

**QUINTER
JUNIOR/SENIOR
HIGH SCHOOL**

2018-2019

**STUDENT-PARENT
HANDBOOK**

TELEPHONE NUMBERS

The following numbers may be of significance to students and parents.

High School Office **785-754-3660**

Elementary School **785-754-3742**

Superintendent's Office **785-754-2470**

**A copy of this handbook can be found under the resources tab at our school's website
www.quinterschools.org.**



IT'S A GREAT DAY TO BE A BULLDOG!

**QUINTER JUNIOR/SENIOR HIGH SCHOOL
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**JH/SH Faculty Staff
2018-2019**

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| | |
|--|--|
| All Staff-both buildings | allstaff@quinterschools.org |
| High School Teachers | hsteachers@quinterschools.org |
| High School Staff | hsstaff@quinterschools.org |
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2018-2019 School Calendar

Quinter Public Schools, U.S.D. No. 293

Quinter, KS 67752

Approved 1/9/2018

| | |
|--|---|
| <p>AUGUST</p> <p>S M T W T F S</p> <p>Fall Sports' Practice Begins- 8/13</p> <p>1 2 3 4</p> <p>5 6 7 8 9 10 11</p> <p>12 13 14 15 16 17 18</p> <p>19 20 21 22 23 24 25</p> <p>26 27 28 29 30 31</p> <p>Teacher Inservice- 13th & 14th</p> <p>Teacher Workday- 15th</p> <p>First Day of School- 16th</p> | <p>JANUARY</p> <p>S M T W T F S</p> <p>1 2 3 4 5</p> <p>6 7 8 9 10 11 12</p> <p>13 14 15 16 17 18 19</p> <p>20 21 22 23 24 25 26</p> <p>27 28 29 30 31</p> <p>No School - 1st</p> <p>Teacher Inservice (.5 Flex)- 2nd</p> <p>School Resumes- 3rd</p> <p>Teacher Inservice- 21st</p> |
| <p>SEPTEMBER</p> <p>S M T W T F S</p> <p>1</p> <p>2 3 4 5 6 7 8</p> <p>9 10 11 12 13 14 15</p> <p>16 17 18 19 20 21 22</p> <p>23 24 25 26 27 28 29</p> <p>30</p> <p>Labor Day - 3rd</p> | <p>FEBRUARY</p> <p>S M T W T F S</p> <p>1 2</p> <p>3 4 5 6 7 8 9</p> <p>10 11 12 13 14 15 16</p> <p>17 18 19 20 21 22 23</p> <p>24 25 26 27 28</p> <p>No School- 18th</p> |
| <p>OCTOBER</p> <p>S M T W T F S</p> <p>1 2 3 4 5 6</p> <p>7 8 9 10 11 12 13</p> <p>14 15 16 17 18 19 20</p> <p>21 22 23 24 25 26 27</p> <p>28 29 30 31</p> <p>Teacher Inservice- 8th</p> <p>End of First Nine Weeks- 12th</p> <p>Evening P-T Conf. - 22nd & 23rd</p> <p>No School- 26th</p> | <p>MARCH</p> <p>S M T W T F S</p> <p>1 2</p> <p>3 4 5 6 7 8 9</p> <p>10 11 12 13 14 15 16</p> <p>17 18 19 20 21 22 23</p> <p>24 25 26 27 28 29 30</p> <p>31</p> <p>End of Third Nine Weeks- 1st</p> <p>Evening P-T Conf. - 11th & 12th</p> <p>No School- 15th</p> <p>Spring Break- 18th-22nd</p> |
| <p>NOVEMBER</p> <p>S M T W T F S</p> <p>1 2 3</p> <p>4 5 6 7 8 9 10</p> <p>11 12 13 14 15 16 17</p> <p>18 19 20 21 22 23 24</p> <p>25 26 27 28 29 30</p> <p>Thanksgiving Break 21st-23rd</p> <p>No School- 26th</p> | <p>APRIL</p> <p>S M T W T F S</p> <p>1 2 3 4 5 6</p> <p>7 8 9 10 11 12 13</p> <p>14 15 16 17 18 19 20</p> <p>21 22 23 24 25 26 27</p> <p>28 29 30</p> <p>Easter Break- 19th-22nd</p> |
| <p>DECEMBER</p> <p>S M T W T F S</p> <p>1</p> <p>2 3 4 5 6 7 8</p> <p>9 10 11 12 13 14 15</p> <p>16 17 18 19 20 21 22</p> <p>23 24 25 26 27 28 29</p> <p>30 31</p> <p>End of 2nd Nine weeks- 18th</p> <p>Christmas Break- 20th-31st</p> | <p>MAY</p> <p>S M T W T F S</p> <p>1 2 3 4</p> <p>5 6 7 8 9 10 11</p> <p>12 13 14 15 16 17 18</p> <p>19 20 21 22 23 24 25</p> <p>26 27 28 29 30 31</p> <p>Last Day of School- 14th</p> <p>Teacher Inservice 15th</p> <p>Teacher Workday- 16th</p> |

Calendar Key

| | |
|----------------------------|----|
| No School | ## |
| End of the Nine weeks | ## |
| Parent Teacher Conferences | ## |
| District Inservice Day | ## |
| Teacher Work Day | ## |

| | | |
|---------------------|---|----------------------|
| 41 Days 1st 9 Weeks | = | 273.60 Hours |
| 42 Days 2nd 9 Weeks | = | 287.28 Hours |
| 41 Days 3rd 9 Weeks | = | 273.60 Hours |
| 44 Days 4th 9 Weeks | = | 300.96 Hours |
| 166 Days | | 1135.44 Hours |

| | |
|------------|----------------------------|
| 166 | Student Contact Days |
| 2 | Parent-Teacher Days |
| 6 | Inservice Days |
| 2 | Teacher Work Days |
| 176 | Total Contract Days |

QUINTER JR-SR HIGH
2018-2019 CLASS SCHEDULE

7/12/2018

| | | | | | | | | |
|-----------------------|------------|---------------|---------------|-------------|------------|-------------|--------------|----------------|
| TIMES: | 8:15-9:05 | 9:09-9:59 | 10:03-10:53 | 10:57-11:47 | 11:51-1:07 | 1:11-2:01 | 2:05-2:51 | 2:55-3:45 |
| COURSES: | PERIOD 1 | PERIOD 2 | PERIOD 3 | PERIOD 4 | PERIOD 5 | PERIOD 6 | PERIOD 7 | PERIOD 8 |
| LANGUAGE ARTS | | | | | | | | |
| DECKER | English 10 | English 12 | English 11 | English 9 | Plan | English 9 | English 10 | Sem/SSR |
| MENSE | English 8 | English 8 | English 7 | English 7 | Plan | Video Prod. | JH Read/MTSS | JH Coach/JH PE |
| WYLLIE | | Spanish 1 | Spanish 1 | Spanish 2 | | | | |
| SOCIAL STUDIES | | | | | | | | |
| GETZ | US History | World History | World History | SS8 | Government | Government | Plan | Sem/SSR |

| | | | | | | | | |
|---------------------|---------------|-----------------|---------------|--------------|--------------|--------------|----------------|--------------------|
| MATH/SCIENCE | | | | | | | | |
| KUNTZ | Math 8 | Math 8 | Math 7 | Math 7 | Algebra I | Plan | JG Math/MTSS | JH Sports |
| BRIDGES | Earth Science | Algebra I | Sci 8 | Physics | Chem | Physical Sci | MTSS/Plan | MTSS/Plan |
| NICHOLSON | Sci 7 | Biology | Earth Science | Plan | Adv. Biology | A&P | Biology | Sem/SSR |
| WAGONER | Geo | Funcn/Trig/Stat | Calc. | Int. Algebra | Algebra II | Geo | MTSS/Plan | MTSS/Plan |
| HEALTH/PE/AD | | | | | | | | |
| CRIST | Adv. PE | Plan | PE Health | AD | AD | Adv. P.E. | JH Ex/MTSS/SSR | JH PE/Health/Coach |

| | | | | | | | | |
|-------------------|----------------|------------|------------|--------------|-----------------------|-----------------------|-----------------------|--------------------|
| VOCATIONAL | | | | | | | | |
| POLJEKA | Graphic Design | SS7 | Accl 1 & 2 | Media Tech | JH Comp | Student Pub | Plan | Sem/SSR |
| HENDRICH | Plant Animal | Ag 9 | Plan | Food Science | Adv. Ag | Ag 9 | Ag Mech/Adv Ag | Sem/SSR |
| ROESCH | Plan | Cab furn | Building 3 | Cab Furn 1/2 | Intro Tech | JH woods | JH Ex/MTSS/SSR | JH Coach/JH Health |
| COUNTRYMAN | Counseling | Counseling | Counseling | Counseling | JH Career Exploration | College career/SS 155 | College Career/SS 155 | Counseling/Xello |

| | | | | | | | | |
|------------------|---------------------|----------|----------|----------|----------|----------|----------|---------|
| FINE ARTS | | | | | | | | |
| OSTMEYER | College Speech/Psy. | | Library | Library | Elem | Elem | Elem | Elem |
| SAMUELSON | Plan | Elem | Elem | HS Band | JH Vocal | JH Band | HS Vocal | Sem/SSR |
| SUTER | Elem | Elem | Elem | Art | Art | JH Art | Art | Sem/SSR |
| OTHER | | | | | | | | |
| MOFFITT | Resource | Resource | Resource | Resource | Resource | Resource | JH MTSS | HS MTSS |

JH Vocal: Girls M, W, F Boys: T, TH, F
 JH Comp M: 7th Boys T: 7th Girls
 JH Career M: 8th Boys T: 8th Girls

W: 8th Boys TH: 8th Girls
 W: 7th Boys TH: 7th Girls

JH: Band M: ALL Band T: Brass
JH: Art/1st semester 7th grade M: non-band T: ALL Ex: bras W: All: Ex: WW TH: ALL Ex: Percussion
JH: Woods/ 1st semester 8th M: non-band T: ALL Ex: bras W: All: Ex: WW TH: ALL Ex: Percussion

W: Woodwind T: Percussion F: ALL Band
T: ALL Ex: bras W: All: Ex: WW TH: ALL Ex: Percussion
F: non-band
F: non-band

Introduction

Principal's Message

Dear Parents and Students,

Welcome to Quinter Junior/Senior High School! We are excited to have you as a member of our school community. The expectations for Quinter Junior/Senior High School students are extremely high and that is why our students excel in every aspect of their secondary educational experience. The Student-Parent Handbook outlines many of those expectations, both behavioral as well as academic. The handbook is a tremendous resource for parents and students. I encourage you to take the time to read it thoroughly. The handbook will answer many commonly asked questions, but please don't ever hesitate to contact me if you have a question or concern.

At Quinter Junior/Senior High School, we know for a fact that all of our students are built for success. We realize that for a student to be successful, they must have the proper tools, parental and community support, and be willing to take the initiative to take advantage of the opportunities placed before them at the hands of our highly qualified faculty and staff. We believe that when teachers, parents, students, and community are supportive of one another and share a single common goal of pursuing the best interest of our students, we don't have any choice but to succeed!

On our schools website, you will find a school calendar as well as contact information for our faculty and staff. We are at your disposal. I encourage you to use this information to be an active participant in your student's education. Together, there isn't anything we can't achieve. *It is a great day to be a Bulldog!*

Respectfully,

Toby Countryman
Principal

U.S.D. #293 and Quinter Junior/Senior High School's Mission Statement

Each student will be positively encouraged and intentionally directed

- To reach rigorous academic goals
- To develop social and emotional skills
- To attain physical and nutritional growth
- To acquire the tools necessary to succeed in all aspects of life
- To achieve his/her full potential in the ever changing society of the 21st century

This must be a cooperative effort among family, community, and school to ensure that students are life-long learners who

- Reflect and Grow
- Apply knowledge
- Show compassion and display courage

Expectations from Student Council

Code of Conduct

B--Believe in yourself.

U--Use positive language.

L--Learn from the mistakes of others--you don't have to make them all yourself!

L--Listen to your teachers; they have your best interests in mind.

D--Dream big, try something new; push yourself!

O--Own your future. Take responsibility for your decisions.

G--Give your best effort in every situation.

S--Set achievable goals for yourself.

Please reflect on these words as you represent Quinter in any contest or event.

Student Rights

Along with responsibilities that will be covered herein, the students of U.S.D. #293 have certain rights. Among others, these include the right:

- To attend a public school, as long as she/he assumes the responsibility not to infringe upon the rights of others.
- To receive, upon the opening of school or at the time of his/her enrollment a publication setting forth the guidelines, expectations, rules, and regulations to which students are subject.
- To experience a positive classroom atmosphere conducive to success.
- To participate in a school curriculum that will provide personal satisfaction and give her/him the knowledge, skills, and understanding for responsible citizenship.
- To participate with teachers and administrators in recommending school policies and curriculum through advisory councils and student government, whenever matters relevant to students are being discussed.
- To express his/her viewpoint and recommendation either to the representative body or directly to the principal. (This must be done in a respectful manner)
- Of assembly, petition, and expression, as long as such action does not infringe on the rights of others or disrupt the instructional program of the school. Student meetings outside of the school hours on school property are subject to laws relating to libel and slander. The school is responsible for passing judgment on materials containing commercialism.
- To safety and security of person and property in the confines of the school building and grounds.
- To be afforded a fair hearing with the opportunity to call witnesses in her/his behalf, and to appeal the case in the event of disciplinary action brought against the students.

A copy of all policies adopted by the Board of Education of U.S.D. #293 is available to faculty, students, and parents in the offices in both district buildings

Family Education and Privacy Act

The Family Educational Rights and Privacy Act is a federal law that governs the maintenance of student records. Under the law, parents of students, or students, if they are at least eighteen (18) have both the right to inspect records kept by the school about the students, and the right to correct inaccuracies in the records should they exist. Access to the records by persons other than the parent or the student, is limited and generally requires prior consent by the parent or student

Non-discriminatory Statement

U.S.D. #293, Quinter, Kansas does not discriminate on the basis of race, color, national origin, religion, sex, age, or handicap in admission or access to, treatment or employment in its programs and activities. If an exceptional need arises, U.S.D. #293 is committed to provide services to all students who qualify according to Kansas State Law. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Superintendent, Kari Kephart, [601 Gove Street, Quinter, KS 67752](mailto:kari.kephart@quinterks.edu).

It is the intent of Quinter Public School U.S.D. #293, Quinter; Kansas to comply with both the letter and spirit of the law in making certain that discrimination does not exist in its policies, regulations, and operation. Grievance procedures for Title IX and Section 504 have been established for students, their parents, and employees who feel discrimination has been shown by the local education agency. Specific complaints of alleged discrimination under Title IX (sex) and Section 504 (handicap) should be referred to: Title IX Coordinator and Section 504 Coordinator, Superintendent of Schools, P.O. Box 540, U.S.D. #293, Quinter, Kansas.

Title VI, Title IX, and Section 504 complaints can also be filed with the Regional Office for Civil Rights. Address Correspondence to: Regional Office of Civil Rights, 324 East 11th, Kansas City, MO 64106. Student complaints of discrimination shall be resolved under the district's discrimination complaint procedure.

ENROLLMENT /SCHEDULES/ WITHDRAWAL

Pre-enrollment: Students who have attended Quinter schools will have the opportunity to pre-enroll in the spring and will have a final enrollment in August. A master schedule is developed based upon these pre-enrollment figures. Some classes may close after pre-enrollment due to numbers and safety considerations. Consequently, it is important for students to seriously consider course selection during the spring pre-enrollment period. Taking classes out of sequence may result in sacrificing a desired class later on.

Admission Requirements JBC

All resident students shall be admitted to attend school in the district unless they have experienced a long term suspension or have been 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.

All students enrolling in the district for the first time shall provide required proof of identity. The enrollment documentation shall include a student's immunization record, 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, and 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 Kansas Social and Rehabilitation Services, a certified transcript of the student, a baptismal certificate or other documentation the board considers satisfactory.

A completed transcript must be on file before a student may be permitted to attend Quinter Junior-Senior High School. **Should a transfer student arrive prior to receiving an official transcript, that student will not be enrolled unless verification is made with the former school pertaining to the student's official standing.**

- **Pupil Information Form**

Each year during enrollment, parents and students must fill out a pupil information form including the following information: name(s), phone number(s) and address of the student's parent(s)/guardian(s); name of individual(s) to contact in case of emergency; name of the student's physician; and description of any medical conditions of which the staff needs to be aware. This information is kept on file and made part of the student's record.

Please notify the school secretary within **seven days** if any of the following change: numbers for home or parents' work; mailing or street address, or emergency contacts.

- **Part-Time Students**

USD 293 has no provisions for part-time student status. All students attending Quinter Junior-Senior High School must be enrolled on a full-time basis unless the USD293 Board of Education has provided an exemption. Requests of this nature must be made to the Superintendent of Schools and USD 293 Board of Education. Requests must demonstrate a hardship that will not allow the student to be enrolled on a full time basis.

- **Non-Resident Students JBC**

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.

The district is not required to admit non-resident students. Upon receiving a favorable report from the transferring district, non-resident students may be admitted to USD 293.

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

- **New Students**

Goal: Quinter Junior Senior High School endeavors to set each child up for success. To meet the needs of each new student, the school will acquire necessary records and information to insure proper placement within the school.

Steps in order to meet this goal include the following:

1. It is the responsibility of parents or guardians to **provide any and all available records** for the student and to **fill out a Student Enrollment Form**. Accuracy of these records is essential and should include academic credits, past discipline issues, and past successes.
2. If there are gaps or confusion in these records, the previous school/s will be called and further information must be obtained.
3. Upon review of the student records, **if the student is found to be behind in credits, a PANEL** (parent or guardian, counselor, teacher, SPED teacher (when appropriate), student (optional), and administrator) **will meet to review the collected information and decide how to best meet the needs of this student.**

Areas of discussion will include assessment data, credits, and discipline records.

Options available include:

- Attend regular classes
- Complete credit recovery classes through an area local learning center
- Other options may be considered

This PANEL will use all information to decide on an option to best meet the individual student's learning needs. The student will be aware of this decision and the reasoning behind it. Adjustments can be made by the PANEL as the student progresses through the school year.

Modifications proposed will take into consideration the student's academic progress, behavior, and desires for change.

4. Each new student will be assigned a staff advisor, which is a member of the panel, and a student mentor. The new student will meet these support people as soon as possible. The student will be informed that these people are to be used as resources if he/she has questions or concerns.
5. The new student will receive a simplified list of Daily Functions at QJSHS. These rules will be shared by the advisor and mentor and should help the new student successfully navigate the new surroundings.

- **Assignment to School/Classes JBC**

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.

The building principal, based on the educational abilities of the student, shall determine assignment to a particular grade level or particular classes. 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.

Schedule

The school day begins at 8:15 a.m. The school cannot be responsible for students before 7:45. So if any student arrives before this time, they will be expected to stay in the designated areas.

Students will experience a traditional 7 period schedule. Each class will meet every day according to its predetermined schedule. There will be a Sustained Silent Reading (SSR)/Seminar time for all students and faculty every day during an assigned period. The first fifteen minutes of the seventh hour period will be SSR. The remaining time will be used as a Seminar. Accelerated Reader (AR) tests may be scheduled during this time. This time can be used for meetings on Tuesdays and Thursday as needed. College recruiters may connect with students during this time period when set up by the counselor.

Behavior expectations for SSR/Seminar:

- No food or drink
- No sleeping
- No socializing
- Must bring materials to read and homework to work on
- Must make good use of time
- Refusing to read or work during seminar may result in make-up time
- Tardiness to SSR/Seminar will result in make-up time

- **Schedule Changes**

The period for class schedule changes will end for students **after class in question has met twice**. After this period, students may not change class schedules unless it is determined by the instructor that the student cannot be successful in the class. Drop-Add slips must be returned to the office by the third meeting of class, or there will be no class change.

- **College Classes IDCE**

With parental permission, high school students have the opportunity to take Northwest Technical College classes during the regular school day as per the arrangement established between Quinter High School and Northwest Technical College. Grades earned in courses taken for college credit only will not count towards the bi-weekly student eligibility policy. Students must determine credit status of courses offered for college credit upon enrollment (i.e. are they taking the course for high school credit, college credit or both). The following college level courses are offered at Quinter High School. Please see the Quinter High School Northwest Technical College Outreach Coordinator for information regarding prerequisites for each course.

- **English Composition I**
- **English Composition II**
- **College Algebra**
- **Analytical Geometry & Calculus I**
- **American Government**
- **Public Speaking**
- **Spanish I**
- **Accounting I and II**
- **Art Exploration**

- **Other College Courses**

Juniors and Seniors whom upon graduation will exceed the number of credits needed to graduate may also elect to take a college course of their choosing online through the EDUKAN consortium or other approved college/university. These courses WILL NOT count for high school credit; therefore, it is imperative that students choosing to take these courses verify with the counselor that they will have enough credits to graduate high school before enrolling in an online college course. Students will only be allowed to work on online courses during designated times of the day. Additional online college coursework will need to be completed beyond the school day.

- **Outside Employment JJ**

Students are not allowed to have a job during the school day without permission of the administration. If it is absolutely necessary for a student to work during the school day, the student and principal will work out a schedule where it does not conflict with the student's class schedule.

- **Vocational or Other Work Experience**

A student who works in a board-approved vocational or other work-experience program shall have a schedule developed cooperatively by the employer and the supervising teacher and counselor and approved by the principal prior to beginning the work activity. Community Based Vocational Training (CBVT) is a program developed for juniors and seniors to explore various work settings as part of their high school education.

Units of Credit

- To be considered a sophomore, a student will need to have earned 6 credits.
- To be considered a junior, a student must have earned 13 credits
- To be considered a senior, a student must have earned 19 credits.
- **A student must have a total of 24 credits to graduate from Quinter High School.**

- **Transferring Credit JBC**

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

- **Transfers from Non-Accredited Schools**

The principal will place students transferring from non-accredited schools. The principal will make initial placement 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.

- **Partial Credit**

Credit for course work will be awarded at the end of each semester. A student enrolled in a class normally worth one full credit, will be awarded one-half credit after successful completion of one semester. A student enrolled in a yearlong class which is normally worth one-half credit, will be awarded one-quarter credit after successfully completing one semester. The junior high is not included in this policy statement.

Junior high school class credits are determined on a yearly basis and not on a semester basis.

Records

- **Student Record Policy JR**

(A complete policy may be obtained through the QJSHS Office.)

All student records shall be treated as confidential and primarily for local school use unless otherwise stipulated. 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, which are kept and maintained by the school. In accordance with FERPA, you are required to be notified of those rights that include:

- The right to review and inspect all of your educational records except those, which are specifically exempted
- The right to prevent disclosure of personally identifiable information contained in your educational records to other persons with certain limited exceptions. Disclosures of information from your educational records to other persons will occur only if: we have your prior written consent for disclosure; the information is considered directory information and you have not objected to the release of such information and disclosure without consent is permitted by law
- The right to request your educational records be amended if you believe the records is misleading, inaccurate, or otherwise in violation of your rights. The 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 U.S.D. #293 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.
- The right to obtain a copy of U.S.D. #293 policies for complying with FERPA. A copy may be obtained from the Superintendent of Schools.
- We must release the names of students to the military recruiters unless the parents sign a form stating they don't want the child's name released. If the parents sign the form, we cannot by law release that student's name to any college recruiter either.

- **Directory Information JRB**

For purposes of FERPA, U.S.D. #293 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 U.S.D. #293 on or before September 20th of the academic year. The appropriate form for this notification can be obtained through the QJSHS Office. If refusal is not filed, U.S.D. #293 assumes there is no objection to the release of the directory information designated.

Fees JS

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

- 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 school
- Activity trip fees

Complete refunds will not be given for fees. If a student withdraws within the first two weeks of school 75% of the paid fees will be returned. After the first two weeks of class, no refund will be given.

• **Project Payment**

Students enrolled in wood shop and/or metal shop and/or art are to estimate their project cost (assisted by the teacher) and pay **one half of the estimated cost before starting work** on the project. The **second half of the estimated cost is to be paid by the end of the third nine weeks**. Any amount still owed will be paid at the conclusion of the school year. Payment is to be made to the instructor who will bring the payment to the office and return the receipt to the student. **Any project which is not paid for is the property of U.S.D. #293 and if not paid for by a date specified by the instructor, may be sold.**

• **School Property JS**

Building principals shall attempt to collect the justifiable value of school property lost, damaged, or destroyed by a student. If, after the attempt to collect, such amount remains unpaid, the principal shall report the matter to the superintendent, who shall consult with the board's attorney, and they shall jointly recommend a course of action to the board.

• **Pictures**

School pictures are taken of each student during the first nine weeks of each year. Students do not have to purchase pictures but do have the opportunity to do so. **The senior panel is composed of all graduating seniors. All senior pictures must be turned in to the office by the last day of the first semester. Submitted pictures should be front facing portraits similar to the ones taken by the school photographer. Those students who do not submit a picture by that time will have their picture, which was taken by the school photographer (Leann's Photos) placed in the panel.**

Withdrawal

In order for all necessary records to be completed, parents or legal guardians should notify the office personnel stating intent to withdraw their son/daughter from school. **Students are required to secure a "Withdrawal Form" from the counselor and obtain each teacher's signature indicating that all books have been turned in and fees are paid.** Students are required to turn in all books on the last day of attendance. All bills must be paid before leaving school.

ACADEMICS

Assessments

The district's educational testing shall consist of multiple assessments. These assessments shall include, as a minimum individual content area tests, district group achievement tests, and any state required tests.

- **Final Examinations**

Each teacher will administer a final examination in each course they teach at the end of each semester. Final exams will constitute twenty percent of a high school student's final grade in each class and ten percent for junior high students.

Finals Opt Out Policy:

Final exams will be optional for students meeting the following criteria each semester:

- Any student with a grade of "A" and no more than three absences in a class will be exempt from the final exam in that class.
- Any student with a grade of "B" and no more than two absences in a class will be exempt from the final exam in that class
- Any student with a grade of "C" and no more than one absence in a class will be exempt from the final exam in that class.
- Three tardies will count as one absence in regards to final exam.
- High school students who opt out of finals will not need to attend school during the days that finals are given.
- Junior high school students who opt out of finals will be required to attend school during the days that finals are given but not required to take final exams.

Promotion and Retention JFB

Teachers shall be responsible for classification and grading as well as promotion or retention of their pupils. It is felt that the professional staff can be depended upon to make such decisions in the best interest of their students. All final grades are the responsibility of the individual teachers.

- **Junior High Retention Policy**

Junior high students will automatically be retained if they fail more than one of the "core curriculum" classes (math, science, English, or social studies).

Student Performance

- **Curriculum Inspection (AIDS and Sexuality) IKCA**

The human sexuality and AIDS curriculum is available for inspection. Please contact the principal or the instructor of the health class.

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

- **Field Trips**

When a teacher arranges for a class field trip, all students will participate unless arrangements are made with the teacher. Students must have a note signed by a parent or guardian stating why the student should be allowed to miss the field trip. Students not attending field trips will be counted as absent from class and will attend regular classes for the day unless excused by the principal. During the hour the student has free as a result of the field trip, he/she will report to the office personnel. Class field trips do not need an activity "O.K. Card" but they need a special "O.K. Card" from the principal stating they have gotten

their assignments from all of the other teachers. In addition, students must be behaviorally eligible to attend field trips.

- **Homework IHB**

Students are expected to complete homework assignments on time. A student who continually fails to complete homework and assignments may be considered “academic insubordination” and deemed as a student not in good standing.

- **Incomplete Grades**

Incomplete grades will not be allowed under normal conditions. Long term illness or family emergencies are exceptions. Incomplete grades will be recorded as an “F” unless special arrangements are made with the teacher and the administrations. There will be no incompletes at the end of the nine-weeks or semester except for students with excused absences that prevent their work from being completed. All other incompletes are to be recorded as an “F” within two weeks of the final grade.

- **SSR Period**

Quinter Junior/Senior High School has established a Sustained Silent Reading Program (SSR) as part of the school improvement process. The SSR period will be held during the first fifteen minutes of the designated class period five days a week. All students and staff will read silently during this time. SSR guidelines are provided to students during the first week of the school year. Only certain types of reading material may be read. Students are required to read. Those who do not read will face disciplinary action.

- **Seminar**

A seminar period will be held every day immediately following SSR during designated class periods. Teachers are responsible for ensuring that students use this time effectively to complete homework. Students who need help from another teacher or are failing a class should be sent to that specific subject area teacher during this time. Students who do not have homework during this time are expected to read for the entire seminar period.

Junior High students will be released from seminar ten minutes before the end of the period to dress for athletics/P.E. Junior High students who are ineligible or, on the recommendation of a teacher, needs extra help, will not be released from seminar/ssr until the end of the regular period.

- **Academic Dishonesty (Cheating)**

Academic dishonesty, as in **cheating or plagiarism**, is unacceptable. 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 who 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 as determined by the instructor and possibly the principal.

- **Late Work (JH)**

When a student is present in class, late work will result in a reduction of his/her score.

- 1st day late 10% off
- 2nd day late 20% off
- 3rd day late 30% off
- After this time, the deduction will be more than 30%, often will be no credit.

Exceptions...

At the discretion of the teacher, late papers with no deduction, may be accepted up to the time of a test or quiz.

- **Special Education**

Quinter U.S.D. #293 is committed to providing an education that appropriately meets the needs of each student. For some students, supportive educational assistance is needed and will be provided through the special education program and services. This means that Quinter JH/HS School will identify all exceptional children and then provide the needed services for these students in the least restrictive environment possible.

Quinter Public Schools have a comprehensive special education program which adheres to the federal regulation within the Individuals with Disabilities Education Act (IDEA) and to the Kansas requirements contained within Article 12 of the Kansas Administrative Regulations. The need for services is determined at each school site

If you believe your child may be in need of special education services, you may initiate a referral to your school's Special Services Team. Parents and, in some cases, the child will be closely involved with the school's special service team decision.

The goal of an appropriate educational program for all exceptional students are a reflection of the philosophy of Quinter U.S.D. #293 to provide quality educational services for all children. For further information concerning the special education programs and referrals, contact your Superintendent of Schools at 785-754-2470. You may also contact the Director of Special Education, NKESC at 785-672-3125. The Kansas State Department of Education also maintains a toll-free number 800-332-6262, which may be called for additional information or resource materials on special education services, rights, and procedures.

Communication of Student Performance

- **Report Cards JF**

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. Staff shall contact parents of students who are failing or whose grades have shown a decrease since the last formal reporting period. This may be accomplished through the "progress report" process, telephone, or by letter. Formal reports will be available at the scheduled Parent Teacher Conferences.

All schools in U.S.D. #293 have adopted the nine-week grading period. Each teacher has a regularly scheduled planning period. Parents may call and arrange a meeting should they have a concern regarding their child's progress.

- **Progress Reports**

Progress reports are mailed weekly to parents when a teacher feels a student's progress is slipping. Parents are encouraged to call teachers any time they have a concern about their student. Parents of a student(s) with a grade of "D" or lower in any class will be notified by recorded message every Progress Friday. Printed progress reports will be mailed to parents of students with a grade of "D" or lower mid-quarterly (every four weeks). Parents are encouraged to call teachers any time they have a concern about their student (s).

- **Posting Grades**

Teachers that have students every day are asked to post a grade once a week into Powerschool. Classes that are not attended daily or are more project based may not be posted the same way.

- **Missing Assignments (JH)**

Teachers will post an M for MISSING if a student does not have an assignment in on the due date. This, of course, will change when the student hands in the assignment or the opportunity has passed to turn it in. The grade will reflect 0% for that assignment so that a **student can understand how not turning it in will reflect on his/her grade.**

- **Advisors**

Each JH student will be assigned a teacher advisor for the year to help support their academic and social/emotional needs. Students will be asked to check-in with that advisor every Thursday morning between 8:00 to 8:10 for the first quarter of the school year. The advisor is responsible for monitoring these particular students. Other teachers will report any concerns to this advisor so that student needs can be addressed in a timely manner.

- **Parent/Student/Teacher Conferences JFAB**

Parents and student are encouraged to request a conference with teachers at any time convenient to all parties. Parent/Student/Teacher/Conferences are scheduled each semester and are listed on the school calendar. Students at all ages are encouraged to be a part of this process.

In the fall, each Junior High student will have a scheduled conference and will conduct his/her own conference along with a teacher advisor and parents. Teachers or parents may request a scheduled conference for the spring conferences. These will be scheduled based on the performance needs identified in each student throughout the school year.

- **Honor Roll**

The **ALL A Honor Roll** includes any student that has a 4.0. The **League Honor Roll** requires a 3.75. The **High Honor Roll** includes students who receive a 3.5 – 4.0 grade point average (G.P.A.) on a four-point scale. Students with a 3.00 – 3.49 G.P.A. will be placed on the “**Honorable Mention**” **Honor Roll**. Students who are on the High Honor Roll and students with straight “A's” both semester grading periods will receive a scholastic medal at the conclusion of the school year. All of these students will be verbally honored at Awards Night. No grade lower than a “C” will be considered for determining the Honor Roll. The Honor Roll will be figured for each semester by taking each full unit subject grade and multiplying it by the following scale: A=4, B=3, C=2, D=1, and F=0. Partial unit subject will receive partial unit value. Pluses and minuses will not be figured to determine the Honor Roll. Any student with a letter grade of “D” will not be included on the honor roll. **Grade point average is figured by dividing the number of grade points by the total number of credits attempted.**

- **Honors and Awards**

Awards for participation in interscholastic activities shall be limited to those approved by the KSHSAA.

Graduation JFC, JFCA

A student must have 24 credits to graduate from Quinter High School:

To graduate from Quinter High School a student must pass the following:

- o Four units of English;
- o Three units of social studies which shall include one unit of American History and at least one unit of American Government including the constitution of the United States;
- o Three units of science, including one unit as a laboratory course;
- o Three units of mathematics, including algebraic and geometric concepts;
- o One unit of health and Physical Education;
- o One unit of fine arts, which may include art, music, dance, theatre, or forensics;
- o The remaining units may be selected from any of the remaining courses in the high school curriculum.

- **Class Rank and Graduation Honors (Valedictorian/Salutatorian)**

The valedictorian in each graduating class will be the student with the highest-class rank average. The Salutatorian will be the student with the second highest class rank average.

The following scale will be used to determine Valedictorian and Salutatorian honors: (The same scale will be used to determine class rank and G.P.A.)

| | | | |
|------------|------------|------------|------------|
| A = 4.000 | B = 3.000 | C = 2.000 | D = 1.000 |
| A- = 3.667 | B- = 2.667 | C- = 1.667 | D- = 0.667 |
| B+ = 3.333 | C+ = 2.333 | D+ = 1.333 | F = 0 |

To be considered for the Valedictorian and Salutatorian, a student must be enrolled in and complete the following recommended curriculum.

- Four units of English;
- Three units of laboratory science (one of the three must be chemistry or physics);
- Three units of math from any of the following: Algebra I, Algebra II, Geometry, Functions/Statistics/Trigonometry, Intermediate Algebra, and Pre-Calculus (advanced math) (Note: two years of applied math may be substituted for Algebra I);
- Three units of social studies including one year of American History;
- One unit of American Government, including economics;
- Two units of foreign language;
- One unit of Physical Education.

- **Graduation Exercises**

To be eligible to participate in the USD #293 Quinter Public Schools high school commencement ceremony, the student must be enrolled and attending as a full time student upon completion of the spring semester.

Except for extreme emergencies, a graduating senior must participate in graduation practice. If the student misses graduation practice, he/she will not participate in graduation exercises. *Students must meet the following criteria to participate in graduation exercises:*

- *Not be under any disciplinary action that will not allow them to participate.*
- *Have met their financial obligations to the school and class.*
- *Be a student with good academic and behavioral standing.*
- *Meet prescribed behavior and dress that is required.*
- *Completed all academic course work prior to graduation.*
- *A student must have successfully completed all the requirements for graduation before participating in the commencement 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.

Graduation ceremonies are to symbolize an academic atmosphere. It is an honor to graduate and should be viewed as an honor. Loud and boisterous behavior will not be tolerated. **Graduating seniors must wear appropriate clothing.** Boys are to wear a light shirt, tie preferred, nice slacks, and shoes. Sandals are not appropriate. Girls are to wear dresses with nice shoes. The traditional “Pomp and Circumstance” march is to be played. Throwing caps at the conclusion of the ceremony is forbidden.

Modesty must be used when selecting colors for caps and gowns to help keep an academic atmosphere. Pastel colors will not be selected. Colors for caps and gowns may be selected from the following:

- Red
- White
- Black

Any other colors must be approved by the administration.

- **Graduation/Diplomas**

Seniors who have met all the graduation requirements and are in “Good Standing” will be mailed diplomas by June 15th each year.

- **Early Graduation**

Students who attend Quinter High School are not allowed to graduate early except under extreme hardship cases. In such cases, only the school board may grant an early graduation waiver.

- **Qualified Admissions to a State Board of Regents Institution JBC**

Under Kansas’s 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. *This law applies to students who graduate in the year 2001 or later.

The following curriculum must be taken in high school to qualify for the Board of Regents Qualified Curriculum:

- Four units of English;
- Three units of mathematics; (Algebra I or higher. Two credits of Applied Math can be substituted for Algebra I)
- Three units of social studies;
- Three units of natural science (one class must be either Chemistry or Physics); and
- One unit in the field of computer technology
- One unit of fine arts
- Two units of foreign language recommended

Check with the guidance counselor to determine this school’s own 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.

ATTENDANCE

Attendance Policy

The faculty, administration, and Board of Education believe that a direct correlation exists between regular school attendance and academic achievement. The Quinter Jr/Sr High School Attendance Policy is built upon the following philosophy:

- Attendance is clearly necessary for success in the classroom.
- Good attendance is a life skill that prepares students for the world of work.
- Good attendance correlates with a strong work ethic and dependability.
- Attendance is equated with job performance.
- The school is held accountable for student academic achievement and improvement. It is highly unlikely that a student will improve when attendance is poor.
- Kansas’s law requires all students to attend school until the age of 18 or until graduation.

It shall be the policy of the Board of Education to encourage regular attendance at school by all students. At no time are “walk-outs” or “skip days” condoned. Regular attendance contributes not only to

the probability of scholastic success, but also to the development of attitudes of consistent performance, which will carry over into adult life.

The intent of the attendance policy is to place the burden of responsibility for attendance upon the student and the parent. The concerned student who is absent for a legitimate reason has nothing to fear from this policy. The student who is absent from class for other than legitimate reasons will find it difficult to justify such absences and runs a definite risk of losing academic credits and of suspension from school. **Students who are truant will be reported to the proper enforcement agency as required by law.**

Students are allowed ten days of absence per semester. Absences beyond the tenth day are considered excessive. **Parents and student will be asked to communicate with the principal to discuss his/her specific situation and to develop a plan that ensures that the student meets the attendance guidelines.** Students may be required to provide additional documentation to determine if the absence is excused or unexcused.

When a student is absent, unexcused, they will be given two weeks from the date of their return to make up the time missed. Any unexcused time is required to be made up at double the time missed. A student who has missed school unexcused will be given two weeks from the date of their return to school to make up their missed time. If a student does not make up all their time during the given time frame, the time they have remaining to serve will be doubled. The student will also be deemed “not in good standing” and will not be eligible for any activities or practices until the time is made up. Students who have not made up time by the end of the school year will serve the time in suspension at the beginning of the following year.

Attendance is kept on a semester basis for each class. If a student misses school, except for school sponsored activities, field trips, or approved college visitation days, it will be recorded as an absence in each class missed, including SSR.

Valid excuses or excused absences are defined as:

- Any illness (either personal or family) or disability of a student. (Students who miss more than five of the same classes, due to an illness during a semester may be required to supply documentation from a health care provider in order for absences to be excused.)
- Attendance at funerals.
- An absence desired by a parent or guardian if arranged for prior to the absence. This includes professional appointments. (Documentation may be required if excused absences become excessive.) **Please note, personal grooming appointments are considered unexcused absences.**

Compulsory Attendance Requirements

Kansas’s law requires students to attend school until the age of 18. Sixteen and seventeen-year-olds may be exempt from the compulsory attendance requirement if: they have attained a diploma or GED; or they are enrolled in an approved alternative education program, recognized by the local board of education; or a court orders exemption; or the parent or person acting as parent consents in writing to their child being exempt from the requirement and the child and parent attend a final counseling session conducted by the school to sign a disclaimer.

The law requires the disclaimer to include the following information: the academic skills the child has not yet achieved; the difference in future earning power between a high school graduate and a high school dropout; and a list of educational alternatives available to the child.

Steps to Follow When You Are Absent

- **Call the Office**

Each time a parent wishes to excuse a student from school, the parent should call the office at 754-3660 by 9:00 a.m. and give the reason for the absence. **Approval for an absence from the parent does not necessarily mean it will be excused.**

In the event the office has not been notified by the following day, the absence will be considered as unexcused unless extreme circumstances prevail which make it impossible to contact the office. **Students receiving an unexcused absence(s) will be required to make-up twice as much time as the time missed (double-time).**

- **Homework**

Please request by 8:30 a.m. the day of the absence.

- **College Classes.**

Students taking college classes are expected to be in school at 8:15 a.m. even if the college classes do not meet that particular day.

- **Absent on Activity Days**

Students absent on activity days, unless excused by the Principal, will not participate in extracurricular activities or practices that day. This does not apply to junior high practices since practice is part of the school day. However, it does apply to games. Appointments with doctors, funerals, or religious observances are considered excused. These need to be arranged ahead of time with the head coach.

- **School-Sponsored Activities**

Students will not be excused from classes to attend any K-12 school-sponsored activity unless they are participants or accompanied by their parent(s). If this happens, the guidelines of an unexcused absence will apply. However, special consideration will be given to those students who want to support a team in regional or state level competition, provided their parents have excused them at school before the event. Ineligible participants are not allowed to leave school early to attend a school event.

Make-Up Work

After excused absences, an opportunity to make up work missed will be extended provided the student contacts the teacher when he/she next attends class after his/her return to school. It is the student's responsibility to make this contact. The amount of work to be made up and the deadline for the work to be completed will be a personal matter between the student and the teacher. The teacher will keep a written record of such agreements to minimize misunderstandings. Teachers using attendance as part of their grading policy will not penalize students whose absences are excused or due to school-related activities.

In case of extended illness of two days or more, assignments may be requested by calling the office. Please allow one day for this material to be compiled.

Release of Students During School JBH

- **Parent Permission**

Students shall not be released during the school day except upon a written or verbal request from the student's parent or person acting as a parent. Before releasing a student during the school day, the secretary or building principal shall verify the identity of the person seeking release of the student. If the principal is not satisfied with the identification provided by the person seeking release of a student, the student's release may be refused. Parental permission to release a student does not guarantee that the absence will be excused.

- **Sign In/Sign Out**

Students must sign out in the office before leaving school premises during the school day. This is required under all circumstances.

Students shall not be allowed to run personal errands for school employees off school premises during the school day.

Truancy JBD JBE

In compliance with KSA 72-1113, the following will be used in dealing with absences.

- **Any student under the age of 18 who is absent more than three consecutive days, five or more days in any semester, or seven or more days in a school year without a valid excuse is declared truant.**
- **However, the parent of a 16 or 17 year old may allow the student, with written consent, to be exempt from the compulsory attendance requirement provided that both parent(s), guardian(s) and student attend a final exit conference with school officials and sign a “disclaimer” before exercising the dropout option.**
- **Being absent from more than 30 minutes of any class period of a regularly scheduled school day shall count as a day in determining truancy.**
- **When a student has been declared a truant, a hearing in accordance with KSA 72-8905 may be held to determine if the student will be suspended or expelled.**
- **If a student is not 18 years old, the proper juvenile authority will also be notified, as required by law, so that appropriate action can be taken.**

- **Unexcused Absence**

Students who are absent for a significant part of any school day shall be considered unexcused and truant. A significant part of the school day is considered to be one class period.

Unexcused absence/truancy is further defined as:

- Students who are legally required to attend school and are not attending.
- Students not attending school after leaving home to do so.
- Students who are absent without the knowledge of their parents.
- Students leaving school without permission from the office.

Skipping school or “cutting” class will not be tolerated. Students will receive a zero on all material assigned for the day of the absence.

- **Principal as Truant Officer**

It is the building principal’s duty to report students who are inexcusably absent from school to the appropriate authority (students 13 and under shall be reported to the local office of Social Rehabilitation Services and students over 13 shall be reported to the county or district attorney. If a law enforcement official returns a truant child to school, the principal shall notify the parent or guardian.

Tardy or Absent

A student is considered absent when he misses more than 15 minutes of a class. During the first period of the day, any student arriving after 8:30 a.m. will be counted absent not tardy.

Under ordinary circumstances, students will not be permitted to leave the building once they arrive at school for classes. Any student, who finds it necessary to leave the building during school hours, must stop at the office before he/she leave in order to secure administrative permission. Without office permission, the departure from school during school hours will be considered an unexcused absence.

- **Excessive Tardies**

Students are expected to be in their seats when the bell rings to begin each class. Arriving late is considered disrespectful to both the teacher and classmates that are there ready to learn. The student will be asked to **make up missed time (at least 15 minutes) to that specific teacher after the second unexcused tardy**. Detention will be served. The teacher and student will work out an appropriate time for this to occur, either before or after school. The teacher may request additional work during that time from the student to accomplish a needed goal.

- **First Hour Tardy**

Students tardy first hour are to report to the high school office. Students reporting as tardy to the office first hour will receive two warnings per semester, regardless of the reason given for the tardy. ***Upon the third tardy and each tardy thereafter, the student will immediately be placed in in-school suspension for the day.***

- **Reporting to the Principal**

Being tardy is a classroom disruption and will be handled as a disciplinary action. Upon the third unexcused tardy and every tardy thereafter, the student will be referred to the principal. Tardies are recorded on a semester basis. (See Disciplinary Referral Guidelines).

STUDENT CONDUCT AND DISCIPLINE

Behavior/Conduct JCDA

Students are expected to abide within certain disciplinary limits. The best guideline to follow is to treat others as you would like to be treated. Improper behavior will lead to disciplinary action and classification of a “Student Not in Good Standing.” A “Student Not in Good Standing” will lose the privilege of competing for Quinter schools, may not be allowed to participate in some school functions, and is subject to the consequences imposed using the Discipline Referral Guidelines.

The purpose of disciplinary action is to help a student change unacceptable behavior. A student is expected to reflect on the situation or incident. It is important for the student to own his/her behavior and develop a plan to choose a more acceptable response. Behavior that interferes with the education of other students or affects the general safety or welfare cannot be tolerated.

All students are under school discipline and jurisdiction while at school, while in attendance at any school sponsored function, or while in attendance at any function in which their school takes part. We expect all students to conduct themselves in such a way to be a credit to themselves, their parents, and the Quinter JH/SH School. State Law KSA 72-8901, reads:

Students may be suspended or expelled for any of the following reasons:

- Conduct which substantially disrupts, impedes, or interferes with school operation
- Conduct which endangers the safety or substantially impinges on or invades the rights of others
- Conduct which constitutes the commission of a felony
- Conduct which constitutes the commission of a misdemeanor
- Disobedience of an order of a school authority if the disobedience results in disorder, disruption or interference with school operation
- Possession of a weapon at school, on school property or at a school-sponsored event
- Willful violation of any published, adopted student conduct regulation.

Discipline Referral Guidelines

Students who are referred to the administrator or administrator in charge for disciplinary reasons can expect the following consequences to follow:

- **1st referral** – a “Friday Night School” or ½ day In-School suspension or 3 hrs. of work restitution
- **2nd referral** – one day In-School suspension or 6 hrs. work restitution or two “Friday Night Schools” and the student will be classified as “Not in good standing” until all of the “Friday Night Schools” are served. (Can’t participate in activities.)
- **3rd referral** – suspension out of school for one day
- **4th referral** – suspension out of school for three days

- **5th referral** – suspension out of school for five days and a recommendation for long term suspension with a formal due process hearing

An administrator may make exceptions to these guidelines should there be mitigating circumstances or the student’s behavior warrants more lenient/severe consequences.

Examples of Undesirable Conduct

The following examples of undesirable conduct may be cause for suspension or expulsion. Those marked with an asterisk (*) will result in an automatic suspension out-of-school. A student who is suspended out-of-school, for any reason will not be allowed to attend classes during the suspension. The student will not be allowed to be on any school property during the suspension, or the student may be subject to further disciplinary action, either by the school or civil authorities.

- **Student Behavior Related to Teachers and Employees**
 - Failure to comply with a reasonable request (willful disobedience)
 - Open defiance to a teacher or school employee
 - *Intimidation, threats or abusive language to a teacher or school employee
 - Disrespect or slander of a teacher or school employee
 - *Blatant disrespect for a teacher or school employee
 - *Assault/battery of a teacher, administrator or other school employee
 - Verbal/physical sexually oriented harassment or abuse
 - Verbal/physical harassment or abuse

- **Student Behavior Related to Other Student**
 - *Fighting on or near school grounds
 - *Fighting at school activities either at home or away
 - Throwing of snowballs or other items on or near school grounds
 - *Intimidation or threats to another student
 - *Assault/battery on another student
 - Inappropriate public displays of affection
 - Verbal/physical sexually oriented harassment or abuse
 - Verbal/physical harassment or abuse

- **Student Behavior Related to School and Society**
 - Destruction, defacing, vandalism of school buildings or school/student/employee property
 - Unruly and or indecent behavior in class, at school activities, in the building or on the school grounds
 - Unruly and/or indecent behavior in class, at school activities, in the building or on school grounds
 - Possession of open containers of food/drink outside the designated lunch areas
 - Disruptive behavior at school or school activities
 - *Theft of school property
 - *Theft of property belonging to teachers or other school employees

- *Possession of stolen property
 - Use of obscene or foul language-spoken or written
 - The printing, distributing or possession of threatening, intimidating, obscene or pornographic literature, drawings, papers, etc.
 - *Possession or use of firecrackers or other pyrotechnics
 - *Perpetuating a false alarm or other hoax
 - *Inappropriate use of an open flame or flammable materials
- **Student Behavior Related to the Use of alcohol, drugs or tobacco products**
 - *Possession or use of alcoholic beverages on school property or near the school grounds
 - *Possession or use of alcoholic beverages at school activities both at home and away
 - *Coming to school or school activities having recently consumed an alcoholic beverage or under the influence of alcohol (students suspected of having consumed an alcoholic beverage may be subjected to a preliminary breath test or preliminary clinical and behavioral screening)
 - *Failure to submit to a preliminary breath test or preliminary clinical and behavioral screening
 - *Use of tobacco products on or near school property or at school activities
 - Possession of tobacco products on or near school property or at school activities
 - *Possession, attempting to possess, or use of illegal or simulated drugs on school property or near school grounds
 - *Possession, attempting to possess, or use of illegal or simulated drugs at school activities both at home or away
 - *Coming to school activities under the influence of illegal drugs or misused substances (students suspected of being under the influence of illegal drugs or misused substances may be subjected to a preliminary clinical and behavioral screening test)
 - *Possession, distribution, sale, possession with intent to distribute, or manufacture of drug-related paraphernalia, illegal drugs, simulated drugs or alcohol at school, at school activities, or on school property
 - *Intentionally inhaling hazardous products at school or school activities (students suspected of being under the influence of illegal drugs or misused substances may be subjected to a preliminary clinical and behavioral screening test).

Threat of Suicide

If a student threatens to commit suicide, this will be taken very seriously by this school. Students will be immediately given the opportunity to visit with an adult to discuss the situation. No student will be allowed to leave the building until parents/guardians have been contacted. Administration will require a parent to come pick up this student to ensure his/her safety.

Drug Free Schools and Communities Act JDDA

The following may serve as the required annual notification to students and parents regarding the board policy on drug free schools.

The unlawful possession, use, sale or distribution of illicit drugs and alcohol by students on school premises or as a part of any school activity is prohibited. This policy is required by the 1989 amendments to the Drug Free Schools and Communities Act, P.L. 102-226, 103 St. 1928.

As a condition of continued enrollment in the district, students shall abide by the terms of this policy. Students shall not unlawfully manufacture, sell, distribute, dispense, possess or use illicit drugs, controlled substances or alcoholic beverages on school district property, or at any school activity. Any student violating the terms of this policy will be reported to the appropriate law enforcement officials, and will be subject to the following sanctions:

- **First Offense**
A first time violator shall be subject to one or more of the following sanctions:
 - A punishment up to and including short-term suspension.
 - Suspension from all student activities for a period of not less than one month.
 - An evaluation from an acceptable drug and alcohol program

- **Second Offense**
A second time violator shall be subject to the following sanctions:
 - A punishment up to and including long-term suspension.
 - Suspension from all student activities for a period of not less than two months
 - A student placed on long-term suspension under this policy may be readmitted on a probationary status if the student agrees to complete a drug and alcohol rehabilitation program.

- **Third and Subsequent Offenses**
A student, who violates the terms of this policy for the third time, and any subsequent violations, 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 at an approved drug and alcohol education and rehabilitation program.

Students who are suspended or expelled under the terms of this policy shall be afforded the due process rights contained in board policies. Nothing in this policy is intended to diminish the ability of the district to take other disciplinary action against the student in accordance with other policies governing student discipline. In the event a student agrees to enter into and complete a drug education or rehabilitation program, the cost of such program will be borne by the student and his or her parents.

A list of available programs along with names and addresses of contact persons for the program is on file with the board clerk. Parents or students should contact the directors of the programs to determine the cost and length of the program.

Compliance with this policy is mandatory.

Tobacco JCDA

Possession and/or use of any tobacco product by students are prohibited in any attendance center, in any school-owned vehicle, at school-sponsored events or on the school grounds. Student use of tobacco, in any form, will be subject to the same guidelines as the use of drugs or alcohol.

Bullying JDDC

Bullying is unacceptable and will not be tolerated at QJSHS. If bullying occurs, our goal is to change the situation dealing with the bully, the victim, and the student(s) who observed the behavior.

The U.S.D. #293 school board prohibits bullying in any form on school property, in a school vehicle or at a school-sponsored activity or event. **Students are not to use electronic communications, including e-mail and the Internet, to harass or bully staff, students, or other individuals.**

Disciplinary action will be taken against any student found to have participated in an act of bullying. Such students may be deemed “not in good standing” by the administrator and unable to participate in the next extra-curricular activity.

A student is being bullied when he or she is **harmed by being exposed, repeatedly and over time**, to negative actions on the part of one or more students. This would include an intentional gesture or any intentional written, verbal or physical act or threat that is sufficiently severe that it creates an intimidating, threatening, or abusive educational environment (i.e. lying to get someone in trouble, threats, name-calling, spreading gossip, stealing others' belongings). Bullying also includes threat of damage to property or actual damage to property of a student.

- **Notifying Law Enforcement JDDB**

Whenever a student is suspended for an extended term or expelled for engaging in this conduct, the principal, after obtaining the consent of the parent or eligible student to release of the information in accordance with the Family Educational Rights and Privacy Act, shall notify law enforcement of the imposition of the suspension or expulsion within 10 days after the suspension or expulsion is imposed. The notice shall contain the student's name, address, date of birth, driver's license number (if available), a description of the conduct that resulted in the suspension or expulsion from school, and the date the suspension or expulsion was imposed.

Bus Regulations

The operation of school buses is made possible by the willingness of every taxpayer in the district to pay his share of the cost. It is a privilege offered each rural student attending the Quinter school system. The Board of Education is striving to give each student the best possible transportation and in return they expect the cooperation of students and their parents. Certain conduct and safety rules and regulations are necessary on the buses. All students are under the authority and responsible directly to the driver of your bus. Disorderly conduct or persistent refusal to submit to authority of the drivers shall be sufficient reason for refusal of transportation to any pupil.

- **School Bus Conduct Code**

According to Kansas Statute 35-13-35 "Passenger Conduct" the following will apply to U.S.D. # 293 students riding buses. The requirement of this regulation **shall apply to all passengers** when transported in a school bus:

- The driver shall be in charge of all passengers while they are riding, loading on or unloading from the bus.
- The bus driver shall have the authority to assign a seat to each passenger.
- Students shall not extend any part of their bodies out of bus windows.
- Students shall not stand in the traveled portion of a roadway while waiting for a bus.
- Students shall not get on or off the bus or move about while the bus is in motion.
- Smoking inside a bus shall be prohibited.
- Intoxicating liquor or alcohol, or illegal drugs shall not be consumed or carried in a bus.
- Animals shall not be transported in a bus.
- No weapons of any type, except side arms carried by a law enforcement officer, shall be transported on a bus (Authorized by K.S.A. 1977 Supp 8-2009, effective E-78-22 Aug. 10, 1977, effective May 1, 1978).

- **School Bus Behavior**

- The bus driver may assign seats, and student must be required to remain seated throughout the ride.
- The driver will report any violation to the principal and he will issue discipline notices to the parents. The signature of a parent or guardian must be required before that student may again ride the bus.
- The second time discipline notices are issued to the same student, bus privileges shall be suspended for three days and the student's parents will be responsible for the student's transportation.
- The third time discipline notices are issued to the same student his/her privileges will be revoked.

- In addition to the above, if at the discretion of the driver, a student has committed a violent act against another student, which could have resulted in actual physical harm, the bus driver will report the violation to the Principal and recommend a suspension of bus privileges for a total of five attendance days. During this suspension period the parents will be responsible for transporting the student to and from school. If there is a second act of violence, bus privileges will be revoked.
- Students who willfully damage or destroy property, i.e. seats, mats, etc. shall have bus privileges suspended and shall make restitution for damages. Bus privileges shall be suspended until said costs for damages are paid in full.

The principal may suspend or revoke the transportation privilege of a student who violates any rule or regulation.

Display of Affection

Students are expected to be ladies and gentlemen in the building at all times. Student behavior is a reflection of acquired values through training. Boy-girl friends should remember to keep their private lives private and not be subject to public approval or disapproval. Interlocking arms, holding hands, hugging, kissing, petting and other physical displays of affection are unacceptable during school, on school grounds, or at school activities.

Dress Code JCDB

Neatness and decency are emphasized as guidelines for the dress code. Students at Quinter Junior-Senior High School are young adults and are representatives of their school and community. As such, they are expected to dress in a manner that reflects pride in their school. We believe that the primary responsibility for proper dress rests with the student and his/her parents. The intent of the dress code is to better our educational efforts through modesty, safety, and non-disruption of the goals of our school. Cooperation with the intent of our code will be expected and appreciated.

A teacher may question the dress of a student and refer the matter to the principal. The principal shall make the final determination regarding the appropriateness of a student's appearance. Normally, if a teacher questions the appearance of a student, the principal will support the teacher. Students who are inappropriately dressed will be required to change their clothing. Time missed from class will be made up.

Students taking P.E. or weightlifting must change to street clothes before returning to a classroom. In other words, students must not wear a P.E. uniform to a class.

- **Examples of Inappropriate Attire**

This list was established by Board Policy although this list is not all-inclusive:

- **Dress and grooming will be clean** and in keeping with health, sanitary and safety requirements. Footwear must be worn by all students (socks do not constitute footwear).
- Any **wearing of apparel advertising tobacco, liquor or illegal drugs** is not acceptable dress.
- Any **wearing of apparel with derogatory messages, profanity, sexual innuendoes, or gag-related** significance is not acceptable.
- Any jewelry, accessory, notebook, or manner of grooming which by virtue of its color, arrangement, trademark, or any other attribute **denotes membership in a gang** or advocates drug use, violence, or disruptive behavior is prohibited. This includes sagging and excessively baggy pants, jeans, or shorts worn by anyone.
- Bare midriffs, **revealing clothing** of any type (including tank tops, muscle shirts, halter tops, undershirts, and bikini-straps), inappropriately short skirts, shorts, or cutoffs, are not permitted. Shirts and tops must adequately cover the upper top of the body.

- **Hats and/or headgear** (hair rollers, hairnets, bandannas, picks, combs, hair coverings (except for religious purposes), headbands (worn on the forehead), are not to be worn inside the school building, nor in the students possession in the classroom.
- **Sunglasses and dark glasses**, unless prescription, are considered inappropriate attire.
- Any form of clothing or apparel deemed inappropriate by the administration.

- **Consequences for Violations of Dress Code**

The following consequences are administrative guidelines for violations of the student dress code:

- **First offense** – student must change into appropriate attire and will receive a warning
- **2nd offense** – student must change into appropriate attire and the administrator in charge will call parents to make a plan for the student to dress appropriately
- **3rd offense or subsequent offences-** student must change into appropriate attire and serve one night of Friday school or ½ day In-School suspension or 3 hrs. work restitution

Should gang related attire be the cause of the dress code violation:

- **1st offense** – suspension out of school for three days
- **2nd offense** – suspension out of school for five days with a recommendation for long term suspension with a formal due process hearing.

Any student involved in an extra or co-curricular activity in which the student represents the district, shall dress in accordance with the sponsor's requirements, subject to approval by the administration. The principal may alter this policy when deemed necessary.

Note: The school appearance policy is to be in effect at school or any school related activity.

Gangs JHCAA

Gang activities which threaten the safety or well being of persons or property on school grounds or at school activities, or which disrupt the school environment, are prohibited.

The type of dress, apparel, activities, acts, behavior or manner of grooming displayed, reflected or participated in by any student:

- Shall not lead school officials to reasonably believe that the behavior, apparel, activities, acts, or manner of grooming displayed is gang-related;
- Shall not present a physical safety hazard to self, students, staff, and other employees;
- Shall not create an atmosphere in which a student, staff, or other person's well-being is hindered by undue pressure, behavior, intimidation, overt gesture, or threat of violence; or
- Shall not imply gang membership or affiliation by written communication, marks, drawing, painting, design or emblem upon any school building, any personal property or on one's person.

If the student's behavior or other attribute is in violation of these provisions, the principal will request the student to make the appropriate correction. If the student refuses, the parent/guardian may be notified and asked to make the necessary correction. The principal shall take appropriate corrective and disciplinary action as necessary.

Tattoos, marks, or writing on the skin, etc., which depicts any relationship to any gang or gang activities, shall be covered at all times.

Students will not be allowed to write on skin of self or others.

Hazing/Initiations JHCAA

Incidents involving initiations, hazing, intimidations, and/or related activities which are likely to cause bodily danger, physical harm, personal degradation or disgrace resulting in physical or mental harm, or which affect the attendance of another student, are prohibited.

Sexual Harassment JGEC

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

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

- **Defining Sexual Harassment** may include, but is not limited to
 - Verbal harassment or abuse; pressure for sexual activity
 - Repeated remarks to a person, with sexual or demeaning implication
 - Unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participation in extra-curricular activities, etc.

- **Examples of sexual harassment include:**
 - Making sexual comments or jokes
 - Looking or gesturing in a sexual manner
 - Touching, grabbing, pinching in a sexual way
 - Brushing up against
 - Flashing or mooning
 - Spreading sexual rumors about an individual
 - Pulling clothing in a sexual manner
 - Showing or giving sexual pictures, messages or notes
 - Blocking passage in a sexual way
 - Writing sexual messages or graffiti on walls, locker rooms, etc.
 - Forcing a kiss on someone
 - Calling someone gay or lesbian; forcing someone to do something sexual other than kissing
 - Spying while someone is showering or dressing

- **Violation of District Policy**

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

Submission to such conduct is made, explicitly or implicitly, a term or condition of the individual's education; submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or such conduct has the purpose or effect of interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive academic environment.

- **Appropriate Action Shall Be Taken**

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

Any student who believes he or she has been subjected to sexual harassment should discuss the alleged harassment with the principal, guidance counselor, or another certified staff member. If the matter is not

resolved to the satisfaction of the student in this meeting, the student may initiate a complaint under the district's discrimination complaint procedure.

The filing of a complaint or otherwise reporting sexual harassment shall not reflect upon the individual's status or grades. Confidentiality shall be maintained throughout the complaint procedure.

Technology

- **Possession of Audio Devices/Earbuds/Headphones**

Students are not to have possession of tape recorders, radios, stereos, camcorders, pagers, MP3 players or other audio devices during the school day. Items may be confiscated and continued violations will result in disciplinary action. An exception will be made for those students involved in a regularly scheduled school activity or for students who need an audio device prescribed by a doctor to assist learning. Due to safety concerns, earbuds and headphones, are not permitted to be used except in a teacher supervised classroom with teacher permission. Earbuds and headphones are not to be worn anywhere on the body when not in a classroom. Headphones or earbuds attached to a cell phone will be considered a phone violation and may be confiscated along with the phone.

- **Possession of Cellular Phones**

Students are not allowed to use a cellular device during the school day beginning at 8:05 and ending at 3:45 with the exception of the student's lunch period. Students are allowed to check and send text messages during their lunch period while in the lunch room. Personal phone calls are to be made only with permission of the office staff and must be done in the office. Teachers may allow students to use cell phones for educational purposes only. Student cell phone use that does not fall within these guidelines will be consider a violation of the cell phone policy and will result in the following disciplinary action:

- **1st offense** - the student will be allowed to pick-up the cell phone from the front office at the conclusion of the school day.
- **2nd offense and after** - the cellular phone will not be given back to the student. Only the student's parents will be allowed to pick-up the phone.
- **3rd offense and after**-the student will serve a one day in-school suspension on the day following the phone violation.

(If parents do not wish to pick-up the cellular phone, the phone may be held in the front office for a period not exceeding two weeks. At the conclusion of this time period the phone will be returned to the student.)

- **Computer Ethics**

Computers are for student use in class assignments. Using the computer is a privilege, not a right. Students are not to tamper with any of the computer programming such as changing command information, screen background information, or make any alterations other than those instructed by a teacher.

Any tampering with a computer program, hard disk, or another student's information disk may result in immediate suspension and loss of computer use privileges. Students who try to enter someone else's file are also unethical. The student may not be allowed to use the computer labs, library computers, or any other computer in the school. Students and parents will be asked to sign an Acceptable Use Policy that indicates that both understand the conditions of the policy before they can use the computers at this school. **Unacceptable or illegal use of the district's computers or software, including Internet, may result in long-term suspension.** The Internet is only to be used with the permission and under the supervision of a staff member for the for the purpose of a class assignment. Certain times are allowed where a student may check his/her email.

- **Consequences of Violation of Technology Policies**

Use of the computers for programs, software, and e-mail and to access telecommunications resources is a privilege, not a right. Violations of the policies and procedures of Quinter Jr/Sr High School concerning use of computers and networks will result in disciplinary action.

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

- **Level 1:** Warning: Student will lose computer privilege/Internet access for a minimum of three weeks.
- **Level 2:** Pattern of Abuse, Repeated Abuse or Flagrant Violations: Student who, after a Level 1 warning, continues to engage in serious or persistent misbehavior by violating the district's previously communicated written standards of conduct may be removed from any computer/Internet privileges for the remainder of the school year or remaining school years and recommended for suspension.
- **Level 3:** Expellable Offense: Student could be expelled from school (removal for five days or more) if he/she engages in conduct on the Internet that contains the elements of the offense of criminal mischief, as defined by state and federal law. Any student expelled for misuse of technology will also lose computer privileges for the remainder of the school year or school years.

***Weapons** JCDBB

A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon or facsimile of a weapon on the school grounds or off the school grounds at a school activity, function, or event.

Possession, handling, or use of any weapon or facsimile of a weapon may result in suspension or expulsion from school. Possession of a firearm shall result in expulsion from school for a period of one year (186 school days), except the superintendent may recommend this expulsion requirement be modified on a case-by-case basis.

- The term "firearm" means 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, or any firearm muffler or silencer, or any destructive device.
- The term "destructive device" means any explosive, incendiary, or poison gas, bomb, grenade, rocket, missile, mine, or other device similar to any of these devices.

Vandalism EBCA

The board shall seek restitution according to law for loss and damage sustained by the district. Further discipline action may ensue.

When a juvenile is involved in vandalism to district property, the superintendent shall contact the parents and explain their legal responsibility. The parents shall be notified in writing of the dollar amount of loss or damage.

Juveniles or their parents shall make restitution payments to the business office, and accounts shall be kept. Persons of legal age shall be held responsible for their own payments. If necessary, provisions may be made for installment payments. Accounts not paid in full within the specified time may be processed for legal action.

DISCIPLINE MEASURES

The discipline measures listed in this section may be applied on a case-by-case basis depending upon the severity of the behavior violation. The administration reserves the right to deviate and apply other consequences as deemed appropriate.

Detention JDB

Time spent before or after the school day with the staff member assigning the detention. Detention may be served the same day it is assigned or during the next school day if transportation cannot be arranged by the student. However, it is not to be delayed beyond this time. If an assigned detention is missed, double time detention applies. Detention is to be assigned at the convenience of the staff member.

Work Restitution

Students that have broken any conduct rule may serve time working in the school to make amends for their behavior. The time will be spent assigned to duties that will improve the school. This disciplinary measure may be particularly useful in behavior situation when the student has shown lack of respect for school property.

Friday Night School

Students who have violated school rules may be detained in the building on Friday after classes for specific three-hour term, from 4:00 –7:00 p.m., under close supervision. The student is responsible to bring class assignments to Friday night school so that he/she does not fall behind in his/her schoolwork. A student signs a contract when he/she is assigned Friday night school. If the contract is violated the student is suspended out of school and placed on the third step of the discipline referral guidelines.

A student that is insubordinate to the supervisor of Friday night school will automatically be placed out-of-school suspension by the principal. (In cases where a “Friday Night School” has been assigned however the offense does not warrant ineligibility from an athletic event, the “Friday Night School” may be made-up at another pre-arranged time.)

In-School Suspension

Students that have broken a conduct rule may serve time in In-School Suspension as a consequence for their behavior. This is a supervised detention in which the student is required to quietly work alone in a specified location during the school day. The time spent will vary according to the conduct. Students will be expected to work on school work and may receive additional work in a certain subject. All homework assigned during an in-school suspension is due at the end of the school day. Any homework not completed and turned in will receive a grade of zero unless arrangements have been made with the instructor. Students serving ISS will not receive credit for daily points missed. Students serving in-school suspension are considered not in good standing for the day and are not allowed to participate in any extra-curricular activities including practices, competitions, or pep band.

Suspension/Expulsion JDD

A student may be suspended or expelled, for reasons set forth in Kansas law, by the following certified personnel: superintendent, principal, principal designee.

A suspension may be for a short term not exceeding five school days, or for an extended term not exceeding 90 school days. An expulsion may be for a term not exceeding 186 school days.

Any student who is suspended or expelled shall receive a copy of the current suspension and expulsion law and this policy. Expulsion hearings for weapons possession shall be conducted by the superintendent/designee. The superintendent or other certificated employee or committee of certificated

employees of the school in which the pupil is enrolled or a hearing officer appointed by the board, or another person appointed by the board shall conduct expulsion hearings.

- **Rules Which Apply in all Cases When a Student May be Suspended or Expelled**

Refusal or failure of the student and/or the student's parents to attend the hearing shall result in a waiver of the student's opportunity for the hearing.

Students who are suspended for more than 5 days or expelled from school may appeal to the board within 10 calendar days of receiving written notice of the hearing results. A student suspended for more than 5 school days or expelled from school shall be provided with information concerning services or programs offered by public and private agencies, which provide services to improve the student's attitude and behavior. A student who has been suspended or expelled shall be notified of the day the student can return to school.

- **Short-term Suspension Procedures**

Except in an emergency, a short-term suspension (not exceeding five school days) must be preceded by oral or written notice of the charges to the student and an informal hearing. If a hearing is not held prior to the suspension, an informal hearing shall be provided no later than 72 hours after imposition of a short-term suspension. Written notice of any short-term suspension shall be delivered to the student's parent or guardian within 24 hours after the suspension has been imposed. Any person designated in policy as having the authority to suspend may conduct short-term suspension hearings.

At the informal suspension hearing, the student shall be:

- Notified of the right to be present;
- Informed of the charges;
- Informed of the basis for the accusation; and
- Allowed to make statements in his/her defense.

When a suspension is imposed during the school day, the student shall not be removed from school until a parent has been notified. If a parent cannot be notified during regular school hours, the student shall remain at school until the regular dismissal time.

- **Long-Term Suspension or Expulsion Procedures**

Before a student is subject to long-term suspension (not to exceed 90 school days) or expulsion (not to exceed 186 school days), a hearing shall be conducted by a hearing officer who has authority to suspend or expel. The superintendent/principal shall designate a hearing officer. Formal hearings shall be conducted according to procedures outlined in current Kansas law and:

- The student and parents or guardians shall be given written notice of the time, date and place of the hearing.
- The notice shall include copies of the suspension/expulsion law, and appropriate board policies, regulations and handbooks.
- Either a certified employee or committee of certified employees may conduct the hearing.
- Persons appointed by the board shall conduct expulsion hearings for weapons violations in compliance with Kansas's law.
- The person or committee conducting the hearing shall prepare findings required by law.
- Records of the hearing shall be available to students and parents or guardians according to Kansas's law.
- Written notice of the result of the hearing shall be given to the pupil and to parents and guardians within 24 hours after determination of such result.

- **Student Rights During a Long-Term Suspension/Expulsion Hearing**

The student shall have the right:

- To counsel of his/her own choice;
- To have a parent or guardian present;
- To hear or read a full report of testimony of witnesses;
- To confront and cross-examine witnesses who appear in person at the hearing;
- To present his or her own witnesses;
- To testify in his or her own behalf and to give reasons for his or her conduct;
- To an orderly hearing; and
- To a fair and impartial decision based on substantial evidence.

- **Appeal to the Board of Education**

The following conditions shall apply if a student or the student's parent or guardian files a written appeal of a suspension or expulsion:

- Written notice of the appeal shall be filed with the clerk within 10 calendar days of the hearing.
- The board shall schedule an appeal with the board or a hearing officer appointed by the board within 20 calendar days.
- The student and the student's parent shall be notified in writing of the time and place of the appeal at least 5 calendar days before the hearing.
- The hearing shall be conducted as a formal hearing using the same rules noted earlier for expulsion hearings.
- The board shall provide a certified court reporter to transcribe the hearing.
- The board shall render a final decision within 5 calendar days after the conclusion of the appeal hearing.

- **Probationary Status JDC**

Any punishment, suspension or expulsion, may be deferred by the principal or person left in charge when the principal is absent. The student involved may be placed on probation for a set period of time.

The punishment, suspension or expulsion shall remain deferred so long as the student meets the conditions of the probation. If a student is placed on probation, written notification shall be sent to the student's parent or guardian.

A student placed on probation shall be given a written list of the terms and conditions of the probation. The student shall sign a statement that: the terms and conditions have been explained, the student understands the conditions, the student agrees to abide by the conditions and failure to abide by the conditions may be reason to reinstate the original punishment.

The superintendent shall handle any probation arrangements resulting from violations of the weapons policy.

Searches JCAB

Principals are authorized to search property if there is reasonable suspicion that district policies, rules or directives are being violated. In addition all lockers shall be subject to random searches without prior notice or reasonable suspicion. All searches by the principal shall be carried out in the presence of another adult witness.

- **Searches of Property JCAB-R**

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

Any person other than the principal who wishes to search a student's locker or property shall report to the principal before proceeding. In no event shall any person be permitted to search a student's locker or property without the principal's consent unless the person has a valid search warrant authorizing a search.

- **Searches of Students JCABB**

Principals are authorized to search students if there is reasonable suspicion that district policies, rules or directives are being violated. Strip-searches shall not be conducted by school authorities. All searches by the principal shall be carried out in the presence of another adult witness.

JCABB-R

The student shall be told why a search is being conducted. The students shall be requested to empty items such as, but not limited to, pockets, purses, shoulder bags, book bags, and briefcases. The principal shall attempt to call the student's parent/s and may call law enforcement. Items, which the principal believes may be connected with illegal activities, shall remain in the custody of the principal unless the items are turned over to law enforcement officials. If the student refuses to cooperate, the principal may take disciplinary action and/or seek assistance from law enforcement.

If law enforcement assistance is present, further search of the student shall be with cooperation and assistance of law enforcement officials. The principal shall remain with the student and be present during any search of the student made by law enforcement officials on school property. The principal shall receive and file a receipt for items turned over to law enforcement officials.

Small book bags may be brought to school but must be confined to the student locker during the school day and not taken to class. Large "duffel bags" are prohibited in the school with the exception of athletic locker rooms. If book bags are determined to be a problem, they may be also prohibited.

Interrogations and Investigations JCAC

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

- **Initiated by School Administrators and Conducted by Law Enforcement Officers**

JCAC-R **When law enforcement officers conduct an investigation and/or question a student(s) during school hours, the building principal shall make reasonable attempts to contact parents, guardian or representative of the student(s) prior to questioning.** To the extent possible reasonable requests of the parents, guardian or representative shall be observed. The administrator involved shall document notification or attempted notification of parents, guardian or representative. If a student's parents, guardian or representative is not present during questioning of a student, the principal or a certified school staff member shall be present.

- **Initiated and Conducted by Law Enforcement Officers**

The administration shall cooperate with law enforcement officers who are conducting investigations of suspected child abuse. Law enforcement officers shall not be permitted to conduct investigations during school hours except in demonstrated emergency situations.

Violations of Criminal Law

Information on criminal conduct shall be turned over to law enforcement officials.

- **Reporting to Law Enforcement JDDB**

Whenever a student engages in conduct which constitutes the commission of any misdemeanor or felony, at school, on school property, or at a school supervised activity and/or has been found:

- In possession of a weapon,
- In possession of a controlled substance or illegal drug; or
- To have engaged in behavior at school which has resulted in, or was substantially likely to have resulted in, serious bodily injury to others, the principal shall report such acts to the appropriate law enforcement agency if any of the behaviors noted above occur.

Whenever a student is suspended for an extended term or expelled for engaging in this conduct, the principal, after obtaining the consent of the parent or eligible student to release of the information in accordance with the Family Educational Rights and Privacy Act, shall notify law enforcement of the imposition of the suspension or expulsion within 10 days after the suspension or expulsion is imposed. The notice shall contain the student's name, address, date of birth, driver's license number (if available), a description of the conduct that resulted in the suspension or expulsion from school, and the date the suspension or expulsion was imposed.

- **Taking Students Into Custody**

Students shall not be voluntarily released by school officials to law enforcement authorities unless the student has been placed under arrest or taken into custody by law enforcement or SRS. Reasonable effort shall be made to notify the student's parents, guardian or representative when students are removed from school for any reason by law enforcement authorities. Parents shall not be notified when their child is taken into custody by SRS and/or law enforcement as a result of allegations of abuse or neglect.

ACTIVITIES AND ATHLETICS

Activity Objectives

Quinter School District subscribes to a comprehensive program and strives to provide an activities program that will accomplish the following objectives:

- To encourage students to develop the highest level of skills possible.
- To enable the participants to develop an appreciation of the elements of competition and fairness.
- To demonstrate to the participants the value of self-discipline.
- To enable the participants to function as an integral part of a larger group.

Code of Athletics/Activities

The athletic/activity departments are happy to welcome you as a member of the Quinter Jr/Sr High School athletic/ activity organization(s). The administration and coaches of Quinter Jr/Sr High School care about you, the athlete/participant and parents.

The coaches and administration at Quinter believe that discipline provides the foundation for success. Discipline is like the foundation of a building. Nothing lasting can be built without it. Quinter Jr/Sr High School supports positive behavior and provides for prevention and correction of misbehavior.

Quinter Jr/Sr High School activity expectations are few but are important for the team to be successful. Athletic/activity participation is a privilege, not an automatic right. Students are expected to:

- Know and observe the rules of the activity.
- Behave responsibly (what others see is a reflection on the school and community).
- Respect others and self, displaying courtesy at all times.
- Make good choices. Participants are given opportunities to be responsible.
- Represent the school in a positive manner at all times.

It is the desire of Quinter Jr/Sr High School to provide a positive experience for all participants in each of the interscholastic activities. We hope this will help better prepare young participants to meet a democratic society and grow physically and intellectually while nurturing disciplinary growth.

Participation Requirements JH

This section of the student handbook has been developed to inform students and their parents of the rules and regulations that will govern our activities at Quinter Junior and Senior High School.

The board of education recognizes that students who participate in extra-curricular and interscholastic events accept a special responsibility because they represent the school at the public level. As a result, participation may be subject to special requirements, which demonstrate specified minimum academic performance, sportsman-like behavior and good citizenship above the requirement for participation in basic programs. Generally, the greater the responsibility the higher will be the expectation. Failing to meet these standards, students may be required to forfeit the privilege of participation in addition to any other disciplinary action, which may be justified as a requirement for participation in these programs. Activity programs are voluntary on the part of the student and are therefore in addition or extra to the curricular programs at Q.H.S.

• Dual Sport Participation

Student athletes may choose to participate in two competitive sports* during a single season. Parents and students are strongly encouraged to consider the demands of participating in two competitive sports while maintaining academic achievement. The following steps need to be completed in order to participate in two or more sports during an athletic season:

- Students must notify the head coaches for each sport of the intention to participate in two sports prior to the beginning of the season.
- Students must indicate a **priority sport** at the time of notification to head coaches. The priority sport will take precedence in any scheduling conflicts.
- Head coaches will meet prior to the first day of practice to develop practice schedules for shared athletes.
- A student refusing to sign the dual sport agreement will not be allowed to participate in either sport, including practices, until such time they sign the agreement.

Parents and students should realize that by electing to participate in more than one competitive sport, practice time may be impacted which may affect playing time.

*Competitive sports are defined as cross-country, football, volleyball, basketball, track, and golf. This policy also applies to student-athletes who are members of the cheerleading team.

• Activity Permits (O.K. Cards)

Students must have the permission of individual teachers before leaving on interscholastic competitions that are sponsored by the school during school time. The O.K. Card Policy applies to all students.

Students must pick up “OK Cards” BEFORE they attend trips that are sponsored by the school during the school time. Teachers will sign this card when the student has made up their work in advance before leaving the school for an activity. **If the make-up work is not completed and the card signed and turned in to the sponsor by the day prior to the departure of the activity trip, the student(s) will not be permitted to go.**

A sponsor is to provide **a list of students to other teachers a week prior** to leaving for the activity. School trips which could include FFA, KAYS, music art, cheerleading, college days, industrial art shows, quiz bowls, National Network of Complementary Schools, volleyball, cross-country, football, basketball, track, golf, etc....

- Students who return from an activity trip before the end of the school day are required to report immediately to the class in progress.
- If a trip has been cancelled, students are to attend normally scheduled classes.

Before leaving on an activity, the sponsor is to **turn a final list of students who attend the activity to the office.**

While class field trips do not require make up work to be completed, the student must have an “O.K. Card” signed by all teachers to alert the teacher of the student’s pending absence.

- **Attendance at School**

Students are expected to attend all classes on activity days. **If a student is ill or has an unexcused absence from class on an activity day, he/she will not be allowed to participate on that day.** An exception on the day of a game would be made for a doctor’s appointment, funeral, or religious observance of the student’s own faith. These need to be arranged *ahead* of time with the head coach.

Students will not be allowed to practice on days they are absent unless the absence is for a doctor’s appointment, funeral, or religious observance of the student’s own faith.

If this violation is learned of after participation, then he/she will not play in the next contest. An unexcused absence on a game day is also a violation of KSHSAA. All players are expected to be in school the day after a contest.

- **Physical Examinations**

According to K.S.H.S.A.A. regulations, an annual physical examination from a licensed physician is required to participate in athletics and cheerleading. No student shall be permitted to compete on a U.S.D. #293 team without a signed physical form indicating that a physical examination has been taken prior to the first practice. Parents, student, and the physician must sign the KSHSAA physical form. The examination may not be taken earlier than May 1, no later than the first practice session for the activity in which a student participates. The results of the examination should specifically authorize participation in athletics. Coaches will take special care to insure that no athlete is practicing without the required physical examination and parental consent for participation in athletics.

Activities Rules and Regulations

Each activity may have separate rules and regulations for participation. However, all activities, whether organizational or athletic will abide by the minimum guidelines established below:

- Students will be academically eligible to participate in activities representing the school.
- Students will be behaviorally eligible to participate in activities representing the school.
- Students will abide by the Drug Free School Policy established by B.O.E.

(No use of alcohol, tobacco, or drugs of any form, or participation in any activity, party, etc., where these things are prevalent.)

- **Eligibility**

Students wishing to participate in extracurricular activities must adhere to eligibility guidelines. They must have a completed PHYSICAL EXAMINATION form on file before participation in practice. The student and parent must have signed the ASSUMPTION AND ACKNOWLEDGMENT OF RISK form, which must be kept on file at the high school office before the first practice. The student-athlete must be enrolled in and attending a minimum of at least five (5) new subjects (those not previously passed) of unit weight, and must have passed at least five (5) new subjects (those not previously passed) of unit weight, the previous semester (KSHSAA requirement. Enrolling in summer school does not regain a student's eligibility. These are minimum standards.

Quinter Junior/Senior High School has higher bi-weekly standards, which must be met. Therefore, when a student is ineligible according to our school policy, they are automatically ineligible to participate in any KSHSAA sponsored activity. This bi-weekly standard extends from the end of one year to be served the beginning of the next school year. Furthermore, academic eligibility regulations apply to all interscholastic activities, and competitions between schools, whether they are under the direction of KSHSAA or not. This applies to the JH league music festival as well. Academic eligibility requirements do not apply to interscholastic activities such as the school play, class field trips, music concerts, dances, or local school activities, etc. However, activity alcohol/drug policies do apply to all activities.

Bi-weekly academic eligibility requirements are as follows: **upon each progress day, as specified by the school calendar individual class grades will be reviewed.** Students who are failing any class will not be permitted to participate in any interscholastic activity the following two week period. (Failing students may attend events as spectators, however will not be transported to events with the team.) All eligibility periods begin on a Sunday and end on a Saturday.

Eligibility is based upon an AVERAGE grade for the entire nine-week's course up to that point. Thereafter students are determined eligible/ineligible on a bi-weekly basis based upon the accumulative nine weeks grade.

For any questions, please see the principal or counselor. The entire philosophy behind the weekly eligibility is, "School First, Play Second".

STUDENTS ARE ALWAYS ENCOURAGED TO COME IN FOR ADDITIONAL HELP REGARDLESS OF A PASSING OR FAILING GRADE. TEACHERS REPORT AT 7:45 A.M.

- **Behavioral Eligibility**

Students representing Quinter-Junior/Senior High School in extra-curricular activities are expected to be in good standing.

KSHSAA Rule 14, Article 2; "A student who is under penalty of suspension or whose character or conduct brings discredit to the school or to the student, as determined by the principal, is not in good standing and is ineligible for a period of time as specified by the principal."

A student, who has broken the law, has been arrested, taken into custody, and charged with a crime, is not a "student in good standing." That student is therefore ineligible to participate in school activities until such a time that the student is cleared of the crime.

Discipline Policy for Sports and Activities

- **1st Offense:** Suspension of the next game/activity day. No activity shall be excluded.
- **2nd Offense:** Suspension for the remainder of the season. Loss of any office held. A student may be reinstated if he/she elects to attend counseling through a recognized alcohol and drug rehabilitation program. The student must provide written affirmation from the counselor.
- **3rd Offense:** Suspension of all sports/activities for the remainder of the school year.

(Each suspension will be carried with the individual for the entire school year. Once students reach three, they are finished for the school year.) The administration and head coach or sponsor shall determine imposition of penalties, and any level of punishment may be imposed for any offense.

- **Other Factors of Consideration**
 - Wedding dances/receptions and family activities will be handled ahead of time with the coach or sponsor.
 - All student personnel in interscholastic events must be clean-shaven and hair must be clean and well groomed.
 - Jewelry will not be worn in any athletic practice, pre game or competition.
 - All Quinter students are expected to conduct themselves in an orderly manner when representing our school. When teams or groups are eating after events, they are expected to be polite and behave themselves in restaurants or other business establishments. We want people from other communities to have a high opinion of Quinter students. Always look and act like ladies and gentlemen.
 - Students that have not met the expectations Quinter Jr/Sr High School will be classified as “Students Not in Good Standing”. These students are not allowed to participate in extracurricular activities and those sponsored by KSHSAA.

The students are expected to be at all regularly scheduled practices. The student or his/her parents must notify the head coach/sponsor before the student misses a practice, or the absence will be unexcused.

NOTE: The head coach/sponsor will set the guidelines as to what constitutes an excused or an unexcused absence from practice.

- **Missing Practice**

An athlete should always consult his/her coach before missing practice. The head coach, for his/her respective sport, will handle missing practice or a game without a good reason. Sudden illness or an emergency would constitute a good reason for missing a practice or a game.

- **Quitting a Sport**

Quitting a sport differs from being dropped in that the athlete has not acquired the coach’s permission. If a student-athlete quits a sport, that person forfeits the letter award. After a student is out for a sport for two weeks, that student-athlete will not be allowed to participate in any other sport until the season of the sport in which the student quits is completed. The best way to withdraw from a sport is to make personal contact with the coach and obtain his/her approval. This is very important if the student-athlete expects to remain eligible for other sports.

Travel

- **Traveling Together**

Being a member of a school team or organization means traveling to and from the events on school-provided transportation. For this reason, students participating in extra-curricular activities are required to take school transportation to and from the activity unless otherwise cleared by the coach or sponsor of the activity or by the principal. **THE TEAM ALWAYS TRAVELS TOGETHER.**

Special consideration will be given to factors such as geographical locations or rural patrons when determining whether a student can travel to and from the event via other means than school transportation.

Upon returning to the school, via bus, students are to leave the building unless waiting for a parent. The building will not be kept open for student to wait for friends.

When parents wish to take their child home after the event, this request must be cleared by the school office or by the coach/sponsor. Parents must physically take their child with them after a face-to-face meeting with the coach and student at the extracurricular event.

No student shall be allowed to travel home from an event with anyone other than by the parent or by school transportation unless cleared through the office in advance of team departure. If the parent determines that someone else pick up their student, an Activity Bus Student Release permit may be signed by the parents or guardian provided they come to the school and sign the release form in the presence of the building administrator. (This must be done in advance of team departure and the person other than the parent picking up the student must be an adult over 21 years of age.) A face-to-face meeting with the adult, student, and coach/sponsor must occur prior to release of the student.

When attending activities, students are to remain with the coach/sponsor or on the site of the activity, unless the coach/sponsor has given permission to leave.

- **Behavior Guidelines on Athletic/Activity Trips**

Students represent the school, community, and family. The following guidelines apply:

- All members of an athletic team shall travel by USD 293 transportation to an athletic event and return by the same conveyance unless the building principal gives prior approval, athletes must ride home with the team unless the parents sign them off of the bus using the proper forms and procedures. Parents wanting their son/daughter to ride home with another adult must personally sign the proper form in the high school office prior to departure of the team. Participating students are prohibited from driving personal automobiles to and from district-sponsored activities held during or after the school day.
- The coaching staff will enforce general rules of conduct, covered in the student handbook.
- When traveling to and from athletic contests, students will dress appropriately, as determined by the coaching staff.
- Overnight trips are covered in the student handbook. However, student-athletes are expected to conduct themselves in a respectful manner at all times.

Students representing the school on field trips, athletic contests, or by any other means are to dress appropriately. The sponsor should see that all students have nice appearance before allowing students to leave on a trip. The very minimum standard is the Student Appearance Policy. Schools are judged by the appearance of students and faculty. Look nice when representing the school.

Not all rules and regulations are covered above. It is understood that coaches may have additional rules that are specific to their sport. Participation in athletics at Quinter Jr/Sr High School is an honor and a privilege. Quinter Jr/Sr High School also considers it an honor and are proud to have quality well rounded student-athletes represent the school.

- **Overnight Trips**

On overnight trips, there must be at least one adult (parent or staff) sponsor for every seven students. If it is a mixed group, there must be both a male and a female adult sponsor. A faculty member must be a sponsor. Any time a group spends the night away from Quinter, the building principal and superintendent of schools should know:

- Names of who is going on the trip.
- Where group can be reached.
- Phone numbers where the sponsor can be reached.
- The approximate time the group is returning.

- **Rules for Overnight Trips**

- Sponsors will make appropriate room assignments.
- Students are not to be out of assigned rooms after 11:00 p.m. and lights are to be out at 12:00 p.m. (earlier if decided upon by the sponsor).
- Male & female students are not allowed in each other's rooms without an adult sponsor present.
- Only those movies or videos with ratings of G or PG are to be viewed.
- School regulations apply on school trips.
- The sponsor has the right to search luggage and rooms of students.
- Involvement in any activity that brings discredit to the school shall result in severe consequences.
- Parents may be contacted to pick up their child if the student violates school policy.
- Parents must sign a form granting permission for students to attend overnight trips, in which they agree to support the regulations stated above. If these guidelines cannot be guaranteed prior to departure, the student will not be allowed to attend the trip.

- **Senior Trip**

Senior trips are only permissible when approved in advance by the principal and the board of education. It is suggested that students not plan a trip for more than two days and one night. Detailed plans and agendas must be submitted to the high school principal by January 31st. The agenda must include several educational visits approved by the principal. The senior class is responsible for paying for all expenses for students and sponsors including the bus driver. The trip is not to be more than a 300-mile radius from Quinter. Guidelines on overnight trips apply. The board of education will make the final determination as to whether or not the trip is allowed. This must be presented to the board no later than the regularly scheduled board meeting in February. Students may be denied attendance on the trip if a history of disciplinary reports exists or if the student has not contributed in fund raising activities.

- **Use of School Transportation for Clubs/Organizations**

It is the consensus of the BOE that any organization wishing to take activity trips, not directly related to classroom instruction and recreational in nature should be responsible for paying transportation costs. If the organization wants to use the "Big Dog", they may request it but would need to pay the driver, fuel, and housing and meals for the driver. Suburban may be requested but fuel and an approved adult driver would need to be provided. Transportation costs for the 8th grade trip have been approved by the BOE along with all KSHSAA, FFA, and KAYS competitive activities. Other activities that would be competing and representing the school are also approved.

The BOE does not authorize the use of school buses or other school vehicles in transporting district students to summer athletic activities such as, but not limited to, camps, 7-on-7 and summer league games.

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.

Election Guidelines

Club or class presidents may be a president of only one organization.

Non-School Sponsored Student Clubs

Non-school sponsored clubs, such as FCA, 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.

Fund Raising JK

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. Each organization is allowed one major fundraiser per year. Selling-type fundraisers will be discouraged as much as possible. All student sales projects shall require the principal's prior approval.

Scheduling of Activities

The athletic director and/or the principal will schedule extracurricular activities. Sometimes conflicts occur. League activities take precedence over non-league activities. KSHSAA activities take precedence over non-KSHSAA activities. Organizational activities posted on the school calendar first shall take precedence over those posted later unless they are rescheduled league or KSHSAA activities. Students and sponsors shall be expected to honor league and KSHSAA activities prior to organizational activities.

- **Organizations**

No social event, party or similar function should be scheduled without first consulting the office for approval and to see that there are no conflicting activities on the calendar. Planned activities for organizations must be on the calendar at least one week prior to that event. The building principal is responsible for decisions made in the class or club meetings, and may reverse any decision he/she feels is necessary.

- **Parties and Social Events**

The principal must approve all classroom parties and other school social events in advance.

Dances

- **Guidelines for Dances**

- No intoxication or consumption of alcoholic beverages will be permitted.
- Persons being admitted to school social functions shall remain inside the building during the function. Those leaving shall not be readmitted. Unless prior permission is granted, students will not be permitted to leave then return to the building during dances or other similar school functions.
- Junior high students will not be permitted to attend a senior high social event and senior high students may not attend a junior high social event.
- Quinter students are responsible for the actions of their out-of-town dates.
- All high school social events must end by 11:00 p.m. on the nights followed by a school day and by 12:00 midnight on weekends.
- All junior high social events must end by 10:00 p.m. on nights followed by a school day and by 11:00 p.m. on weekends. The school will not sponsor junior high dances.
- All organizations sponsoring dances shall provide at least two faculty and two parent (adult) supervisors. These sponsors are responsible for supervising the appropriateness of the music selection.

- **Guest Dates**

With approval from administration, a student in good standing may elect to bring a “guest date” to school sponsored dances. To ensure a safe and secure atmosphere at school sponsored dances, the following criteria must be met by all guest dates:

- The date must be enrolled as a full-time *high school* student or registered as a home-school student.
- The date must be under the age of 21 at the time of the dance.
- Students may solicit the BOE for permission to bring a “guest date” that does not meet the stated criteria.

- **Homecoming** - Sponsored by the sophomore class. The following committees need to be selected:

- Election committee/process. Each class (freshman, sophomore, & junior classes) shall choose one boy and one girl to represent their class. Students may represent their class only one time until their senior year. **ONLY THOSE STUDENTS WHO ARE ENROLLED IN SCHOOL ON A FULL TIME BASIS ARE ELIGIBLE FOR HOMECOMING HONORS.** The entire senior high school student body will vote for the homecoming queen and homecoming king.
- Flower committee.
- Parade committee.
- Float committee - floats will be built during the school day on the Friday of homecoming week. Students must secure all materials prior to the building of homecoming floats and will not be allowed to leave the float building premises during the float building allotted time.
- Pre-game ceremonies committee.
- Decoration, refreshment and clean-up committee.
- Music committee to choose acceptable music or select a DJ that will play acceptable music.
- Two faculty sponsors and two parent sponsors.

- **Snowball** - sponsored by the freshman class. The following committees need to be selected:

- Flower committee
- Pre-game ceremonies committee
- Decoration, refreshment and clean-up committee
- Music committee to choose acceptable music or select a DJ that will play acceptable music.

Election process: The Homecoming King and Queen are not eligible for Snowball. The senior class shall select three male and three female candidates from the senior class. The entire student body shall select the King and the Queen. **ONLY THOSE STUDENTS, WHO ARE ENROLLED IN SCHOOL ON A FULL TIME BASIS, ARE ELIGIBLE FOR SNOWBALL HONORS.** All candidates will reign over the varsity games if not participating in the game.

- **Prom** - this event is a banquet and dance in honor of the Senior Class sponsored by the Junior Class. Invited to prom supper - all juniors and seniors and their dates, junior and senior class sponsors and spouses, principal and spouse, superintendent and spouse, board members and spouses, high school staff and spouses, prom cooks.

A maximum of \$3,000 can be spent on decorations, and meals. The banquet and dance is for the junior-senior class members and their out-of-school dates. Junior high students are not allowed to attend as dates.

- Quinter students are responsible for the actions of their dates if they are from out-of-town.
- The music committee shall select a responsible adult (D.J.) to play appropriate music selections.

The banquet and dance will all be at the Q-Inn or at the high school. All QHS students will bring their dates to the banquet and if they are not in the junior or senior class will pay for their supper. Students will not be permitted to leave the Q-Inn or High School once the banquet is over and return to the dance. The dance will start as soon as the banquet is over. **ONCE STUDENTS LEAVE, THEY WILL NOT BE PERMITTED TO RE-ENTER THE BANQUET OR DANCE AREA.**

The junior class will select the sophomore prom servers (four boys and four girls). They are not to bring dates to the dance. They will be entitled to a meal after they have served the juniors and seniors and will be permitted to attend the dance after the banquet.

Formal dress is required at the banquet and prom. Students attempting to attend dressed in inappropriate attire will be not be allowed to attend.

Eighth Grade Party

The eighth grade party celebrating graduation is open to eighth grade students and teachers. The school will not sponsor junior high dances.

Purchases

All class and organization purchases must be approved by the sponsor and have prior approval of the office. Payment will not be made on bills not approved by the sponsor and the principal. The treasurer is to keep the books and check them monthly with the office. The responsibilities and steps required of class or organization treasurer are as follows:

- Requisition forms turned in (signed by activity sponsor) to the office and purchase order (signed by the principal) is required in the name of the class or organization. The requisition needs to be completed in detail. All bills turned in to the office must have a PURCHASE ORDER made PRIOR TO PURCHASE or the bill will not be paid.
- Copy of signed bill needs turned in to the office. The bill needs to have the name of the organization and purchase order number on it.
- Class or organization account ledgers must be kept up to date and submitted to the sponsor for checking the first week of each month.
- Reimbursements will not be made without proper receipts. Monies turned into the office should be totaled.

Injuries

All injuries will be reported to the parents as soon as possible by the coach/sponsor.

If an individual has any special medical problem, the parents must be sure the coach/sponsor is informed prior to the start of the first practice for that activity. It is the responsibility of the parent to report any injury that they feel the coach/sponsor is unaware of to the coach/sponsor.

Loss or Destruction of Equipment or Clothing

Should a player lose or alter the condition of any equipment/clothing in any manner other than normal wear, he/she will be required to pay for the replacement of the equipment/clothing. Failure to do so will result in suspension from the squad and/or not lettering. The coaching staff realizes that extenuating circumstances can exist and will remain cognizant of that fact.

NCAA Guidelines for College Bound Student Athletes

Student-athletes and their parents should contact the Quinter High School Counseling Department to obtain information about the guidelines for eligibility requirements in order to receive an NCAA scholarship for NCAA eligibility during the first year of college.

HEALTH AND SAFETY

Health Issues

- **Inoculations JGCB**

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.

The superintendent may exclude students who fail to provide the documentation required by law from school 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.

- **Physicals**

Students participating in athletics, cheerleading, drill team and weightlifting, and P.E. must have a physical on file before participating.

- **Medications, Administering JGFGB**

The supervision of oral and inject able 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.**

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

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

New physician and parent permission signatures as well as a newly labeled pharmacy container should accompany any changes in the type of drugs, dosage and/or time of administration.

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.

- **Communicable Diseases JGCC**

Any student noted by a physician or the school nurse as having a communicable disease may be required to withdraw from school for the duration of the illness. The student will be readmitted to regular classes

upon termination of the illness, as authorized by the student's physician or as authorized by a health assessment team.

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

Safety Rules EBB

Students shall observe the following safety rules:

- All students must be supervised while in school, while on school property, or at school activities, **including direct supervision of locker rooms (shower areas as related to PE and athletics).**
- Students must wear safety glasses while in lab classes such as industrial arts, vocational agriculture, or lab science classes.

- **Accidents (Reporting of) JGFG**

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 or staff member in charge shall seek emergency medical treatment.

- **First Aid JGFG**

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

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.

Policies to Ensure Safety

In an effort to make Quinter Junior-Senior High School drug and alcohol free, district 293 has adopted the following policies:

- **Alcohol Sensor Detection Program**

- Students may be subject to an alcohol sensor test at school or school activities.
- Students attending dances may be subject to an alcohol sensor test at any time.
- Students leaving for school activities may be subject to an alcohol sensor test.

- **Campus Camera Surveillance (when available)**

- Exterior doors and most hallways of the school will be monitored by video camera.
- Cameras will be operating 24 hours a day at various locations on school property.
- Videos will be reviewed if there is reason to believe that:
 - Someone has entered the building without proper authorization.
 - An unsafe act or entry has occurred.
 - A school violation has occurred and that it may be captured on camera.

- **Working Canines**

- At various times during each semester, there could be an unannounced visit to the school with a canine trained to detect the presence of illegal contraband such as alcohol, drugs, abusive medications, explosives, and guns.
- During each visit, student lockers, hallways, book bags, classrooms, and the school parking lot may be searched for the presence of illegal contraband.

- If the canine alerts to locker, book bag, notebook, or vehicle, the student will be informed and provided reasons for the need to have the contents searched. If illegal contraband is found, parents will be notified as well as the law enforcement agency.

- **Drills EBBE**

Students shall be informed of emergency drill procedures at the beginning of each school year. Fire and tornado drills will be conducted periodically as specified by Kansas's statute. Students need to check the drill sheet in each room to see where they are to go during the drills. Teachers will also have this information.

- **Weather Emergencies EBBD**

When the superintendent believes the safety of students is threatened by severe weather or other circumstances, parents and students shall be notified of school closings or cancellations by announcements made over the following radio/TV station(s): KHOK (100.7), KJLS (103.0), KFNF (101.1), KKCI (102.5), KLOE AM (730), KXXX AND KQLS (100.3), KAYS (1400), KHAZ (100.5), KGCR (107.7), KLBY TV KSNK TV, AND KJCN TV.

If an emergency occurs with less than one hour of warning time, the district may keep all students under school jurisdiction and supervision.

GENERAL INFORMATION

Bad Checks

USD #293 will not accept checks from individuals who have written checks with insufficient funds that the school is still holding.

Church Night

Wednesday night is considered Church Night in the community. Thus, no school activities are to be scheduled for Wednesday evenings. All practices are to be completed by 6:00 p.m. on Wednesdays.

College Visits

Seniors have *three* school days for the purpose of making college visitation. Juniors have *two* college days for the purpose of making college visitations. Students are not allowed to use more than one visitation day to attend the same college. All college days must be approved through the counselor's office one week in advance. A "School Visitation Form" needs to be circulated among the student's teachers only so they will know that the student will be absent and so the office knows why the student is absent.

Complaints about Policy JCE, KN

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.

Distribution of Materials KI

Materials unrelated to the school's curriculum may not be distributed without prior consent of the principal.

District Telephones

District telephones are for school business. Use of phones for personal business should be avoided except in case of an emergency. Use of phones for social calls is not permitted. Students shall not make long distance calls on district telephones without the prior permission of the principal

Gifts JL

A gift is defined as any donation, present or endowment in the form of cash, merchandise or personal favor. 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. Any student organization gift to the district shall become district property when accepted by the board.

Grievance

Students or parents with complaints of discrimination against any program or activity should first contact the teacher or sponsor of that activity. If they have not received satisfactory results, they may contact the principal with the complaint in writing. Should the complaint still exist, they may contact the Superintendent of Schools. Should the complaint still not be resolved, they may seek to address the Board of Education. (See section KN of Board Policy)

Hall Passes

Students are expected to be in their assigned places at all times during the day. The teacher whose class the student leaves is responsible for the student. **Students must have a pass, with the teacher's signature, whenever they leave a classroom.**

Insurance JGA

Insurance is provided by U.S.D. #293 in case of student accident. **It is a supplemental policy and will generally cover what the parent's or guardian's insurance does not.** If a student is injured in school or during a school-related activity, she/he needs to obtain the appropriate form in the office (within 24 hours or the next school day) to be completed and sent to the covering agency. Medical expenses not covered by the policies listed are the responsibility of the parents.

Leaving School

Students who must leave the building during the day must clear through the office and be signed out (and back in) by the office. If it is absolutely necessary that a student be allowed to go downtown during school hours, **THE PARENTS MUST CALL THE OFFICE IN ADVANCE OR SUPPLY THE OFFICE WITH WRITTEN PERMISSION.** Permission by the teacher must be granted before leaving the classroom.

The student is to **provide his/her own transportation** and not ride with other students. Any variance from the shortest, most reasonable route to his/her destination will result in the student making up double time after school.

Family trips, while allowed, are discouraged during or on school days. The faculty, administration, and Board of Education feel there are sufficient days allowed during the year that are designated as vacation days for this purpose. How the student is progressing in all classes should be a determining factor in requesting school days for such trips.

Personal Property

The district is not responsible for students' personal property and does not provide insurance on students' personal property. If a student's personal property is broken, damaged or stolen, repair or replacement is the student's responsibility.

Student personal items are to be discouraged from being brought to school. Nuisance items such as laser pointer, beepers, CD players, earphones, etc., are prohibited during class time.

Pop, Candy, and Water in the Classroom

Students are not to have pop and candy outside the cafeteria (in the halls, classrooms, library, or auditorium). Pop is not to be stored in the lockers. This may result in the vending machines being disconnected. Students who violate this regulation, and who may spill pop on to carpets, may be responsible for the cost of cleaning or repair.

Students will be permitted to carry one clear water bottle. Only clear unflavored water will be allowed in the classrooms. Abuse of this policy may lead to privileges being revoked for the abuser.

Posters

The principal must approve posters, drawings or other materials posted. All unauthorized posting will be removed immediately and become the property of the school.

Separation of Junior – Senior High

It is the primary philosophy of the Board of Education to **separate the junior and senior high students during the school day as much as possible**. We try to separate these students in the following ways:

- Separate classes
- Separate lunch shift
- Separate locker area
- Separate commons area
- Separate social events (junior high students are not allowed at high school dances)

Student Publications JHCA

School-sponsored student publications shall be under the supervision of the building principal or designated faculty representative. Non-school sponsored publications may not be distributed without prior permission. No student shall distribute any publication which:

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

Sunday Policy

- USD #293 will discourage all school activities on Sunday.
- USD #293 will tolerate travel on Sundays to or from an activity, but encourages that time be allowed for participation in church services.
- USD # 293 will not host a school activity that is scheduled on Sunday.
- USD #293 will allow students to participate in state sponsored activities that are scheduled on Sunday, but will register an official complaint with whatever organization is sponsoring Sunday activities.
- USD #293 will make certain that students who refuse to participate in a Sunday activity, due to religious beliefs, will not be penalized in any way.

Use of Parking Lot JGFF

Students who drive to school shall park in the designated parking areas explained below. There is ample room to park in school parking areas. **Students who choose to park in the streets are subject to the same rules and regulations as if they park in designated school parking area.**

- Students in grades 10 - 12 will use the parking immediately south and west of the gymnasium.
- Younger students will be expected to park in the parking lot across the street, east of the storage building.
- Students who park in “no parking areas” such as those for handicapped, posted areas, or areas that are marked off on the pavement will be subject to loss of a parking privilege. They will

be asked to move the vehicle. Repeated offenses could lead to the use of the Discipline Referral Guidelines.

Use of Personal Vehicle

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; police notified.

Any student that drives a vehicle to school may have the vehicle searched if reasonable suspicion exists that an illegal substance may be in a vehicle (items such as weapons, explosives, drugs, alcohol, etc.).

Visitors KM

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 following is to be observed before visiting students enter the building:

- Students are not allowed to bring visitors to school without prior permission of the principal. The principal must approve the visitation prior to the date of the visitation. Visitors must obtain a nametag from the office.
- The host student will make arrangements for lunch, if needed. Visitors are to attend each class of the host student.
- The visitor will be expected to observe the rules and regulations.
- Violations of the rules may lead to removal from the building and denial of further access.
- Students must ask each teacher prior to the visitation if the guest may observe their particular classes.
- Visitors are discouraged after May 1st. Visitors are not allowed during finals week.
- Visitors from nearby towns (boyfriends and girlfriends) may not be permitted.

Wellness Policy

All public schools that participate in the National School Lunch Program are required to have a local wellness policy and a wellness committee. The wellness committee meets two times per year and is responsible for updating and disseminating the wellness policy to all relevant stakeholders. If you would like to serve on the wellness committee, please contact the school nurse. You may access the *Quinter Public Schools Wellness Policy* by visiting the district website – www.quinterschools.org.

Evacuation/Relocation

Quinter Public Schools may decide to initiate emergency evacuation procedures at any one of its buildings to ensure the safety and security of students and staff. Subsequent to an evacuation, the relocation of students might be undertaken if it is determined that they will not be able to re-enter their school within a reasonable amount of time or circumstances dictate that it is unsafe for them to remain on campus. The relocation site will be determined on a case-by-case basis in relation to the facts and circumstances of the specific incident. Regular bus riders might be transported home depending upon the circumstances of the event, while other students might be relocated to a safe place for reunification with their parents/guardians.

Decisions regarding evacuation/relocation are always based upon what is the safest resolution for students and staff. The paramount concern during an evacuation and relocation is to maintain the safety of our students and account for their presence. All information regarding such an evacuation/relocation will be made available to parents/guardians via School Messenger and/or the SchoolWay App. Other means of

communication may also be used. These notifications may include specific instructions regarding where and when to reunite with students.

Use of Emergency Safety Interventions

Emergency safety interventions, such as seclusion and restraint, are only used when a student presents a reasonable and immediate danger of physical harm to such student or others with the present ability to affect such physical harm. In all other situations, school employees utilize alternative behavioral management techniques, including prevention techniques, de-escalation techniques, and positive behavioral intervention strategies. If an emergency safety intervention is used, parents will be notified the same day as an incident. For more information about the use of emergency safety interventions, reference policy GAAF, *Emergency Safety Interventions*.

SCHOOL PROPERTY

Use of School Facilities

An agreement for the use of the Quinter School Buildings must be signed. The U.S.D. No. 293 School Board voted to assess a fee per hour for the use of the school facilities based on the number of people using the gym, auditorium, lunchroom, and/or classrooms. The fee will be used to help cover the overhead costs related to facility usage.

- **Gym Usage** - \$20.00 per hour per gym with 50 people or more
\$10.00 per hour per gym with less than 50 people
- **Auditorium** - \$20.00 per hour per gym with 50 people or more
\$10.00 per hour per gym with less than 50 people
- **Lunchroom** - \$20.00 per hour per gym with 50 people or more
\$10.00 per hour per gym with less than 50 people
- **Kitchen** - \$20.00 per hour when using appliances and equipment
- **Classrooms** - \$ 10.00 per hour

We ask that no one use the weight room facilities except students from this district with an adult sponsor.

Additional fees may be assessed dependent upon janitorial involvement. Janitors will be paid the wage they would normally receive if working for the district. In most cases this would amount to overtime hours. Those individuals living out-of-district shall be assessed additional fees for use of the facility.

The school facility is not for use to commercial groups, which are profit oriented. A deposit will be made before keys are checked out. Keys will not be checked out to individuals for an extended period of time unless they represent a group using the facility under an extended contract. Keys must be checked back in at the end of the contract period. The contract period is to be no longer than a current school year.

Town teams may use the facility so long as someone is in charge of opening and closing the facility. Showers may be used if school towels are not used. An adult sponsor must always be present in the area where minors are present. They may estimate the hours of usage and pay the hourly fee by the month.

Anyone that is using the facilities **to sponsor and promote a group of students** from this district will not be asked to pay for the facility usage. This includes City Recreation and summer sports teams.

Use of Equipment and Supplies

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 teacher.

Use of school equipment is limited to school groups and is not intended for use by individuals for personal use. Occasionally non profit groups such as local churches, summer theater, community meetings, etc., may be allowed to use school equipment if they do not compete with school functions.

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

Computer Use IIBG

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.

- **No Right to Privacy**

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

Students shall only use passwords or other encoding or security mechanisms as assigned by the district computer system(s) administrator or other officials designated by the board. The use of a password does not affect the administration's right to monitor. All forms of electronic communications are monitored by the administration to ensure the systems are only being used for official purposes.

- **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. **The Internet is only to be used with the permission and under the supervision of a staff member for the purpose of a class assignment. Certain times are allowed where a student may check his/her email.**

- **Computer Network Use Guidelines**

All users of the schools' computers and networks are expected to abide by the generally accepted rules of **Computer Ethics**.

Informal rules of behavior have evolved for the use of and communication on the Internet and other on-line services. These rules of behavior include, but are not limited to, the following:

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

Student Lockers JCAB

Student's lockers are under the joint control of the school and the student. Lockers in the district schools shall be under the supervision of the building principal and assigned to the student to store necessary school materials and clothing.

The combinations and/or keys to all locker locks shall be in the sole possession of the principal and stored in a place designed to guard against unauthorized access or use. Lockers are subject to random inspection with no expectation of privacy. 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.

Areas to which classes have been assigned are:

- 7th & 8th Grades - north wing, first floor
- 9th Grade - hallway leading to the cafeteria, first floor
- 10th Grade - second floor by the computer room
- 11th & 12th - second floor, main hallway

Once, every nine weeks there will be a locker clean-out and students are reminded

- DO NOT TO PUT DECALS OR ANYTHING ON THE OUTSIDE OF THE LOCKERS.
- Do NOT use permanent tape in your locker. Removable tape only in your lockers.
- No obscene or profane pictures are to be in lockers.

Combination lockers can be obtained from the P.E. department for anyone who would like to use one on their (book) lockers. There is no charge to use the lock for the entire school year. Any lock that is lost or not returned at the conclusion of the school year will cost the student replacement cost (\$5.00). Students are not permitted to bring padlocks from home. [Note: The school does not assume responsibility for missing articles.]

Library Books and Text Books

Students, who lose, destroy, or damage school owned books **will assume the cost of repair or replacement of the book.** The school administration will determine whether the book should be repaired or replaced.

STUDENT SERVICES

Counselor

- **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 through the counseling office.

- **Network of Complimentary Schools**

Quinter freshman, sophomore, junior and senior students who would like to participate in the Network of Complimentary schools are asked to see the counselor. Students attending the Network of Complimentary Schools must have an "O.K. Card" completed or use technology such as fax and email to demonstrate their knowledge of the material they will miss to the satisfaction of their instructors. Students returning

from a Network experience are encouraged to share experiences. Junior High students may be allowed to go also but need to seek permission from the Board of Education. Unless approved by the administration students will not be allowed to participate in a Network experience during May due to the vast number of extracurricular activities scheduled.

Library IF

Circulation materials may be checked out as follows:

- **Fiction and non-fiction books may be checked out for two weeks unless on reserve.** They may be renewed if no one is waiting for them.
- Reserve materials may be checked out for one class period and overnight after 8th hour. They must be returned by 8:15 the following morning.
- Magazines and vertical file materials may be checked out overnight but must be returned by 8:15 a.m.
- Reserve books, such as encyclopedias may be checked out for one class period only and overnight after 8th hour but must be returned by 8:15 the following morning.
- **Five cents per day will be charged for overdue materials checked out for a two-week period.** Loss of library checkout privileges may be in effect until the overdue book is returned.
- **Fines for reserve and reference books will be 25 cents for the first hour and five cent per hour thereafter.**
- Fines on magazines and vertical file materials will be five cents for the first hour and two cents per hour thereafter.
- Library behavior - **Quiet is too observed in the library.** Freedom of movement is permitted so that students may work freely, but the individual in the library is considered as having work to do.
- Lost or destroyed library books will be the responsibility of the last person to check them out. **If lost or destroyed, the student will be charged 100% of the replacement cost.**

Northwest Kansas Library System

USD #293 is a member of the Northwest Kansas Library System. This service will provide materials to individual students or teachers through inter-library loan. It will be necessary for the borrower to notify the librarian of the materials to be requested through inter-library loan. It may take two days or several weeks to receive the materials. Therefore, it is extremely important to make your request to the librarian as soon as possible. **When the material arrives it may be borrowed for three weeks.**

Food Service JGH

The food service program is provided to furnish students with a hot, well-balanced meal, breakfast and/or lunch. Students will be required to eat lunch at school. Students are expected to participate in the school lunch program or bring their lunch from home and eat it in the cafeteria. The sack lunches are not to be stored in the kitchen.

Order-in meals are not normally allowed. On an occasion, students may arrange for a class to eat together where food may be brought in and eaten in the classroom. This requires approval of the instructor and the principal and only takes place on rare occasions.

A Meal Card with the students name and number will be given to each student at the beginning of the school year. Students are to pay for their meals in the office.

- **Lunchroom Guidelines**
 - Teachers will accompany classes to the lunchroom.
 - **Students are not to crowd into line or save places for friends for any reason.**
 - Students will not be in the gym without supervision.
 - **Students with delinquent accounts totaling \$50.00 will NOT be allowed to eat the lunch served by the school until the delinquent account is settled.** Students will be informed in advance of their account status and will be asked to bring a lunch from home.

Using Power School, students and parents have access to their student's school lunch account. Please monitor those accounts to stay current.

- **Lunchroom Assistant:**
 - Will type in the number the student gives and make sure it is for the student they see taking a lunch.
 - Will **NOT allow others to see the screen** to access another person's lunch balance.
 - Will inform students that the **"balance is getting close"** or to **"please check your balance"**.
 - **Will inform the office when an account is delinquent** and the office will contact parents.

