

# **THUNDER RIDGE HIGH SCHOOL**

**2023-2024**



## **STUDENT HANDBOOK**

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

Superintendent: Larry Lysell, 9-12 Principal: Mardi Lohofener  
K-3/4-8 Principal: Beth Norris

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## ACKNOWLEDGEMENT OF RECEIPT OF HANDBOOK

I, \_\_\_\_\_, do hereby acknowledge receipt of the student handbook for 2021-2022. I have read and I understand the contents. Further, I understand:

- **This handbook contains the yearly required notification on the following issues:**
  - **Nondiscrimination**
  - **Family Educational Right to Privacy Act**
  - **Directory Information**
  - **Drug Free Schools and Communities Policy**
  - **Inoculations**
  - **Availability of Asbestos Plan**
  - **Special Education Provisions**
- **As a condition of enrollment, I am required to abide by all regulations contained in this handbook as well as other policies established by the board of education.**
- **If I choose not to abide by the regulations contained in this handbook, any other policy established by the Board of Education, or any reasonable request by school authorities, disciplinary action may be imposed, up to and including expulsion from school.**

Date: \_\_\_\_\_ Signature of Student: \_\_\_\_\_

Date: \_\_\_\_\_ Signature of Parent: \_\_\_\_\_

## **MISSION STATEMENT**

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.

## **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 Larry Lysell 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 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**

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 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**

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**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 1<sup>st</sup> 3 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)/guardians(s)



- Name of individual(s) to contact in case of emergency
- 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 7 days if any of the following change:

- Numbers for home or parent's work
- Mailing or street address
- 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**. If a student does not meet the class standing criteria by grade, but does so by years of school attendance, the principal may allow the student to participate in grade related activities.

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 approval from 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. Any class already offered at the school is not eligible for an online class.

## **STUDENT FEES**

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

- A **Textbook Fee of \$20** will be assessed for each student for textbooks and workbooks used by the students
- Each student grades K-12 may choose (**voluntarily**) to pay an **Activity Fee of \$15**. This will cover the costs of all athletic events, musicals, and assemblies
- Computer Rental Fee **\$5**.
- 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
- Activity trip fees

## **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. 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.

## **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](http://admissions.ku.edu) for more information. Standards are set by the Kansas Board of Regents.

Take notice that the pre-college curriculum consists of:

- 4 units of English; ½ unit may be from Speech
- 3 units of mathematics; Option A – 3 approved units and meet the ACT college readiness math benchmark of 22. Option B – 4 approved units, 1 of which must be taken in the graduating year
- 3 units of social studies
- 3 units of natural science; and 1 of which must be a full unit of Chemistry or Physics

Also, take notice that this district for graduation from high school requires a total of **23 units of credits**. 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.***

## **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.

### **Procedure for student withdrawal 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.

## **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.

## **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 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 August 15th. 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.

### **Grading Scale**

<b>98-100 = A+</b>	<b>72-77 = C</b>
<b>92-97 = A</b>	<b>70-71 = C-</b>
<b>90-91 = A-</b>	<b>68-69 = D+</b>
<b>88-89 = B+</b>	<b>62-67 = D</b>
<b>82-87 = B</b>	<b>60-61 = D-</b>
<b>80-81 = B-</b>	<b>59 &amp; Below = F</b>
<b>78-79 = C+</b>	

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. Parents can access grades anytime online through PowerSchool by going to the school

website [www.usd110.net](http://www.usd110.net). Each parent will be given an ID and password to access the information.

## EARLY OUT

Any student that has all grades of C- or above are allowed to leave at the beginning of Seminar on Monday and Thursday of each week starting the third week of the school year. The student has to also be a **Student-In-Good Standing** before the student is eligible to take part in Early Out. There may be days during the week where the students do not get to take Early Out, but those days are rare.

## 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 a C- will automatically disqualify the student from the honor roll, regardless of what other grades are earned.
3. The student must be enrolled in 7 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 & SALUTATORIAN

A 12-point grading system (see grading scale above) is used to determine the Valedictorian and Salutatorian of the senior class. The Valedictorian is the person with the highest GPA in the class and the Salutatorian is the student with the 2<sup>nd</sup> highest GPA in the class.

## SCHOLASTIC LETTER

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 Awards Program.

## 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. See the Make-up Work Policy.***

## **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 & AIDS CURRICULUM**

The human sexuality & AIDS curriculum is available for inspection from the high school office upon request. A parent or guardian (or student 18 years or older) may use the district opt-out provision to remove the student from some portion or all of human sexuality & 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. 16 & 17 year-olds may be exempt from the compulsory attendance requirements if:

- They have attained a 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 aged 16 or 17 who are not exempt shall be reported as truant.

***\*Any student not in school, unless on a school trip will be counted absent. Exception: Students attending school sponsored activities without parent's 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.***

### **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 7:30 a.m. and 9:00 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. Students who know in advance that they are going to be absent are encouraged to advise the office 1 day in advance of the absence and make arrangements for make-up work with their teachers before they leave. **(See Make-Up Policy)**
3. 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. **(See Make-Up Policy)**
4. All students are required to be in attendance by the beginning of the 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 (i.e.: health clinic note, college brochure) for their absence will be permitted to practice or play that day.
5. **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 and ISS the next day.

***\*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.***

## 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.

To be considered an excused absence, the seniors:

1. must arrange the visitations through the school counselor,
2. must provide the school counselor with a written parental permission in advance of the visitation, and
3. must return with a signed verifications or email verification from a college official.

**\*\*\*If these 3 criteria are not met, the student will receive a zero for work assigned for that day.**

**Student is expected to follow the Make-up Work Policy for planned absences.**

## **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.

If a student misses 8 days in a semester, on the 9<sup>th</sup> absence they are required to provide official notification to qualify for an excused absence. This will be required for every day thereafter. Unexcused absences are awarded zero credit.

### **ATTENDANCE AND TARDY POLICY (Approved May, 8, 2023)**

Students are expected to attend school on a regular basis. Due to the excessive absenteeism that Thunder Ridge High School has experienced over the past two years, a new Attendance/Tardy Policy has been implemented. The policy is based on a point system calculated on a quarterly basis. The following is the point system used for each absence and tardy.

**Tardy: ½ point**

**Excused Absence: 1 point**

**Unexcused Absence: 3 points**

The following absences will be exempt from counting against the student's total.

1. Death in the student's family
2. Dr. Appointment with written verification from doctor's office.
3. Attendance at school sponsored events and suspensions are not considered absences
4. Mandated attendance in a court or related court proceeding
5. Dangers imposed by weather conditions
6. Serious, contagious, or epidemic disease in the household where the student resides
7. Serious illness of a family member
8. Religious observances
9. Documented college visits

Absences will be calculated on an 8-hour day. **A total of 5 absences will be allowed.** Any absence over 5 per quarter is considered a violation of the Attendance/Tardy Policy.

### **Consequence for Violation of the Attendance/Tardy Policy**

***If a student violates the policy, the student is not allowed to attend any outside curricular or extracurricular event the following week from Sunday to Saturday. This includes examples such as athletic events, music concerts and clinics, KAY events, FFA contests, Winter Formal and Prom. Once the student has served the week suspension, the student will be allowed to participate in activities. Students are allowed to practice during the suspension time. Once the student has served the week suspension, the student is allowed only one additional absence or two tardies before they are on suspension again. The attendance/tardy count starts over at the beginning of each quarter. The pass given once a semester for grade eligibility cannot be used on the Attendance/Tardy Policy.***

### **Additional Tardy Policy Separate from Attendance/Tardy Policy**

***Any student exceeding 5 tardies during a quarter period will have to serve a day in lunch detention for each tardy over 5.***

Parents/guardians are responsible for calling the school and reporting their child absent. If a parent or guardian does not call the school to report the student as absent, the student will receive an unexcused absence for the day.

## **STUDENT-IN-GOOD STANDING**

When a student loses his or her status as a student-in-good standing, the student is no longer eligible to participate in or attend any events in or out of the school, other than regularly-scheduled class periods. (with the exception of graduation exercises for seniors who have met graduation requirements)

### **Amended by the Board of Education 12-31-2021:**

- **Students who are ineligible based on the grade eligibility policy may attend public events such as ball games that are outside of the school day. They cannot participate in the event.**
- **The weekly academic eligibility will not apply to Winter Formal or Prom. Students not in good standing due to ISS or OSS, or due to violating the Attendance/Tardy Policy will not be allowed to attend Winter Formal or Prom.**
- **They cannot participate in any group activity not seen as academic being held during the school day.**
- **If the event requires travel that leaves before school is dismissed, the ineligible participant must remain at school.**

**NOTE: Attendance, early out, tardies or discipline issues do not fit under this clause.**

All decisions regarding student-in-good standing status are subject to administrative review. Criteria for a student to not be considered in good standing are as follows:

**Eligibility:** Please see the eligibility policy (pg. 47). The student can regain student-in-good standing status at the next eligibility check. Students are permitted to use a pass that will allow the student to participate for the week requested once a semester as long as the student does not have more than one F and the student has not violated any discipline policies.

**Disciplinary Actions:** A student will lose student-in-good standing status for disciplinary actions if the student is placed on ISS or OSS. If a student is placed on ISS or OSS during the week, the student will lose student-in-good standing status and not be able to participate in any event in or out of school. ISS students will gain student-in-good standing status the day after the suspension is over and OSS students are eligible the following week.

***\*NOTE: If a student becomes a chronic discipline issue, such as creating classroom disruptions, mistreating other students or otherwise not maintaining a high level of good citizenship, the principal has the authority to revoke his/her good standing status.***

## **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 3 consecutive unexcused absences, any 5 unexcused absences in a semester or 7 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 POLICY**

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.

Zero credit will be issued if the absence is unexcused.

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.

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.

A student who does not keep his make-up work current will lose good standing status and not be allowed to depart early for future events.

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.

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

## **DETENTIONS**

Monday-Friday from 7:30-8:00 a.m. or 3:45-4:45 p.m. in assigned classrooms.

Teachers can assign detentions based on their classroom policy and school rules. Teachers are asked to communicate with parents on detention dates and times. If the student fails to attend an assigned detention, they will be assigned an additional detention (now there are 2 to serve). The teacher will notify the principal of the missed dates and the make-up dates. The principal will contact parents/guardians so they are informed. Failure to attend either of the 2 detentions will result in ISS. Students must provide their own transportation.

## **CREDIT RECOVERY**

A chance for credit recovery will be offered. For a student so assigned, this may occur during the school year or in the summer as the necessity or federal law may dictate. In extreme circumstances the principal may make the determination. (An example of the credit recovery being offered during the school year only could be a senior having failed a required class first semester and needing an option to graduate with her/his class.) USD #110 will choose the recovery vendor.

### **Grades & Credit:**

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%.

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.

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

## DISCIPLINE

### 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.

***\*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.***

***\*\*\*Note on Discipline:***

***School administration will determine the category for disciplinary action. Some issues may be construed differently. For example, Hazing may be a form of bullying. What may be perceived as a student to student threat may actually be a conflict that can be solved through conflict resolution. After investigation school administration has the authority to classify the offense according to reports. The behavior that is most important is the concern of a pattern of inappropriate behavior.***

## DISCIPLINARY REFERRAL PROCESS

It is acknowledged that all staff members share in the responsibility for enforcing the discipline policies and creating an environment conducive to learning. Referrals can be immediate but must follow with a written description of the situation. *The written referral can be waived if the principal does a follow-up interview with the teacher.*

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.

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

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

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

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

***\*If a student has been long-term suspended, 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, signed by the Principal, who will refer the student to the Student Assistance Team prior to clearance. Parents will be contacted regarding each offense.***

**Office referral** (asked to leave class and report to the office)

Occasionally a student may be asked to leave class for a discipline issue for any number of reasons. Student's that are asked to leave must work through it with the classroom teacher. The penalty of being asked to leave class is one day of ISS. Pending a student's response to the issue their penalty may be reduced. In any ISS situation the principal has the option to allow classwork to be delivered or have it given to the student at the end of the day. If delivered at the end of the day, it is due the next day.

***Note: Discipline will be administered by the high school principal.***

## SUSPENSION PROCEDURES

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

1. A Suspension Hearing: A meeting with the student will be held prior to the suspension of any student.
  - a. At this meeting the student will be entitled to:
    - i. A written or oral statement of the charges;
    - ii. If the student denies the charges, a summary of the evidence against the student will be presented;
    - iii. The student will be provided an opportunity to explain his/her conduct.
  - b. 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.
  - c. Following the Suspension Hearing, 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.
2. An Informal Hearing (if long term suspension is being considered)
3. Appeal through the Hearing Authority

**\*Hearing authority defined: An attorney designated by the USD #110 School Board**

**\*\*\*In-School-Suspension is always preferred. ISS or OSS is at the principal's discretion in all cases.**

### **In-School Suspension (ISS):**

In-School Suspension is used primarily for disciplinary situations. ISS involves removing a student from the mainstream of school activity and assigning him/her to a strictly supervised and restricted area. Lunches are also served in an isolated area.

The suspended student must report to the ISS room at 8:00 a.m. The students will be escorted to and from the lunchroom by the principal/designee. 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 time out 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.

Students assigned to one period of Time out: Teachers may send students to the ISS room upon notification of the office for the class period, if warranted. If the teacher's labels the issue as a time out, the only discipline consequences are administered through the teacher. If it is labeled an office referral, the principal will initiate the office referral process.



\*Note: If appropriate, students will be given the opportunity to provide an action response in lieu of ISS. Examples would be helping our custodians, providing an assigned chore for a teacher. Students will work with the principal to locate opportunities. Credit will be given – an hour of response equals an hour of ISS. Failure to complete the work by an agreed upon date will result in a full day of ISS. During this ISS time the student will not be given their school work until the end of the day and it is due the next day. Philosophically, we do not want our students in ISS. We want to do all we can, within limits, to prevent it

**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 food or drink allowed.
3. No talking
4. No disruptive behavior
5. Students refusing to follow the guidelines of ISS will be suspended OSS for 1-10 days and must make up the ISS assignment upon returning.
6. 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 (OSS):**

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

**EXPULSION PROCEDURES**

When a principal/designee recommends to the superintendent/designee that a student be expelled from school, the following procedure will be followed:

1. The superintendent/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.

- a. 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.
  - b. At the expulsion meeting, the principal/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.
  - c. If an expulsion meeting is held, the board's designee 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.
3. 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's 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. All effort will be made to review the appeal by the next regularly scheduled board meeting.

## **EMERGENCY SAFETY INTERVENTIONS (ESI)**

The Board of Education is committed to limiting the use of Emergency Safety Interventions ("ESI"), 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.

ESI is the use of seclusion or physical restraint when a student presents immediate danger to self or others. Violent action that is destructive to property may necessitate the use of ESI.

**"Seclusion"** requires all 3 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.
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.
  - 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 provided within 2 days. In addition, each building shall maintain documentation any time ESI is used with a student. Such documentation must include the following:

1. Date of time of the intervention
2. Type of intervention
3. Length of time the intervention was used
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 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.

## **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.

1. 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 1 year (186 school days). Any long term suspension may be appealed through the hearing authority process (see pg. 18).
2. This policy shall be interpreted in a manner consistent with the Individual with Disabilities Education Act (IDEA).
  - a. 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 of the School Board may be placed in an interim alternative educational setting as specified by the IEP team.
  - b. If the parent or guardian requests a due process hearing, the child shall remain in the alternative educational setting during the tenure of such proceedings, unless the parents and school officials agree otherwise.

**Consequences for Weapons in School Policy:**

**Any Offense:** Parental notification, notification to the appropriate law enforcement authorities, and a short term suspension followed by an Informal Hearing at which time a recommendation of long term suspension for one calendar year may be made. The expulsion may be appealed to the Hearing Authority.

**Consequence for Possession of Weapons Other Than Firearms:**

**Any Offense:** Parental notification, notification to the appropriate law enforcement agency, and a short term suspension followed by an Informal Hearing at which time a recommendation of long term suspension may be made for the remainder of the current semester with the option of extending the long-term suspension for 1 calendar year (186 school days). The expulsion may be appealed to the Hearing Authority.

### **Threat or Attack with a Weapon or Threat to Use a Weapon**

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, notification of the appropriate law enforcement agency, and a short term suspension followed by an Informal Hearing at which time a recommendation of long term suspension for one calendar year may be made. The expulsion may be appealed to the Hearing Authority.

## **DISRUPTIVE & DANGEROUS TACTICS**

Offenses that are considered dangerous or disruptive. Arson, playing with fire, calling in a bomb threat, possession or explosion of fireworks and 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 & Dangerous Tactics:**

**Any Offense:** Parental notification, notification to the appropriate law enforcement agency, and a short term suspension followed by an Informal Hearing for long term suspension up to one calendar year 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.

### **Consequence 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 for an Informal Hearing and suspended from school until the hearing is held. The student may be suspended for up to 1 calendar year (186 school days) and placed on a behavior contract. The student responsible for the assault must begin counseling with a mental health agency prior to returning to school. Any long term suspension may be appealed through the Hearing Authority process (see pg. 18).

## **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:

1. 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
2. Restraining or restricting physical movement through physical contact, or attempting to do either.

#### **Consequence for Physical Attack:**

**Any Offense:** Parental notification, notification to the appropriate law enforcement agency, and a short term suspension followed by an Informal Hearing for long term suspension up to one calendar year.

***\*The student shall be suspended for a minimum of 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:**

**1<sup>st</sup> Offense:** Parental notification and notification of the appropriate law enforcement agency, and a Suspension Hearing with 3-5 days ISS or OSS. 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 recommending an Informal Hearing for long term suspension up to 1 year (186 school days). The student will be suspended for a minimum of 5 days or until the hearing, whichever is longer. Outside counseling is required.

**2<sup>nd</sup> Offense:** Parental notification, notification of the appropriate law enforcement agency, and a Suspension Hearing with 3-5 days ISS or OSS. The principal may recommend an Informal Hearing to discuss recommendation for district behavior contract and/or the possibility of long-term suspension for up to 1 year. 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:**

**1<sup>st</sup> Offense:** After careful investigation to ascertain the extenuating circumstances and individual guilt, proceed with parental notification and up to 3 days ISS or OSS. Mediation and counseling may be required.

**2<sup>nd</sup> Offense:** After careful investigation to ascertain the extenuating circumstances and individual guilt, proceed with parental notification and then up to 5 days OSS with mandatory parental conference for re-entry. Mediation and counseling may be required.

**3<sup>rd</sup> Offense:** Parental notification and a Suspension Hearing. The principal may recommend an Informal Hearing for long term suspension.

**4<sup>th</sup> Offense:** Parental notification and an Informal Hearing for long term suspension 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:**

**1<sup>st</sup> Offense:** Parental notification, referral for counseling, and a 3 days ISS or OSS with mandatory parental conference. Depending on the severity of the act, notification may be made to the appropriate law enforcement agency and referral for an Informal Hearing to discuss the possibility of long-term suspension for the remainder of the semester and/or district behavior contract.

**2<sup>nd</sup> Offense:** Parental notification, notification of appropriate law enforcement agency, and an Informal Hearing for long term suspension.

## **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:**

**1<sup>st</sup> Offense:** Parental notification and mandatory parental conference, and either 1 day ISS or OSS or a chosen alternative form of discipline.

**2<sup>nd</sup> Offense:** Parental notification and mandatory parental conference, refer for counseling, and either a 3 day ISS or OSS or a chosen alternative form of discipline.

**3<sup>rd</sup> Offense:** Parental notification and an Informal Hearing to discuss the possibility of long-term suspension for the remainder of the semester and/or district behavior contract.

**4<sup>th</sup> Offense:** Parental notification and an Informal Hearing with recommendation of long-term suspension 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 others, 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:**

**1<sup>st</sup> Offense:** Parental notification and notification of the appropriate law enforcement agency, and a minimum of 5 days ISS or OSS 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 for an Informal Hearing to discuss the possibility of long-term suspension for up to 1 year (186 school days). If referred, the student will be suspended for a minimum of 5 days or until the hearing, whichever is longer. Outside counseling is required.

**2<sup>nd</sup> Offense:** Parental notification and notification of the appropriate law enforcement agency, and an Informal Hearing to discuss recommendation for district behavior contract and/or the possibility of long-term suspension for up to 1 year (186 school days). The student will be suspended until the hearing.

### **BULLYING POLICY**

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 has proposed, and the board has reviewed and approved the following plan to address bullying on school property, in a school vehicle or at a school-sponsored activity or event.

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.

Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Both kids who are bullied and who bully others may have serious lasting problems.

In order to be considered bullying, the behavior must be aggressive and include:

- **An Imbalance of Power:** Students who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- **Repetition:** Bullying behaviors happen more than once or have the potential to happen more than once.

Bullying includes actions such as making threats, spreading rumors, physical gestures, attacking someone physically, verbally or written, and excluding someone from a group on purpose.

Some bullying situations can be very linear and easily addressed. Other situations are more complex because of the situation and personalities involved. The more complex the more time it may take to resolve. The effort in the more time intensive situations will be to ensure the reporter that they are supported and safe.

### **Steps to address Bullying:**

All bullying reports will be documented on the bullying report form. The form will ask the student to describe the situation and name all students that were involved or witnessed the bullying activity. The student may verbalize it to the counselor and they can log it into the system.

Student report:

- The student will report to the counselor, who will investigate, either through consultation with staff or administration, to decide on the appropriate action. Not all reports will require action, but every situation will be documented as well as the action taken (or no action). If the situation requires staff awareness, staff will be notified to take notice. Staff will report if bullying is observed or reported.

### **Two types of reports:**

**Actionable** - With permission from the reporter, the counselor will have a conversation with the reported bully. Resolution will be pursued. If no resolution is needed (just a conversation) it will be documented as such. The counselor will consult with the reporter at a later date to ensure all is well. If the situation is more problematic, is not possible to resolve at the counselor level, and needs further investigation, it will be referred to the principal. The principal will investigate. Parents will be notified by phone, email and/or letter. Resolution will continue to be pursued, but if there is no resolve, the principal will exercise options ranging from issuing a cease and desist email, disciplinary action, professional external counseling to or recommending parents contact police.

Note: The district will not pay for external counseling and parents should not interpret a conversation about counseling as an agreement for the district to cover the cost.

**Monitoring with possible action** - Because the student cannot be protected by the school 24 hours a day and an extreme imbalance of power, the student may not be comfortable bringing the situation out in the open. If needed, parents may be consulted to decide if the issue can be brought out to gain resolution. If not, the counselor and principal, with the aid of all staff will continue to monitor the situation. ALL staff will be made aware to monitor.

The principal will guide the process from this point. Depending on how it moves forward the principal may use any form of action as described previously in this document they see as necessary to support all involved and achieve resolution.

## **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 cyber harassment or cyberstalking. Adult cyber harassment 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 cyber harassment 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 computer access as a terms of service violation. And in some cases, if hacking or password and identity theft is involved, it can be a serious criminal matter under state and federal law.

## **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:

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

**The bullying process will be used for a report of sexual harassment - see page 28.**

***\*NOTE: If sexual touch occurs, the Sexual Attack Policy can be enforced.***

#### **Consequence for Sexual Harassment:**

**1<sup>st</sup> Offense:** Parents of both students shall be notified. The student responsible for the harassment will receive up to a 3-day ISS or OSS with a mandatory conference for re-entry. At principal's discretion, notification of appropriate law enforcement agency if the circumstances warrant such.

**2<sup>nd</sup> Offense:** Parents of both students shall be notified. The student responsible for the harassment will receive up to a 5-day suspension. The principal would have the option of referring the student for an Informal Hearing 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.

**3<sup>rd</sup> Offense:** Notification of appropriate law enforcement agency and the student responsible for the offense shall be referred for an Informal Hearing 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:**

**1<sup>st</sup> Offense:** Parental notification and 3-day ISS or OSS.

**2<sup>nd</sup> Offense:** Parental notification, and an Informal Hearing with a recommendation for a behavior contract and/or long-term suspension for the remainder of the semester.

**3<sup>rd</sup> Offense:** Parent notification and an Informal Hearing to recommend long-term suspension 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:**

**1<sup>st</sup> Offense:** Parental notification, and 1 day of ISS or OSS. At principal discretion appropriate law enforcement agency may be notified.

**2<sup>nd</sup> Offense:** Parental notification, short term suspension, and possible notification of appropriate law enforcement agency. Referral for an Informal Hearing to discuss the possibility of long-term suspension for the remainder of the semester and/or district behavior contract.

**3<sup>rd</sup> Offense:** Parental notification, notification of appropriate law enforcement agency, and an Informal Hearing for the recommendation of long-term suspension 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.

## **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:**

- 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.
- In a student's assigned or unassigned locker.
- In a student's car or friend's car while on school property.
- Knowingly concealed on school property by a student.

- On a student's person while under sports/activity season 24-hour policy.

**Definition of Counterfeit Drugs:**

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

**Definition of a Substance with Intoxicating/Addictive Effect:**

- A substance such as permanent markers, hair spray, vanilla, liquid paper, gasoline, or caffeine pills used to produce an intoxicating effect.
- 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:**

- Using prior to attending school, then attending school.
- Using prior to attending a school activity, then attending the school activity.
- Using while at school.
- 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.
- Using while under sports/activity season 24-hour policy.

***\*NOTE: 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:**

**1<sup>st</sup> Offense:** Parental notification, notification to the appropriate law enforcement agency and possible referral for an Informal Hearing for a long-term suspension. Student will be suspended a minimum of five days or until the scheduled hearing.

At the hearing, 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:

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

**2<sup>nd</sup> Offense:** A second time violator shall be subject to the following sanctions:

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

**3<sup>rd</sup> Offense:** A third of subsequent violation of this policy, shall be subject to the following sanctions:

- A punishment up to and including expulsion from school.
- Suspension from participation and attendance at all school activities for the year.
- 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/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:**

- The act of selling drugs or alcoholic beverages for money or compensation.
- The act of distributing drugs or alcoholic beverages without gaining compensation.
- 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 for an Informal Hearing with a recommendation of long-term suspension for 1 calendar year (186 days). The student will be suspended until the hearing.

## **TOBACCO/VAPE 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 Vapes. (The Athletic/Activities Policy also applies to this policy)

### **Consequence:**

**1<sup>st</sup> Offense:** Principal-student conference and parent notification and 1 day ISS.

**2<sup>nd</sup> Offense:** Parental notification either 2 days of ISS or a chosen alternative form of discipline.

**3<sup>rd</sup> Offense:** Parental and either three 3 days ISS or OSS or alternate consequence.

**4<sup>th</sup> Offense:** (and Subsequent) Parental notification, and either 5 days ISS, 3-5 days OSS, 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 for an Informal Hearing 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/Vapes) & 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 24-hour compliance, on and off campus.

**1<sup>st</sup> Offense:** Parent notification.

- **“Off Campus”** and **“On Campus”** violations in which students are involved in an athletic/activity program will forfeit their privilege of participation in competition for **2** activities. The athlete will continue to practice during the suspension.
- **“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 for an Informal Hearing. **Students will receive a short-term suspension and could be dismissed from the team for the remainder of the season.**
- Students will be required to abide with district drug and alcohol counseling program requirements.

**2<sup>nd</sup> Offense:** Parent notification.

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



- **“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.**

**3<sup>rd</sup> Offense:** Parent notification.

- **“Off Campus”** Student loses participation in extra-curricular activities for the remainder of the school year.
- **“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 for an Informal Hearing. **Students will be dismissed from teams/activities for the remainder of the school year and receive a short term suspension.**

## **LARCENY, BURGLARY, & CRIMINAL DAMAGE TO SCHOOL OR PERSONAL PROPERTY**

Larceny consists of stealing anything of value, which belongs to the school, school personnel, or other individuals on school property or at a school function.

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.

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.

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.

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 for an Informal Hearing 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 & 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:

- Arson;
- Assault and/or battery;
- Property damage;
- Criminal libel;
- Criminal trespass;
- Unlawful assembly or disturbing lawful assembly;
- Extortion;
- Larceny, robbery, or burglary;
- Illegal sale, possession, or use of;
  - alcoholic beverages;
  - firearms or other deadly weapons including explosives or flammable fluids;
- Sale, possession, or use of, without prescription, a drug or controlled substance;
- Use of solvent for intoxication;
- 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 for an Informal Hearing 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:**

**1<sup>st</sup> Offense:** Parental notification, notification to the appropriate law enforcement agency, and 3 days OSS. If the charge is Extortion, referral for an Informal Hearing to discuss the 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.

**2<sup>nd</sup> Offense:** Parental notification, notification to the appropriate law enforcement agency, and 5 days OSS with a mandatory parent conference for re-entry. Referral for an Informal Hearing (principal's discretion).

**3<sup>rd</sup> Offense:** Parental notification, notification to the appropriate law enforcement agency, and an Informal Hearing to discuss the possibility of long-term suspension for the remainder of the semester. The student will be suspended until the hearing.

***\*Secondary students expelled for thievery will begin at step 3 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:**

**1<sup>st</sup> Offense:** Parent notification and either a 1 day ISS or OSS, OR a chosen alternative form of discipline.

**2<sup>nd</sup> Offense:** Parental notification and either a 3 day ISS or OSS with mandatory parent conference for re-entry, OR a chosen alternative form of discipline.

**3<sup>rd</sup> Offense:** Parental notification, referral to the Student Assistance Team and 5 days ISS or OSS, OR a chosen alternative form of discipline. Additional consequences may include placement in an alternative setting and/or a local behavior contract.

**4<sup>th</sup> Offense:** Parental notification and an Informal Hearing to discuss the possibility of long-term suspension for the remainder of the semester. 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:

- The use of profane language or gestures, which are disruptive, but not directed at school personnel.
- The willful refusal to identify one's self upon request from school personnel.
- The failure to disperse or leave any school facility or school event after being requested to do so by authorized school personnel.
- The refusal to follow a reasonable direction issued by authorized school personnel.
- The theft of minor items such as school supplies.
- The wearing of clothing which is disruptive to the educational process or in poor taste.
- Signing or tagging to establish territory on school property.
- 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:**

**1<sup>st</sup> 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.

**2<sup>nd</sup> Offense:** Parental notification then either 1 day ISS or OSS OR a chosen alternative form of discipline.

**3<sup>rd</sup> Offense:** Parental notification, referral for counseling and/or to the Student Assistance Team for review, and then either 3 days ISS or OSS OR a chosen alternative form of discipline.

**4<sup>th</sup> Offense:** Parental notification and referral to the Student Assistance Team (mandatory if not previously referred) for consideration of Intervention options, and then 5 days ISS or OSS, OR a chosen alternative form of discipline. Additional consequences may include placement in an alternative setting and/or a local behavior contract.

**5<sup>th</sup> Offense:** Parental notification and an Informal Hearing to discuss the possibility of long-term suspension for the remainder of the semester. 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 unexcused and counted as a zero for grading purposes.

## **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 8 times during a semester will be considered for long-term suspension for the remainder of the semester. Students attending middle or high schools who are referred to the administration for disciplinary action 4 times during a semester or 6 times during a school year, will be recommended for an Informal Hearing for long-term suspension for the remainder of the semester/year.

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 to be 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 students 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, 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/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.

**1<sup>st</sup> 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.

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

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

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

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

**6<sup>th</sup> 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, du-rags, 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. Headbands are allowed if they are off the forehead and for the express purpose of holding the person's hair back out of the eyes.  
**\*\*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:
  - a. Dresses, or skirts must extend to mid-thigh length.
  - b. Shorts must have a 3" inseam and must cover the entirety of the rear end.
  - c. If jeans or pants have holes, the holes must be below the middle inseam of the pants.
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 designate acceptability:**

1. Proper waist size.
2. 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.
3. 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:**

1. Extreme baggy pants, jeans, and shorts.
2. Shirts without 2" sleeves including, but not limited to tank tops, racer back shirts, spaghetti strap shirts, cut-off t-shirts, and tube tops.
3. Clothing accessories such as heavy chains will not be permitted. Pliers will not be permitted.
4. Sunglasses may not be worn in the building unless ordered by a doctor.  
**\*\*Exception: Sunglasses may be sanctioned for fun day activities.**
5. Trench coats should not be worn in the building at any time. (Administration will make appropriate adjustments if building is not heated properly)
6. Body piercing that is a distraction to the classroom setting is not acceptable.



7. Caps, insignia, emblems, shirts, and other items identified and associated with gang activity will not be allowed.

### **Dress Code Violation Disciplinary Actions:**

**1<sup>st</sup> Offense:** Student/Principal Conference. Student is sent to the office for a documented warning, student changes into appropriate attire if necessary.

**2<sup>nd</sup> Offense:** Student/Parent/Principal Conference (may be a phone conversation), student changes into appropriate attire. 2nd violation on the hat policy will warrant a detention.

**3<sup>rd</sup> Offense:** Parental Notification. Student changes into appropriate attire. Student is given 1 day ISS.

**4<sup>th</sup> Offense:** Mandatory Student/Parent/Principal Conference, student changes into appropriate attire. Student is given 3 days ISS.

**5<sup>th</sup> Offense:** Student is given 1-3 days OSS.

***\*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.***

## **PUBLIC DISPLAY OF AFFECTION**

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**

### **ATHLETICS**

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.

## **CLUBS & ORGANIZATIONS**

### **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.

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.

## **ELIGIBILITY**

The Thunder Ridge High School activities program will be separated into two classifications for determining eligibility. Extracurricular 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 Prom will be determined at the end of the first semester. Students must pass 5 subjects during the semester to be eligible for Prom. Students may**

**become eligible for prom if they agree and sign a statement that they will attend summer school.**

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 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 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 extracurricular 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. Outside Prom Date Forms must be submitted for approval of any outside prom dates. No date may be over the age of 21. **The principal may deny any outside prom date 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 2 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 for 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.

### Expectations:

- School work to be missed will be made-up and turned in prior to the student being absent.
- Students shall conduct themselves in a courteous manner at all times. You represent yourself, your school, and your state.
- Students shall be in their respective rooms by 11:00 p.m.; lights out by 11:30 p.m.
- A sponsor or coach will be present at all times in any motel or hotel room where boys and girls are present.
- No outside visitors will be allowed in a student's room unless approved by a coach or sponsor.
- No dating, or similar social arrangements will be allowed between boys and girls, either between members of the school groups or with outside persons.

- 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.
- Vandalism, use of intoxicants, tobacco, or other conduct unbecoming a student will not be tolerated.
- 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.
- It is the responsibility of coaches and students to report any violations to the school principal as soon as possible.
- 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.
- 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.
- Students purposely not attending a school sponsored event for which an entry fee has been paid will reimburse the school for the entry fee.
- 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.
- 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 & 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 attention and the parents cannot be reached, the principal shall seek emergency medical treatment. See Appendix A 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 the 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.

Medication permission forms can be picked up in the office.

## **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**

Keeping your child home from school is not always an easy decision. Please follow district guidelines if you have any concern about keeping your child home. Following are the guidelines USD 110 abides by. If your child is showing any of the following illnesses, then we will call you to come to the school and pick up your child. If your child continually comes to the office, we will call you to discuss how your child feels and how they've felt in class. It may be determined that you need to come pick them up. Our goal is to keep students and staff as healthy as possible and we appreciate your cooperation.

- **Fever:** a fever of 100\* or more will require the child being sent home. If they go home with a fever they will need to be 24 hours fever free WITHOUT the use of fever reducing medicine before returning to school.
- **Flu:** if your child has Influenza/COVID symptoms, please seek medical attention as soon as possible and do not send them to school. These are very contagious and we do not want an outbreak of it in school if at all possible. With the flu (Influenza A or B) your child will need to stay home at least 5 days after obtaining test results. If your child has COVID then they need to stay home at least 14 days after obtaining test results before returning to school.

- **Diarrhea/Vomiting:** please keep your child home if they have had 2 or more bouts of either vomiting or diarrhea. Your child may return to school after 24 hours of no diarrhea or vomiting.
- **Pink eye:** crusty, swollen, red, itching, hurting eyes. Eye infections are extremely contagious and need to be taken care of by a health professional. Children may return to school the next day after treatment has started.
- **Sore/strep throat:** if your child is complaining of a sore throat, know that they will do so to their teacher and they'll be sent to the office. We may end up calling you to come get them, so use caution before sending your child to school if they have a sore throat. If it is accompanied by swollen glands or a fever, keep them home.
- **Earaches/infections:** please keep your child home if they are complaining of earaches. It is hard for them to focus in school if they are fighting an earache. If they are sent to the office complaining of an earache, with or without a fever, you may be called and will need to come pick up your child.
- **Coughing:** it is ok to send cough drops to school with your child. They can be given to their teacher when they arrive at school so they can be accessed throughout the school day. Excessive coughing, however, is disruptive to your child and others around them so if they are experiencing this please keep them home.
- **Runny nose/discharge:** if your child is suffering from allergies, please give them allergy medicine before they come to school. We do realize that children have allergies, but sometimes it takes a toll on your child and they feel miserable and cannot focus, this is when you will be called to come pick them up. We encourage them to blow their nose as often as possible, but when the discharge becomes greenish tinted, then that may indicate an infection that will need to be taken care of.
- **Lice:** if your child has lice they will need to stay home until the lice has been treated.
- **Rashes/Wounds:** if your child has open wounds-please cover them with appropriate bandages. Children should not be sent to school with bleeding or oozing wounds of any kind without properly covering them first. If your child has a rash, please know what it is before they come to school so we can be assured it is not contagious.
- **Splinters:** school staff are not equipped to dig out splinters, so please try to remove these at home, especially if they are under the skin.

**OVERVIEW:** please keep your child home or make appropriate child care arrangements if they have body aches, fever, any flu-like symptoms, strep throat, vomiting, diarrhea, lice, excessive coughing, or are continually complaining of any ailments.

**ONCE HOME STAY HOME:** if your child has gone home/stayed home from school, please keep them home and avoid any after school or evening activities at the schools. We would like to keep any illnesses or diseases from spreading.





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
Teacher's 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 teacher's 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 gym  
Room 105                exit via hallway to lower basement area under gym  
Room 106                exit via hallway to lower basement area under gym  
Room 107                exit via hallway to lower basement area under gym  
Room 109                exit via hallway to lower basement area under gym

Library Classroom     exit library to entrance doors of main building and then go  
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 the room
2. Stay with your class
3. Follow the directions of the teacher

**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

**PESTICIDES**

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**

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.

## **GIFTS**

### **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; 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.

## **CELL PHONE POLICY (YONDR BAGS)**

Cell phones will not be available during the instructional day. If a message needs to be relayed to a student in an emergency situation, parents may call the middle school (785-476-2244) or the high school office (785-476-2217) and the message will be delivered. If a simple message via text or voicemail needs to be left for a student, he or she will have access to the phones starting with Seminar class at the end of the day.

In order to make this as fair and simple as possible, we will employ a system known as the Yondr bag. This will allow cell phones or other personal communication devices to be turned off or silenced and placed in a protective bag that has a magnetic lock. The lock can only be opened with an unlocking station available at the end of the

instructional day. Research has overwhelming evidence that this method of eliminating the distractions of phones for students has led to improved achievement and reductions in bullying and disciplinary consequences.

Each morning, or when a student arrives at school, cell phones or any other electronic communication devices will be placed in a student-assigned bag and locked. The student may keep the locked device either in their book bag or locked in a locker throughout the instructional day. During Seminar at a designated time at the end of the day, students may unlock their pouches and retrieve their phones before leaving school for the day. The pouches are to be left at school and willful destruction will result in discipline and the replacement cost of the Yondr bag--\$25.00.

**Consequences for cell phone use during the instructional day are simple:**

**1<sup>ST</sup> Offense:** One and only warning allowing for compliance to occur after warning has been issued. Student will be issued a detention in the office.

**2<sup>nd</sup> Offense:** will result in the phone being confiscated and returned only to a parent or guardian.

***\* IMPORTANT: Violation of the cell phone policy after the initial warning or on the second offense will also violate the Student in Good Standing Policy meaning the student will not be able to participate in any in-school or out of school activities for the week.***

**3<sup>rd</sup> & Final Offense:** will result in forfeit of the right to bring a phone or communication device to school for the remainder of the year, and it will only be returned to the parent or guardian under the clear understanding of this consequence.

## **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.

## **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.

## **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 into 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 & CLOSING**

The Senior High Building opens at 7:45 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.**

## **COMPUTERS**

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 email, 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 systems 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.

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.

### **USD 110 CHROMEBOOK USE AGREEMENT**

Thunder Ridge USD 110 offers its students and employees access to state-of-the art computer technology, electronic mail, telephone, voice mail and the World Wide Web. The purpose of this policy is to define the responsible and acceptable use of Communications Technology.

It is the policy of USD #110 to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

The use of school Chromebooks are a privilege, not a right. Students shall have no expectation of privacy when using district email, network, or other official communication systems. Any email, network, computer application, or information on district Chromebooks is subject to being monitored by the administration.

The Chromebook shall be used for research and educational purposes only. Each user is responsible for his/her actions on the Chromebook. Prohibited conduct includes, but is not limited to:

- Sending, posting, or downloading electronic messages or pictures that are abusive, obscene, sexually oriented, threatening, harassing, or cyber bullying.
- Vandalizing the data of another user or other programs or networks including so-called "hacking" and other unlawful activities to hardware or software. This includes, but is not limited to the uploading or creation of technology viruses.
- Damage that results because of neglect to the Chromebook and the charger will result in the cost of replacing the Chromebook.

#### **General Use and Care:**

- Students are responsible for the general care of the district device issued to them. Students will not load software or apps on the device without teacher approval. If applications are loaded, they become the property of the USD 110.
- The district is not responsible for the loss of any student work.
- Students should make sure the keyboard is clear of objects before closing the device.
- Chromebooks need to be plugged in each night so the battery is fully charged each day.



## 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.
- 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 email messages).
- Do not share your passwords or reveal other student's passwords.
- Any inappropriate internet usage will be a violation of the Internet Policy.

All of the policies and handbook procedures for acceptable use of computers and networks 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.

Students who 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. Students will have access to computers to complete assignments, but will have a very limited access to the internet and communication options.

See Appendices E-G 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.

A student may request a school-issued lock for his/her locker. 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. Some situations are beyond the level of care we can provide at school. Students that fit this need will be referred to a professional counselor.

## 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.

### **Meal prices (full pay) are as follows:**

<b>Noon meals:</b>	<b>Breakfast:</b>
K-8 - \$2.65	K-12 - \$2.00
9-12 - \$2.90	
Adults - \$3.90	

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/ORGANIZATIONS 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 KA.*

- **StuCo** – Decorations, homecoming ceremony, script, attendant's flowers, crowns, Queens' robe, pillows, theme, Queen's roses, attendants' flowers, King's football, and crown bearers
- **Cheerleaders** - spirit week, bonfire, pep rally, hall decorations and paint downtown businesses

### **Parents Night**

- **KAYS** – 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. Outside dates will be permitted on a dance by dance basis. If allowed, “Outside Date Forms” will need to be submitted for approval.
- TRHS students (Grades 9-12) are permitted to attend the prom dance.
- Outside TRHS dates are permitted pending prior approval by the principal.

### Senior High Graduation

- **Seniors** – Stage decorations and choose junior students to lead the seniors in and hand out programs.

### Club Selections:

- All classes will select their officers according to the majority vote.
- Cheer/Dance Selection: The cheerleaders will be selected by a panel of selected judges. Dance 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

### 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 \_\_\_\_\_