parent
- 10th Tardy: 1 day in-school suspension
- 15th Tardy: 1 day in-school suspension; parent conference

- **MULTIPLE VIOLATIONS**

It is possible under these policies to be referred to the administration for misbehavior on several occasions in the various classifications without reaching the level of recommended long-term suspension.

In order to discourage such a practice, students in elementary schools who are referred to the administration for disciplinary action eight (8) times during a semester will be considered for long-term suspension for the remainder of the semester. Students attending mid or high schools who are referred to the administration For disciplinary action four (4) times during a semester or six (6) times during a school year, will be recommended to the Hearing Authority for long-term suspension for the remainder of the semester/year.

The Hearing Authority would have the prerogative of long-term suspension at this hearing. If the student is allowed to remain in school and subsequent offenses occur, a recommendation for long-term suspension will be made by the administration. Absentee offenses will not be included in long-term suspension cases involving multiple misbehaviors. In long-term suspension cases involving multiple misbehaviors, the misbehaviors can be counted in any combination of two or more categories.

- **GUILT BY ASSOCIATION**

The concept of guilt by association is recognized in these policies. In a situation where a student is in the company of another student who is guilty of misbehavior but the same guilt or innocence cannot be established, then the parent/guardian will be notified of the incident.

- **BUS RULES**

BUS RIDING POLICY

USD 110 provides bus transportation for all rural students to and from school. Students who take the shuttle bus from Agra to Kensington or Kensington to Agra must catch the bus prior to its departure or parents will be responsible for transportation. The shuttle buses normally leave around 7:40 a.m.

Elementary students regularly riding the school bus to and from school must ride the bus home from school unless picked up by a parent/guardian. If the parent/guardian wishes their child picked up by another adult they should notify the principal's office. Bus students are not to ride home with other students that are not siblings unless there has been a written or verbal request to the principal's office and that request has been approved.

School bus drivers are to have control of all children conveyed between the homes of the children and the school, and return. The driver shall keep order, maintain discipline among students while in the bus or along the route, treat all student in a civil manner, see that no pupils are imposed upon or mistreated while in his/her charge, and use every care of the safety of students under the driver's charge. School bus drivers shall assure that all pupil passengers observe the following regulations:

1. Each pupil shall be seated immediately upon entering the bus. The driver may assign seats.
2. Pupils are not to stand or move from place to place during the trip.
3. Indecent conduct, loud, boisterous language will not be permitted.
4. Passengers are not to behave in any manner, which fringes upon the rights of any other passenger. Keep your hands to yourself.
5. Windows and doors are to be opened or closed only with the permission of the bus driver.
6. No pupil is to enter or leave the bus until it has come to a complete stop, and the driver opens the door.
7. Each student is to be waiting at his/her loading station when the bus arrives.
8. Before riding a bus other than the assigned bus, students are to have a written note from their parent or guardian stating their destination and should obtain a bus pass from the office. Students are to identify themselves to the driver.

9. ABSOLUTELY NO TOBACCO, DRINKS, ALCOHOL, OR ILLEGAL DRUGS ARE ALLOWED ON THE BUS.
10. Students are not to throw objects of any kind on the school bus or out the windows.
11. Students will not be permitted to bring such items as skateboards, radios, tape or CD players, MP3 Players, or boom boxes on the bus. The bus driver will have the authority to deny transportation to a student with such articles in his/her possession. Should a student bring these items on a bus, the driver nor school bear any responsibility if it is lost, stolen or damaged.
12. The privilege of riding the school bus may be denied to any student who does not conduct himself (or herself) in a safe and orderly fashion. School bus drivers and administration will determine what is safe and orderly.

- **DISCIPLINARY ACTION FOR TRANSPORTATION VIOLATIONS**

When a student violates one of the rules listed above disciplinary action may be taken. This action will generally occur in a sequential fashion, however, depending upon the nature of the behavior, action may be taken of a more serious consequence. When receiving a written bus discipline referral, the bus discipline form must be signed by the parent and returned to the bus driver before returning to ride the bus.

1st Offense: A written warning is given to the student. This form should be given to the bus driver before entering the bus the next day.

2nd Offense: The student will be removed from the bus for one day and/or placed in ISS for one day.

3rd Offense: The student will lose bus-riding privileges for a period of 5 school days.

4th Offense: The student will lose bus-riding privileges for a period of 10 school days.

5th Offense: The student will lose bus-riding privileges for a period of 20 school days.

6th Offense: Bus privileges suspended for the rest of the year.

DRESS CODE

The appearance of students, relating to dress and grooming, is an important factor for maintaining an effective and desirable atmosphere for learning. Thunder Ridge High School students will be expected to wear clothing and to dress in a manner that reflects pride in one's self and one's school. Students are expected to wear clothing and to manage appearance in a manner that does not disrupt the educational setting, interfere with health or safety, or promote vulgarity and obscenity. Student dress will be regulated to the extent that worthwhile values of health, safety, decency, and good taste are emphasized. All students are expected to dress cleanly and neatly at all times. It is the

responsibility of the students and parents to maintain a healthy and respectful looking appearance while attending school and school activities.

It is impossible for policies to cover all the changing trends in styles and taste. The administration will reserve the right to adjust the policy as needed to maintain a positive learning environment.

Specific regulations of the dress standards are:

1. Shoes or other appropriate footwear are to be worn at all times.
2. Hats, bandannas, headbands, hoods, scarves, stocking caps, or other similar head coverings are not allowed upon entering the building and not placed on until exiting the building after the school day is over.
Exception: Hats may be worn on school sanctioned hat days during homecoming.
3. Any attire that glorifies, advertises, promotes, or via innuendo or double meaning gang membership, death, violence, sex, alcohol, tobacco, and or illegal substances, Satanism, racism, and inappropriate language or ideas are considered inappropriate. (This includes hats, belt buckles, and medallions).
4. All shirts, blouses must be of adequate length to tuck in.
5. All tank top styled shirts, dresses, sweaters or blouses must have straps at least 2" wide. Cold-shoulder tops and dresses are acceptable. Exception: Female attire for Formal and Semi-Formal dances.
6. Pants, jeans, shorts: The safety of students and employees of Thunder Ridge Schools is of the utmost concern. Recent situations concerning school safety and security concerns demands a change in our dress code in the type and style of pants, jeans, and shorts worn.
 - a. Dresses, or skirts must extend to mid thigh length
 - b. Shorts must have a 3" inseam.
 - c. If jeans or pants have holes, the hole must be below fingertip length when arms are fully extended.
7. Students shall maintain a "modest appearance" in their dress. Shirts and blouses shall cover the upper part of the body. Inappropriately sheer, tight or low-cut clothing that bare or expose traditional parts of the body are not permitted.

The following guidelines designates acceptability:

- a. Proper waist size.
- b. Worn at waist. Jeans and pants are to be worn around the waist and are not to sag. No student is to wear his/her pants in a manner where the pants are resting well below the waistline.
- c. Clothing normally worn when participating in school-sponsored extracurricular sports or activities (such as cheerleading uniforms and the like) may be worn to school when approved by the sponsor or coach.

The following is not acceptable:

- a. Extreme baggy pants, jeans, and shorts.
- b. Shirts without 2" sleeves including, but not limited to tank tops, racer back shirts, spaghetti strap shirts, cut-off t-shirts, and tube tops.

- c. Clothing accessories such as heavy chains will not be permitted. Pliers will not be permitted.
- d. Sunglasses may not be worn in the building unless ordered by a doctor.
Exception: Sunglasses may be sanctioned for fun day activities.
- e. Trench coats should not be worn in the building at any time.
(Administration will make appropriate adjustments if building is not heated properly)
- f. Body piercing that is a distraction to the classroom setting is not acceptable.
- g. Caps, insignia, emblems, shirts, and other items identified and associated with gang activity will not be allowed.

Dress Code Violation Disciplinary Actions:

- 1st Offense: Student/Principal Conference Student is sent to the office for a documented warning, student changes into appropriate attire if necessary.
- 2nd Offense: Student/Parent/Principal Conference (may be a phone conversation), student changes into appropriate attire.
- 3rd Offense: Parental Notification. Student changes into appropriate attire. Student is given one day In-School Suspension.
- 4th Offense: Mandatory Student/Parent/Principal Conference, student changes into appropriate attire. Student is given three days In-School Suspension.
- 5th Offense: Student is given 1-3 days Out-of-School Suspension.

NOTE: The administration has the final authority to determine the appropriateness of a student’s attire. Discipline can range from correcting appropriate dress to suspension from school because of repeated dress code violations.

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Public Display of Affection (PDA)

Students are not to openly display affection to one another in the formal school setting. Close physical contact is not condoned by the school, and if persistent, will result in parental contact and disciplinary action. Inappropriate touching, hugging, and kissing are not appropriate in a school setting.

Activities

Students are expected to be courteous, treat others with dignity and respect and follow all codes of conduct during pep rallies and assemblies.

Pep Rallies for the high school will only be held on Friday when there is a home ballgame. The time of the pep rally will be determined by the cheer sponsor and administration. Times may be changed if necessary.

Most athletic and other school organizations are conducted under the rules of the Kansas State High School Activities Association. Therefore, every encouragement is given to participating students to act in accordance with regulations, rules and academic standards outlined by the K.S.H.S.A.A. Ineligible students are not allowed to attend pep rallies and will go to study hall during the pep rally.

School Sponsored Clubs

School sponsored clubs shall be under the direct control of school personnel. Every school-sponsored club shall have a constitution which has been approved by the building principal and filed in the school office. To the extent non-curriculum related school sponsored clubs are allowed to meet in school facilities during non-instructional time, non-school sponsored student clubs may also meet in school facilities.

Non-School Sponsored Student Clubs

Non-school sponsored clubs shall submit a request for use of school facilities to the administrator prior to using the facilities. A faculty member (or other adult approved in advance) shall attend the meetings as a supervisor but shall not participate in the group's activities.

Solicitations by students or school personnel during school hours and on school property shall be done only when they are related to school sponsored activities.

All student sales projects shall require the principal's prior approval.

See "Fund-Raising," above.

All classroom parties and other school social events must be approved in advance by the principal.

Unless prior permission is granted, students will not be permitted to leave then return to the building during dances or other similar school functions. A student may not bring a guest not enrolled in the district unless prior permission is given by the principal.

Senior High Eligibility:

The Thunder Ridge High School activities program will be separated into two classifications for determining eligibility. Extra curricular activities will be: football, volleyball, basketball, track, pep club, pep rallies, KAYS, student council, dance team, dances (excluding prom/prom activities), homecoming decoration and school play or other activities not directly related to a credit class as determined by the principal.

Eligibility for Jr.-Sr. Prom will be determined at the end of the first semester.

Students must pass 5 subjects during the semester to be eligible for Prom.

Co-curricular activities will include the following: band, speech, vocal music, FFA, or other activities directly related to a credit class as determined by the principal.

Assemblies do not fall under either extra or co-curricular. These programs are intended to be educational and on that basis they **will not** be subject to the weekly eligibility.

There is an eligibility list turned in each week by the faculty. The list will be turned in by noon Thursday of each week and will be compiled by the office. Any student who receives an F in one or more classes will be ineligible to participate in any extra-curricular activity the following week (Sunday – Saturday). In weeks where there are three days or less the student will be given the short week plus the following week as eligible or ineligible. Student eligibility will start over with each Quarter.

EXCEPTION: A student has the opportunity “one time” per semester to stay eligible when having one (1) F during that week. The student must inform the Principal or Counselor as to when they will use the eligibility pass for a week. The student can choose to use the exception at any time during the semester. If the student has more than one (1) F they are disqualified from this exception.

All district and Kansas State High School Activities Association requirements for eligibility must be met before a student will be allowed to participate in extra-curricular activities.

K.S.H.S.A.A. Regulations

A student is eligible:

1. If you are a bona fide undergraduate student in good standing.
2. If you are not yet 19 years of age.
3. If you have not completed eight semesters of high school attendance.
4. If you have not yet completed eight semesters of high school attendance competition nor more than four seasons in one sport. (includes grades 9-12)
5. If you are passing in five subjects of unit weight and you must be eligible according to the USD 110 scholastic eligibility requirements.
6. If you passed in five subjects of unit weight your last semester of attendance.
7. If you do not engage in outside competition in sports recognized by the KSHSAA during the season in which you represent your high school in a sport.
8. If you have passed an adequate physical examination by a physician and have written consent of your parent.
9. If you have met the requirements of the transfer rule. (In case you are a transfer student)
10. If you are not a member of a high school fraternity.
11. If you have not competed under a false name for money or merchandise of intrinsic value and have observed all other provisions of the amateur rule.

12. If your attendance is regular and your conduct and standard of sportsmanship is satisfactory, and have not been suspended or expelled from any class or from school for any period of time.

High School Dances

All Thunder Ridge High School dances will be limited to Thunder Ridge High School students and their dates in grade 9 or above. The office shall approve dates in advance. Out of school students may bring guests by placing the guests name on a list in the office prior to the school sponsored dance. No date may be over the age of 21. **The principal may deny any out of town guest from attending a dance.** Students may arrive late (but specific arrival times may be designated) and may leave early, but a student will not be permitted to leave and re-enter. Drinking at any dance or being intoxicated or high is strictly prohibited. Any student that arrives at a dance visibly under the influence of alcohol or drugs will be refused admittance and their parents will be called. Dances not followed by a school day may go until midnight. School sponsored dances will require that students take a breathalyzer test prior to the start of the dance.

Meals Policy

For activities where overnight lodging is required for the trip. Meals shall be at the rate of \$10.00 per meal at two meals per day. Additional costs shall be the responsibility of the individual student. For the above policy individual organizations may ask the school board for assistance.

Overnight Stay Policy

Motel costs may be paid from activity accounts if one of the following conditions is met:

1. Trips of a distance over 150 miles, depending on the starting time of the event. For the above policy the individual organizations may ask the board for assistance.

All class or organization social events that take place at the school or outside of the district must be school sponsored.

1. School work to be missed will be made-up and turned in prior to the student being absent.
2. Students shall conduct themselves in a courteous manner at all times. You represent yourself, your school, and your state.
3. Students shall be in their respective rooms by 11:00 p.m.; lights out by 11:30 p.m.
4. A sponsor or coach will be present at all times in any motel or hotel room where boys

- and girls are present.
5. No outside visitors will be allowed in a student's room unless approved by a coach or sponsor.
 6. No dating, or similar social arrangements will be allowed between boys and girls, either between members of the school groups or with outside persons.
 7. Students are expected to dress in accordance with the activity or event in which they are participating and according to the dictates of their coach or sponsor.
 8. Vandalism, use of intoxicants, tobacco, or other conduct unbecoming a student will not be tolerated.
 9. If a student violates these regulations, his parents or guardian will be notified by a telephone call, and he/she will be sent home immediately by the first available public transportation methods, at parental or guardian expense.
 10. It is the responsibility of coaches and students to report any violations to the school principal as soon as possible.
 11. Students will be required to utilize school approved transportation to and from school sponsored activities and events unless previous arrangements have been made and approved by the administration.
 12. School transportation, buses and cars, will depart at specified times. Any student, or other person, who is late at departure time, will be left behind.
 13. Students purposely not attending a school sponsored event for which an entry fee has been paid will reimburse the school for the entry fee.
 14. Extenuating circumstances may necessitate occasional fluctuation of these regulations at the discretion of the school principal, district superintendent, or sponsor and the parents of the student involved. At all times students are to follow the directions of the sponsor or coach.
 15. The USD 110 Board of Education has adopted the rules of behavior on the New York/Washington D.C. trip and the rules for eligibility will be determined at the end of the first semester.

Health and Safety

Students should report any injury incurred at school or a school-sponsored activity to the principal or appropriate sponsor. When appropriate, a parent shall be notified of a student injury as soon as possible to determine appropriate action. If the student needs medical attentions and the parents cannot be reached, the principal shall seek emergency medical treatment. See Appendix C for sample student accident form.

If a student has an accident which requires medical treatment, no action shall be taken by an employee except the following:

- send for medical help;
- make the student as comfortable as possible while waiting for competent medical assistance to arrive; and
- notify the principal.

If an employee present is qualified to administer first aid, aid may be given. Qualified

employees, for this purpose, are the school nurse or those employees who have successfully completed an approved Red Cross first aid program.

SAFETY HOTLINE: A statewide school safety hotline is staffed by the Kansas Highway Patrol to give students an opportunity to report “impending school violence.” The phone number is 1-866-748-7047.

**TOLL-FREE KANSAS SCHOOL
SAFETY HOTLINE NUMBER IS 1-800-626-8203**

Medications

The supervision of oral and injectable medications shall be in strict compliance with the rules and regulations of the board. School employees may not dispense or administer any medications, including prescription and non-prescription drugs, to students except as outlined in board policy.

In certain explained circumstances when medication is necessary in order that the student remains in school, the school may cooperate with parents in the supervision of medication the student will use; but the medical person authorized to prescribe medication must send a written order to the building administrator who may supervise the administration of the medication or treatment, and the parents must submit a written request to the building administrator requesting the school’s cooperation in such supervision and releasing the school district and personnel from liability.

Student Self-Administration of Medication is allowed when medication is used for the treatment of anaphylactic reactions or asthma which is prescribed by a physician licensed to practice medication or an advanced registered nurse practitioner. The self-administration of medication is allowed for students grades 9-12. To be eligible, a student must meet all requirements as outlined in board policy. Parents shall submit a written statement from the student’s health care provider stating name and purposes of medication, prescribed dosage, conditions of self-administration, additional special circumstances, and length of time for which medication is prescribed.

School personnel shall not be required to be custodians of any medication except as required by a written order of a licensed medical person.

The medication shall be examined by the school employee administering the medication to determine if it appears to be in the original container, to be properly labeled and to be properly authorized by the written order of licensed medical person. Two containers, one for home and one for school should be requested from the pharmacist. Only oral medications should be administered except in emergency situations.

Any changes in type of drugs, dosage and/or time of administration should be

accompanied by new physician and parent permission signatures and a newly labeled pharmacy container.

The building administrator may choose to discontinue the administration of medication provided he has first notified the parents or medical person in advance of the date of such discontinuance with the reasons therefore.

In the administration of medication, the school employee shall not be deemed to have assumed to himself any other legal responsibility other than acting as a duly authorized employee of the school district.

See Appendix D for a sample medication permission form.

Immunization

All students enrolling in any district school shall provide the building principal with proof of immunization of certain diseases or furnish documents to satisfy statutory requirements. Booster shots required by the Secretary of the Department of Health and Environment are also required.

Students who fail to provide the documentation required by law may be excluded from school by the superintendent until statutory requirements are satisfied. Notice of exclusion shall be given to the parents/guardians as prescribed by law. Students who are not immunized against a particular disease(s) may be excluded from school during any outbreak.

Student Illness

If a student is ill the school will call the parent requesting that the student be allowed to go home. If the parent cannot be reached, the student will remain at school until a parent or guardian can be reached.

All students up to the age of nine shall submit evidence they have undergone a health assessment prior to entering kindergarten or before enrolling in the district for the first time.

Physicals for Athletics

Students participating in athletics, cheerleading, and dance squad must have a physical on file before participating. **No student will be allowed to participate in practice or a game until a signed physical form has been turned into the office. The appropriate form you can get from the office.**

Any student noted by a physician or the school nurse as having a communicable disease may be required to withdraw from school for the duration of the illness. The student will be readmitted to regular classes upon termination of the illness, as authorized by the student's physician or as authorized by a health assessment team.

The board reserves the right to require a written statement from the student's physician indicating the student is free from all symptoms of the disease

Severe Weather

Students shall be informed of emergency drill procedures at the beginning of each school year.

When the superintendent believes the safety of students is threatened by severe weather or other circumstances, parents and students shall be notified of school closings or cancellations by announcements made over the following radio/TV station(s) and Textcaster:

Textcaster: Sign up by going to website....you will receive a text and email informing you of school closings and late starts. *Textcaster will be the first line of notification.* It is highly recommended that you sign up for Textcaster prior to the start of school for notifications concerning weather, early dismissals, and game and practice time changes.

Textcaster (sign up at (www.usd110.net)). There is a link on the school website.
KQMA (92.5 FM Radio) KWCH 12 Eyewitness News (Channel 7)
KSN Wichita KS (Channel 2)

****Be sure to check KQMA/92.5 Phillipsburg FM Radiothey will be the first news station to be contacted if school is closed or starts late.***

If an emergency occurs with less than one hour of warning time, the district will keep all students under school jurisdiction and supervision. Staff will remain on duty with the students during the emergency period. Parents may come to school and pick up their children. Students shall be released according to board policy for release of students during the school day.

Fire Drills

Fire drills will be conducted once a month in accordance with Kansas law. The signal for the fire drill will be the fire alarm.

Responsibilities of the students:

1. Calmly, quietly leave the room.
2. Stay with your class.
3. Follow the directions of the teacher.

Responsibilities of the teacher:

1. Be sure all windows and doors are closed when you leave the room.
2. Turn off the lights.
3. You are the last to leave the room.
4. Once outside the building check roll to be sure all students are present.
5. Take your grade book with you.

The building is vacated according to the following plan:

Room 101,102,104	Front Exit, cross street
Teachers Lounge	Front Exit, cross street
Room 104	Front Exit, cross street
Room 105	Outside exit, cross street
Room 106	Outside exit, south parking lot
Room 107	Outside exit, south parking lot
Room 108	Outside exit, south parking lot
Room 109	Outside exit, south parking lot
FACS	Exit corridor door to the sidewalk-North
103J	Exit corridor door to the sidewalk-North
104J	Exit east corridor door to the sidewalk
105J	Exit east corridor door to the sidewalk
Band room	Outside exit to the sidewalk
Gym	Southwest exit to the parking lot
Vo Ag & Ind. Arts	West exit to teachers instructions

Tornado Drills

A tornado warning means that a tornado has been sighted and this or other tornadoes may strike in our vicinity. You must take action to protect yourselves. The signal for a tornado warning will be a series of long blasts on the bull horn over the intercom and through the halls.

The following students and teachers will go to the basement below the gym:

Room 101, 102, 104,	exit via hallway to lower basement area under gymnasium
Room 105	exit via hallway to lower basement area under gymnasium
Room 106	exit via hallway to lower basement area under gymnasium
Room 107	exit via hallway to lower basement area under gymnasium
Room 109	exit via hallway to lower basement area under gymnasium
Library Classroom	exit library to entrance doors of main building and then go to basement furnace room under band room

The following students and teachers will go to the furnace room below the band room in the junior high: FACS, 103J, 104J, 105J, Band Room, Ind. Arts, and Vo Ag.

Responsibilities of students:

1. Calmly, quietly leave room
2. Stay with your class.
3. Follow directions of the teacher(s).

Responsibilities of teachers:

1. You are the last person to leave the room.
2. Once in the tornado shelter please keep your students quiet.
3. Take your grade book with you.

ASBESTOS PLAN

The district periodically applies pesticides inside buildings. Information regarding the application of pesticides is available from the District Office located in the Grade School (785-476-2218).

General Information

A copy of the school calendar is located in the front of this handbook.

Any student may file a complaint with the principal concerning a school rule or regulation if it applies to the student. The complaint shall be in writing, filed within 20 days following the application of the rule or regulation, and must specify the basis for the complaint. The principal shall investigate the complaint and inform the student of the resolution within 10 days after the complaint is filed.

Student Gifts to Staff Members

The giving of gifts between students and staff members is discouraged. Students shall be allowed to collect money or purchase gifts for faculty members at the principal's approval.

Student Organization Gifts to the School

Student organizations, with prior approval of the organization sponsor and building principal, may donate a portion of the organization's funds to the district. These donations shall require prior board approval.

A gift is defined as any donation, present or endowment in the form of cash, merchandise or personal favor.

Any student organization gift to the district shall become district property when accepted

by the board.

Student Insurance

The school **does not** carry health insurance for each student in the school. The school is required to carry catastrophic insurance from the KSHSAA for sports related injuries. Parents are able to voluntarily purchase student insurance.

Personal Property

The district is not responsible for students' personal property and does not provide insurance on students' personal property. If a student's personal property is broken, damaged or stolen repair; or replacement is the student's responsibility. Students are encouraged to not bring valuable jewelry or electronics to school. ***Students should not keep cash in their lockers or bags.*** The administration encourages students to get a lock from the office for their locker.

Electronic Devices/Cell Phones

Students are only allowed to use cell phones at school during the school day prior to the 1st hour bell at 8:00 a.m. and during lunch period. Students are prohibited from using cellphones, Ipods, MP3 players, CD Players, headphones, laser pointers, and any other electronic devices that may be disruptive to the school environment during the school day other than those times mentioned above or if approved for use by the classroom teacher for a classroom project or activity. Violation of this policy will result in:

1st Offense: Device taken to the office. **Student may pick up at the end of the day.**

2nd Offense: Device taken to the office and **student must serve a 30 minute detention before or after school before cell phone is returned. Even if the student serves the detention in the morning the student will not be given their cell phone until the end of the school day.**

3rd Offense and Beyond: Device taken to the office and **student must serve two 30 minute detentions on two separate nights in order to get phone back. The phone will not be returned until the second detention has been served.**

Posters

Posters, drawings or other materials must be approved by the principal for posting in the school. All unauthorized posting will be removed immediately and become the property of the school.

Achievement Awards Program

The school will hold an awards program in the spring of the school year. The program is

for 9-12 students and anyone else interested in the program. The awards program is for both academics and athletics. A potluck supper is served and parents from each class are selected by the Thunder Ridge Steering Committee (booster club).

Scheduling School Events

Before school events may be scheduled and placed on the calendar, they must be approved by the principal's office and placed on the weekly bulletin of events. The deadline for having these events to appear on the bulletin is noon Wednesday.

Expectations of USD 110 Staff

Staff members shall maintain professional relationships with students that are conducive to an effective educational environment.

School Telephone Use

District telephones are for school business. Use of phones for personal business should be avoided except in case of an emergency. Use of district phones for social calls is not permitted. Students shall not make long distance calls on district telephones without the prior permission of the principal. Calls made to students during school hours need to be made for emergencies only. The Student Council maintains a student phone in the hallway. The phone is limited to local calls only. Students may use the phone to call parents, but it is not for social calls to friends.

Student Vehicles/Parking

Students who drive to school shall park in the designated parking areas. Students may not go to their vehicles during the school day without permission from the principal. A student who is observed driving recklessly on or near school property shall be reported to the building principal. The principal shall review the violation with the student at the first opportunity and sanctions including but not limited to the following may be applied:

- the student may be prohibited from parking or driving on school property;
- a letter may be sent to the student's parents;
- the student may be disciplined according to the disciplinary code.
- law enforcement may be contacted

Visitors

Patrons and parents are encouraged to visit the district facilities. All visits shall be scheduled with the building principal.

****To ensure safety and security, all visitors must check in at the office before proceeding to contact any other person in the building or on the grounds. The high school, middle school, and elementary main entrance doors have electronic locks. In order to be allowed in to the building, a person must ring the bell and identify themselves to the office personnel.***

Students are not allowed to bring visitors to school without prior permission of the principal. The principal may refuse admittance to a visitor.

School Property

Building Opening and Closing

The Senior High Building opens at 7:30 a.m. in the morning and closes at 4 p.m. Use of the building after hours by non-school organizations and groups must be approved in advance by the building principal.

Use of equipment and supplies is for the performance of official and approved assignments only. Use of district equipment or supplies for personal projects is prohibited without prior permission of the principal.

Students shall handle all school equipment and supplies carefully. ***Students shall be responsible for any damage they cause to school equipment or supplies.***

Use of or access to district computers and computer software is limited to district employees and students. Use of computers is for the performance of official and approved assignments only. Use of district computer equipment or software for personal student projects is prohibited without prior permission of the teacher.

Only software purchased by the district may be loaded onto district computers. Software licensed to the district shall not be used on computers not owned by the district. District software shall not be copied for personal use.

Students shall not use electronic communications, including e-mail, chat, facebook or similar online sites to harass staff, students, or other individuals.

No Right to Privacy

Students shall have no expectation of privacy or restricted access to any information generated during the course of their work or entered in any district computers. Students waive any right to privacy in e-mail messages and consent to the access and disclosure of e-mail messages by authorized persons.

Students shall only use passwords or other encoding or security mechanisms as assigned by the district computer system(s) administrator or other officials designated by the

board. The use of a password does not affect the administration's right to monitor. All forms of electronic communications are monitored by the administration to ensure the systems are only being used for official purposes.

Ownership

Computer materials or devices created as part of any assignment undertaken on school time shall be the property of the district.

Internet

Inappropriate use and/or transmission of any material in violation of any United States or state regulation, is prohibited. This includes, but is not limited to copyrighted material, threatening or obscene material, or material protected by a trade secret.

Computer Network Use Guidelines

All users of the schools' computers and networks are expected to abide by the generally accepted rules of network etiquette. Informal rules of behavior have evolved for the use of and communication on the Internet and other on-line services. These rules of behavior include, but are not limited to, the following:

- Be polite. Do not write or send abusive messages to others.
- Use appropriate language. Do not swear; use vulgarities or any inappropriate language.
- Do not reveal your personal address or phone numbers or that of other students or colleagues.
- Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do 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 be assumed to be private property which is subject to copyright laws.
- Do not place unlawful information on any network system.
- Keep paragraphs and messages short and to the point. Focus on one subject per message.
- Do not use the network in such a way that would disrupt the use of the network by other users (e.g., downloading very large files during prime time; sending mass e-mail messages).

Computer Usage Policy:

- 1. To use a classroom or lab computer for internet a student must have permission and direct supervision.
- 2. No chat rooms at any time.
- 3. No e-mail unless it is an assignment for a specific class during the class period. No e-mail will be allowed before or after school, or during the noon hour.

- 4. No games at any time. No student is to load any games on school computers.
- 5. Any inappropriate internet usage will be a violation of the Internet Policy.

Consequences of Violation of Technology Policies

All of the policies and handbook procedures for acceptable use of computers and network are intended to make the computers and networks more useful to students and teachers. They are also intended to minimize the burden of administering the networks; so more time can be spent enhancing services.

Use of the computers for programs, software, e-mail and to access telecommunications resources is a privilege, not a right. Violations of the policies and procedures of USD 110 school concerning use of computers and networks will result in disciplinary action.

Three levels of punishment may be enforced by the administration. While the levels may be implemented in order, nothing prevents the administration from selecting any step depending on the facts and the severity of the violation.

Level 1: Warning and Loss of Privileges for Two Weeks

Student will lose computer privilege/Internet access for a period of two weeks. Any additional loss of privileges will be determined by the administration.

Level 2: Pattern of Abuse, Repeated Abuse or Flagrant Violations:

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 remainder of the school year or remaining school years and recommended for suspension.

Level 3: Suspension/Expulsion Violations

Student could be suspended from school (removal for five days or more) 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.

See Appendices E and F for sample agreements to be signed by parents and students.

Student Lockers

Lockers in the district schools shall be under the supervision of the building principal and assigned to the student to store necessary school materials and clothing.

The combinations and/or keys to all locker locks shall be in the sole 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 to the student to whom the

locker is assigned if there is reason to believe the locker contains matter prohibited by law or school regulations. Students shall not place locks, other than those issued by the school, on any locker.

Textbooks

Textbook fees may be assessed by the district for use in the classroom. If a student damages a textbook in any way the student will be required to pay for the damage to the book. Full replacement cost will be charged for any lost books or badly damaged books.

Student Services

Academic Counseling

Students are encouraged to talk with a school counselor, teachers and principals in order to learn about the curriculum, course offerings, graduation requirements, qualified admissions for Regents Universities and other academic issues. The counselor can provide information about vocational training schools, colleges and universities, careers and financial aid.

Personal Counseling

The counselor is available to assist students with personal concerns. The counselor may make available information about community resources to address personal concerns. Students who wish to meet with the counselor should make an appointment in advance.

Thunder Ridge Library

The library is a School/Community library. Students are encouraged to use the library, but not as an excuse to avoid doing schoolwork. No student will be allowed in the library without a pass. Library books may be checked. Computers in the library are under the same appropriate use guidelines as computers in all school buildings.

Food Service

Thunder Ridge High School has a closed lunch period. Students are not allowed to leave campus during lunch period. All students are required to go to the cafeteria during lunch. Students may bring sack lunches and eat in the school cafeteria. Meals will be served at the Elementary cafeteria. Lunch may be purchased from the lunch program or brought from home. Milk may be purchased to supplement lunches brought from home.

TRHS students are not permitted to have food or drinks (other than water) in school during school hours.

Meal prices (full pay) are as follows:

Noon meals:

K-8 - \$2.45
9-12 - \$2.70
Adults - \$3.70

Breakfast:

K-12 - \$1.80

Free or reduced price meals shall be provided for students who qualify under state and federal rules and regulations. The eligibility forms, rules and regulations governing this program shall be provided by the administration to students or their parents.

Class Responsibilities

The class organizational responsibilities include: finances, organization, ordering, etc., for everything listed for that specific event. The President and the class of organization sponsor are expected to see that these responsibilities are completed.

Football Homecoming

Candidates-selected from the following groups; football, volleyball, cross country, dance team, FFA and KAY.

Juniors – Decorations, homecoming ceremony, script, attendant’s flowers, crowns, Queens’ robe, pillows, theme and crown bearers

Pep Club – robe, hall decorations and paint downtown businesses

Stuco – Queen’s roses, attendants flowers and King’s football

Cheerleaders-spirit week, bonfire, pep rally and paint downtown businesses

Parents Night

KAY – Letters to parents, flowers, speaker and script, name tags

Winter Formal

STUCO – Music, refreshments

KAYS – Tickets, decorations, and clean up

FFA – Hang the wires for decoration

Prom

Juniors – Banquet, decoration, entertainment selection, selection of sophomore servers
TRHS Juniors and seniors are permitted to attend the prom banquet (**no outside TRHS dates are permitted to the prom banquet**). TRHS students (Grades 9-12) are permitted to attend the prom dance. Outside TRHS dates are permitted pending prior approval by the principal.

Holiday Programs

KAYS

Assemblies

Stuco

Senior High Graduation

Seniors – Stage decorations

Seniors – Choose junior students to lead the seniors in and hand out programs

Selection of Officers, Cheerleaders, and Pompon Squad

All classes will select their officers according to majority vote.

Cheer/Dance Selection

The senior high cheerleaders will be selected by a panel of selected judges.

The pompon squad will be selected by a panel of judges.

The **FFA** requests that interested members fill out an Application. An interview committee will interview the candidates. The chapter members will nominate members for each office and then vote. A majority of votes is needed

APPENDICES

Appendix A

BOARD OF REGENTS QUALIFIED ADMISSIONS PRECOLLEGE CURRICULUM

Under the provisions of 1996 House Bill No. 2668, a graduate of an accredited Kansas high school is entitled to admission to a State Board of Regents' Institution if the student has completed the pre-college curriculum prescribed by the State Board of Regents with a minimum grade point average of 2.0 on a 4.0 scale.¹

Take **NOTICE** that the pre-college curriculum consists of:

1. Four units of English;
2. Three units of Mathematics;
3. Three units of Social Studies;
4. Three Units of Natural Sciences and;
5. One Unit of Computer Technology

Also, take **NOTICE** that a total of **23** units of credit are required by this district for graduation from high school. Consult with a school counselor to determine specific graduation requirements.

ACKNOWLEDGMENT

We acknowledge receipt of a copy of this Notice.

¹ The law also specifies that a graduate is eligible for admission if he or she has a composite ACT score of not less than 21 points or ranks in the top 1/3 of his or her high school class upon completion of seven or eight semesters of study.

Date

Parent Signature

_____ Date

_____ Student Signature

Appendix B

**CONSENT TO PARTICIPATE IN FIELD TRIP OR OTHER ACTIVITY
CONSENT FOR TREATMENT**

**NOTE: This form must be signed and returned to the school by _____(date)
if the student named below is to participate in the field trip or activity.**

I, _____, the parent and legal guardian of _____
give my consent for my child to participate in the field trip/other activity described here:

_____ on _____ date. I further give my legal consent and authorize any representative
of _____ School to authorize emergency medical treatment, including any
necessary surgery or hospitalization, for my above-named child, for any injury or illness of an
emergency nature he/she incurred while participating in the field trip or other activity noted
above by any physician or dentist licensed in accordance with the provisions of the Kansas
Healing Arts Act, K.S.A. 65-2801, and any hospital.

I agree to pay and assume all responsibility for medical and hospital expenses and any
emergency services incurred on behalf of my child.

I acknowledge and agree that USD 110 is not responsible for any medical, hospital
expenses and/or other charges that are incurred in the medical treatment or hospitalization of my
child. A photocopy of this document shall have the same force and effect as the original. If my
child requires emergency medical treatment, I understand that school personnel will make a
reasonable attempt to contact me to seek my permission to authorize that treatment. To facilitate
contacting me, I agree to continue to provide current work and home phone numbers to the
school.

Parent or Legal Guardian

Date

Appendix C

ACCIDENT REPORT FORM

A student who has been injured on school property must fill out an accident form as soon as possible following the injury.

School Name _____

Your Name _____

Your Home Address _____

Social Security Number _____

Date of Accident _____ Time of Accident _____

In your own words, describe what happened:

What physical problems are you experiencing as a result of this injury:

Did you report this injury to a school employee? _____

If not, explain.

Date Reported _____ Employee's Name _____

What were you doing at the time of the accident:

Were there any witnesses? _____ If yes, who: _____

Did you go to a hospital or clinic? _____

Address of Hospital/Clinic _____

Name of treating physician _____

Additional Comments:

Signature _____

Date _____

Appendix D

PERMISSION FOR MEDICATION

Name of Student _____

School _____ Grade _____

Medication _____ Dosage _____

Date Started Medication _____

Time of Day Medication is to be given _____

I hereby give my permission for _____ to take the above medication at school as ordered. I understand that it is my responsibility to furnish this medication. I further understand that any school employee who administers any drug or nonprescription pursuant to parental written request to my student in accordance with written instructions from the physician or dentist shall not be liable for damages as a result of an adverse medication reaction suffered by the student because of administering such medication.

Signature of Parent/Guardian

Date

Signature of Health Care Provider

Date

NOTE: The medication is to be brought to school in the original container appropriately labeled by the pharmacy, or physician, stating the name of the medication, the dosage and times to be administered.

**PARENT AGREEMENT 2017-2018
GRANTING LIMITED ACCESS**

As the parent or guardian of this student, I have read the Acceptable Use Policy for Information Retrieval Systems at USD 110 Schools. I understand that this access is designed for educational purposes. I also recognize that employees of the school or school system may not be able to restrict access to all controversial materials. I will not hold them responsible for materials my son or daughter acquires as a result of the use of the Internet from school facilities. I accept full responsibility for supervision if and when my student’s use of information systems is outside the school setting. I hereby give my permission to USD 110 to permit my child to access and use the available information retrieval technologies.

As a parent or guardian of this student, I have read the terms and conditions for USD 110 public schools’ facilities use and Internet access. I understand this free access is designed for educational purposes. However, I also recognize it is impossible to restrict access to all controversial materials and I will not hold USD 110 public schools responsible for materials acquired or sent via the network.

Parent Signature _____ Date _____

RESTRICTING ACCESS

While I do not want my child accessing the Internet, I understand that it is not always possible to prevent unauthorized use. I understand my child will not be given a password to access the Internet and an account will not be established for my child’s use. I also agree not to hold the district responsible for my child’s unauthorized access to internal or external computer networks.

Parent Signature _____ Date _____

This form will be retained on file by authorized faculty designee for duration of applicable computer/network/Internet use.

Please read the following carefully before signing. This is a legally binding document.

**ACCEPTABLE USE OF COMPUTERS AND NETWORKS:
STUDENT'S AGREEMENT**

In order to make sure that all members of the Thunder Ridge School District understand and agree to these rules of conduct, USD 110 requires you as a student to sign the following statement:

I understand and will abide by the district guidelines and conditions for the use of the facilities of Thunder Ridge public schools and access to the Internet. I further understand any violation of the district guidelines is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked. School disciplinary action and/or appropriate legal action shall/may be taken.

I have received and read a copy of the district guidelines on computer use and the conditions of use for computer networks.

The school may choose one or the other, but be conscious of the fact that 'shall' means all students must be disciplined if they violate any of the rules.

Parent Signature _____ Date _____

Student Signature _____ Date _____

This form will be retained on file by authorized faculty designee for duration of applicable computer/network/Internet use.