

# **STUDENT HANDBOOK**

*St. John-Hudson USD 350*



*Purpose - Passion - Pride*

*Approved 6/10/2019*

## **INTRODUCTION**

This handbook is designed to serve as a guide to USD 350 students and parents to promote a positive educational experience. If you have any questions about the handbook, feel free to discuss the matter with the faculty or the administration. Students will abide by the rules and procedures outlined in this handbook and by applicable USD 350 Board of Education policies. This handbook is not designed to deal with every potential situation. Administrators may add regulations in order to deal with new situations. Students are expected to follow directives from adults in the building regardless of whether it is specifically mentioned in this handbook.

Students are responsible to know and understand the rules contained in this student handbook and other school and district policies. These rules apply at all school-sponsored events, home and away. Portions of this handbook only apply to specific grade levels and are labeled as such.

## **DISTRICT MISSION, VISION, and VALUES**

Our mission is to ensure that students will find their purpose and become successful, lifelong learners and positive contributors in a changing world. Our vision is that USD 350 will be an Excellent School District, with Effective Staff Members, developing Successful Students. All members of the USD 350 community will live and work with PURPOSE, PASSION, and PRIDE.

## **STUDENT IN GOOD STANDING**

A “student in good standing” is a student who meets the school behavior guidelines and exhibits appropriate conduct. To participate or attend activities outside of the regular school day, students must be in good standing. The decision regarding a student’s standing in the school will be left to the discretion of the administration. Examples of a student not in good standing might include, but are not limited to the following: students not making a legitimate effort in the classroom to meet academic progress, students serving a suspension, students failing to serve assigned detention time, etc.

## **GRADING SCALE**

All teachers are expected to utilize the district approved grading scale. The percentage scale used (Grades 5-12) is the following: A = 90 – 100, B = 80 – 89, C = 70 – 79, D = 60 – 69, F = Below 60  
Kindergarten through 4<sup>th</sup> grades will utilize a standards-based grade card.

## **HIGH SCHOOL GRADUATION REQUIREMENTS**

A student shall be eligible for graduation from grade twelve upon completion of 25 total credits. 15.5 of these credits (16.5 starting with the Class of 2021) are required courses (listed below) and 9.5 credits (8.5 starting with the Class of 2021) are elective courses.

English Language Arts	-4 units	Physical education	-1 unit
Social Science	-3 units	Fine Arts	-1 unit
Science	-3 units	Computer Tech	- ½ unit
Math	-3 units	Consumer/Pers. Finance	-1 unit (Class of 2021)

## **VALEDICTORIAN AND SALUTATORIAN**

Valedictorian and Salutatorian honors for senior students will be figured according to the student's grade-point average upon the completion of coursework at St. John High School. The calculation will be based upon all grades taken for high school credit. In the event of a tie for highest GPA, only co-Valedictorian honors will be awarded. Driver's Education will NOT be included in the calculation of the grade-point average for these honors.

## **DUAL-CREDIT ONLINE COURSES**

In order to encourage students to take dual credit courses, students taking online courses for dual credit, 5% will be added to the students' semester high school grade. This 5% will NOT be added at any other point during the semester for the purpose of honor roll, eligibility, etc.

## **HONORS LUNCHEON (HS ONLY)**

Students who have been named to the A,B honor roll without any C's or lower for the first three grading periods will be invited to the HONORS LUNCHEON provided the student has maintained honor roll status at the time of the luncheon. Students with a failing grade even if on the "Honor Roll", will not attend. The luncheon is for high school students.

## **HONOR ROLLS (JR/SR HIGH)**

Students receiving all A grades will be placed on the 4.0 HONOR ROLL for each nine weeks that they maintain a grade of A in all subjects. Students maintaining a B or better grade in every subject will be placed on the 3.0 HONOR ROLL for each nine weeks they maintain a B average.

## **BELL SCHEDULE (JR/SR HIGH)**

The following is the hourly bell schedule that will be used throughout the course of the school year. The schedule will be the same each day with LS every day. Lunch and 5th hour will vary between the HS and JH schedule. The 2 Hour Late Start schedule will apply to inclement weather delays and scheduled late start days.

High School		
Period	Regular Schedule	2 Hour Late Start
1	8:00 – 8:51	10:00 – 10:27
2	8:55 – 9:46	10:31 – 10:58
3	9:50 – 10:41	11:02 – 11:29
4	10:45 – 11:36	11:33 – 12:00
5	11:40 – 12:31	12:04 – 12:31
Lunch	12:31 – 1:06	12:31 – 1:06
6	1:06 – 1:57	1:06 – 1:57
7	2:01 – 2:52	2:01 – 2:52
LS	2:56 – 3:20	2:56 – 3:20

Junior High		
Period	Regular Schedule	2 Hour Late Start
1	8:00 – 8:51	10:00 – 10:27
2	8:55 – 9:46	10:31 – 10:58
3	9:50 – 10:41	11:02 – 11:29
4	10:45 – 11:36	11:33 – 12:00
Lunch	11:36 – 12:11	12:00 – 12:35
5	12:11 – 1:02	12:35 – 1:02
6	1:06 – 1:57	1:06 – 1:57
7	2:01 – 2:52	2:01 – 2:52
LS	2:56 – 3:20	2:56 – 3:20

\*\* During LS students will report to assigned rooms to do homework, read, work with another teacher, or attend meetings. Students are to report to their LS BEFORE they attend meetings, assemblies, or other planned activities.

## **ELEMENTARY SCHEDULES**

Schedules for elementary classes will vary by classroom. Classroom schedules will be established at the beginning of each school year and are available from the classroom teacher.

## **HIGH SCHOOL CLASS SCHEDULES**

After the first three days of each semester, no class changes will be made. Schedules may be changed with the approval of the instructors and the administration based on academic needs.

### **RECESS (ELEMENTARY)**

Children enjoy recess time during the day and students are expected to go outside during recess. Recess will be outdoors unless the projected wind chill at 11:00am is 15 degrees or below or there is significant falling moisture. Recess will be indoors if snow or ice on the playground area makes it unsafe to be outside. A note from your doctor or a daily parental note is required when your child needs to stay inside because of health reasons.

### **TEACHER'S AIDE**

Juniors and seniors who are on schedule to graduate, can work it into their schedules, and are responsible, may be an aide for a staff member.

### **SCHOOL DAY / ARRIVAL**

School begins at 8:00 a.m. and dismisses at 3:20 p.m.

Students are asked to arrive at the school at 7:30am for sit-down breakfast. Unless students are coming for sit-down breakfast they should not arrive prior to 7:45am. Elementary students should report to the south gym upon arrival. Jr/Sr High students should report to the north gym or to the cafeteria for breakfast. Students are not to be in the hallways until the first bell without permission. Students will be dismissed to class by the gym supervisor or the bell at 7:55.

Parents will be notified when a student is required to remain after school for more than ten minutes with school personnel. Otherwise, students must leave the school building and grounds immediately after dismissal. This is to insure student safety since there is no after school supervision on the playground. Students are permitted to return and use the playground as a public facility 30 minutes after dismissal.

Schools will communicate through notes or automated messaging system whenever the regular beginning or dismissal time for a school day will be changed. Parents should consult the school calendar for holidays, teacher workdays, and staff development days.

### **SCHOOL CLOSING**

When adverse weather makes it necessary to close or delay school, every effort will be made to make this decision by 5:45 am on a school day. School may be delayed by two hours if it is anticipated that driving conditions will improve. If school is delayed by two hours, there will be no morning preschool. Once students are in the building, school will only be dismissed in extreme cases. When school is cancelled due to adverse weather conditions, all school activities and practices will also be cancelled.

- School closing/delay information will be sent to parents and staff via the school messaging system. Please contact the school office to inquire about the messaging system.
- School closing information will also be sent to the following media outlets:
  - TV: KSNC – Channel 2 (NBC), KWCH - Channel 12 (CBS), KAKE - Channel 10 (ABC)
  - Other: St. John News Online, USD 350 Facebook, USD 350 Twitter, [www.usd350.com](http://www.usd350.com)

### **PARENTAL CONCERNS and CHAIN OF COMMAND**

Administration and teachers are always available to discuss parental concerns involving any school issues. However, these problems can best be dealt with by following these procedures:

1. If possible, call before coming to school. This will ensure that the teacher or administrator involved is available when you arrive.
2. If a concern involves a teacher or coach, please discuss this directly with him or her. Most issues can be solved successfully in this way.
3. If a concern still exists after a conference, an administrator will become involved to try to mediate the problem.

### **BREAKFAST AND LUNCH PROGRAMS**

A breakfast and lunch program will be provided for those students who wish to participate. Sit-down breakfast is served at 7:30 a.m. Students arriving at school after 7:45 a.m. will not be permitted to go to the cafeteria for breakfast. Arrangements will be made for students to eat breakfast if buses arrive late. Grab & Go Breakfast is available from 7:45-8:00 for students in Jr/Sr High School.

Students in good standing in grades 9-12 will have an open lunch period and are permitted to leave the school grounds. Students who remain on school grounds will be expected to sit in the cafeteria or entry hall near the cafeteria during the 35-minute break. Students are not to be in other parts of the building without permission from school personnel.

Elementary and junior high students have a closed lunch will not be released from school for lunch unless accompanied by an adult.

It is suggested that a meal account be established even if school meals are eaten only periodically. Students may purchase milk to accompany a sack lunch; soda pop is not permitted. Free or reduced-price meals are available to students who qualify. Applications may be obtained from the high school office or food service supervisor.

### **VISITORS**

All visitors must report to the office upon arrival and receive a visitor's pass. Parents are always welcome in the school building. Younger children, relatives, or friends of students are not to visit school during class time. Visitors may eat lunch with students on a limited basis and be subject to all rules during the lunch period.

### **CHECKING IN AND OUT AT THE OFFICE**

Students will only be released during the school day with parent permission. Students must check out through the office. Elementary students will not be released from school, except to a parent, guardian, or designee and must be checked out through the office. Students must check back in through the office when returning to school.

### **AFTER-SCHOOL TUTORING**

The after-school tutoring sessions are designed for students that are having academic difficulties or need the time and place to make up homework. The sessions are also used as a form of after-school detention. It is the expectation of the administration and the supervisors of these sessions that those involved in them will conduct themselves in an appropriate manner.

Jr/Sr High tutoring sessions run from 3:20 p.m. to 4:20 p.m., Monday through Thursday. Elementary tutoring sessions are held in the Library with the LIFE After-School program 5 days per week.

All students taking advantage of the service must have some type of homework. They must work on this homework quietly so as not to disrupt those other individuals that are taking advantage of this service. If you are assigned to these sessions, you are expected to report to the appropriate room on time and you must be prepared to go to work. If the session needs to be canceled for any reason, all students will be made aware of this during the morning announcements.

### **HOMEWORK GUIDELINES**

Homework is an extension or completion of classroom activities assigned by the teacher that is to be completed outside of the school day. Homework should serve a sound educational purpose; it should not be punishment or busywork. The intent of homework is to enhance, extend, or reinforce the student's knowledge and understanding of the concept. Teachers are expected to develop and communicate their homework policy to students and parents.

### **BUILDING AND HALL PASSES (JR/SR HIGH)**

Any student moving through the hall during class periods must have a classroom pass or signed agenda/planner from an instructor or from the office. Students are expected to get drinks and/or go to the restroom during the passing periods and should not be allowed to leave the classroom for this reason except for an emergency.

## **CLASSIFICATION OF STUDENTS**

All students in St. John High School will be classified according to the credits earned during their tenure. Class designation will be based on the following:

Freshman-Promotion from the eighth grade.

Sophomore-Six credits earned.

Junior-Twelve credits earned.

Senior-Eighteen credits earned.

A student not enrolled in the regular school program will be designated as a SPECIAL STUDENT and must obtain permission to attend classes from the principal.

## **ELEMENTARY / JR HIGH PROMOTION-RETENTION POLICY**

Students may be promoted when they have demonstrated mastery of the grade learning objectives. Each promotion or retention is considered on an individual basis and based on what is best for that student. Whenever retention is considered, a conference will be held with the parents. The principal will make the final decision after listening to all parties involved.

## **JR/SR HIGH ACTIVITIES AND ATHLETICS**

One of the privilege students have in our school is the opportunity to participate in a choice of extracurricular activities. These activities are also responsibilities. If you are a member of a team, or a group, then you are expected to be present at the activity when scheduled. Most events are arranged far enough in advance for you to make the necessary arrangements. Do not embarrass yourself, the instructor, or the coach by asking to be excused. Student athletes must attend school a minimum of three class periods to be eligible to practice that day or play in a scheduled game that day. Students who have to be absent from school due to appointments or other medical problems will be dealt with on a case by case basis by the principal.

Transportation will be provided for athletic teams, cheer squads, and activity groups. Under no circumstances shall students be allowed to drive to school sponsored activities, or practices without written permission. Any unusual circumstances that do not fit into these instances will be handled by the building principal on a case by case basis. Each student will assume classroom behavior while on the bus. The bus will depart at the time scheduled on the "weekly calendar" and any student that is not present at the scheduled time will be left and will attend classes. Students may ride home with their parents or another adult when they present a note signed by the parents, and then signed by the principal before they leave the school if possible, or given to the coach at the event.

Attendance at dances, etc., is open to students in good standing in school. Students who have been suspended during the week will not be able to attend weekend or evening events. All outside dates to school sponsored dances will be screened by the building principal. Those individuals who would not be considered in good standing according to our policies will not be allowed to attend as an outside date.

Activities are part of the educational process. Students of St. John Junior/Senior High are expected to participate and represent their school, community, and themselves with pride. All rules of the KSHSAA, and the USD 350 Drug and Alcohol policy will be strictly adhered to in every way. Students are expected to remain in good standing while in attendance at St. John Junior/Senior High School. Sixth graders may be allowed to participate in junior high activities with administrative approval.

## **JR/SR HIGH ELIGIBILITY**

St. John Junior/High School will adhere to the KSHSAA and local policies regarding eligibility. A student involved in athletics or activities must be passing 5 NEW subjects each year. Eligibility will be monitored on a weekly basis. If a student is ineligible on Monday morning, the student will be placed on probation for the week. If the student remains on the ineligible list the following Monday, the student will not compete in any KSHSAA or school sponsored activity the entire week. Students will be allowed only one week of probation per grading period.

Students enrolled in seven (7) courses must be passing six (6) courses and not failing more than one course (6<sup>th</sup> graders with two F's are ineligible). Each junior and senior high student will meet the following eligibility requirements for eligibility in athletics and activities.

1. The student shall be passing at least six (6) courses. A student must be passing ALL FIVE classes if only enrolled in five classes.
2. The student will be enrolled in five new subjects or courses of unit weight and attend classes during the present semester.

The student shall remain in good standing with the school. Unexcused absences, unexcused tardies, or disciplinary actions may cause a student to be unable to participate. This determination is to be made by the administration, coaches, teachers, and sponsors. A student can be failing no more than one class at either the junior or senior high level.

Teacher grades will be taken from PowerSchool on Monday morning. Teachers should update their grades on their computer on a regular basis for this reporting system. Students who are ineligible on Monday will remain ineligible throughout the week. Grades will NOT be re-figured throughout the week for a student to play or participate. Students are eligible for activities if they are taking a full schedule of courses at St. John High School. It is the responsibility of the parent to check with the school regarding activities that occur outside of school and their effect on student eligibility regarding KSHSAA sponsored activities.

### **SPORTSMANSHIP**

We, as members of the Central Prairie League, affirm that our major purpose in this contest is to learn to work and compete together in friendship and respect. We ask each player, coach, and fan to respect the official and follow the rules of fair play in the spirit of winning. We ask your cooperation in the fulfillment of the creed. Rule 52 will be enforced at all events sponsored by KSHSAA.

### **CELEBRATIONS AND CLASSROOM PARTIES**

In order to maximize instructional time, gifts (flowers, balloons, candy, etc.) from family and friends delivered to school will remain in the office until the end of the school day. This applies to birthdays and major holidays such as Valentine's Day. We encourage you to send the gifts to the child's home.

Each elementary class celebrates various holidays with classroom parties. These parties are planned by room parents and/or the classroom teachers, and are scheduled at the end of the school day. Students may be excused from these parties because of religious beliefs. Additionally, elementary students' birthdays may be observed for a 10-15 minute period during the school day. Students are not permitted to pass out private party invitations or hold private name-exchanges at school.

### **COMPUTER NETWORK POLICY**

Computers and similar devices are important learning tools in the school setting. Students must be responsible users of technology and follow the guidelines in the USD 350 Acceptable Use Policy.

#### **Acceptable Use Guidelines**

Users shall adhere to the following guidelines of acceptable use:

All use of the Internet will be in support of educational activities.

- Users will report misuse and breaches of network security.
- Users shall not access, delete, copy, modify, nor forge other users' e-mails, files, or data.
- Users shall not use other users' passwords nor disclose their password to others.
- Users shall not pursue unauthorized access, disruptive activities, nor other actions commonly referred to as "hacking," internally or externally to the district.
- Users shall not disclose confidential information about themselves or others.
- User shall not utilize unlicensed software.
- Users shall not access or permit access to pornography, obscene depictions, or other materials harmful to minors.

- Students shall not disable or attempt to disable Internet filtering software.

### Prohibitions

Although the district reserves the right to determine what use of the district network is appropriate, the following actions are specifically prohibited:

- Transferring copyrighted materials to or from any district network without the express consent of the owner of the copyright.
- Use of the network for creation, dissemination, or viewing of defamatory, factually inaccurate, abusive, obscene, profane, sexually oriented, threatening, harassing, or other material prohibited by law or district policy.
- Dissemination of personnel or student information via the network when such information is protected by law, including the Family and Educational Rights Act or Student Data Privacy Act.
- Utilization of the network to disseminate non-work-related material.
- Utilization of the network as a means for advertising or solicitation.

### SENIOR WORK RELEASE

Senior students who wish to be released from school for a portion of the school day for bona fide employment purposes will be allowed to do so during the second semester of their senior year provided they will have enough credits to graduate with their class. Any such request must be submitted to the building principal on or before the first school day in December of their senior year. The request must contain a request written by the student and a proof of employment form filled out by the organization or individual that will employ the student. Proof of employment forms can be requested by the student in the High School Office. All requests for work release will be presented to the Board of Education at the December meeting for its approval. Each situation will be approved on a case by case basis. Students who choose this route will relinquish the privilege of participating in KSHSAA sponsored activities during the time they are on this reduced schedule.

### LOCKERS

Lockers are assigned to students in grades 4-12. Each student is to retain the locker assigned to him or her during student orientation, and all lockers may have locks on them. Loss of money or other articles in the locker is not the responsibility of the school district. Students are to report missing items immediately to teachers or administration. Lockers are the property of USD 350 and administration reserves the right to inspect any or all lockers.

### USE OF TRAINED DOGS TO SEARCH

At the request of the administration, law enforcement officers or licensed private agencies may use trained dogs on school premises to identify student property which may contain illegal or illicit materials and to determine whether materials are present which may threaten the general health, welfare and safety of students and/or district employees.

### HEALTH SERVICES, SICKNESS, AND MEDICATIONS

USD 350 employs a school nurse. In case of illness at school, students will be sent to the nurse for evaluation. If illness occurs outside of the nurse's duty, parents will be contacted by secretarial staff or administration.

Although regular school attendance is important, it is equally important for students to stay home when ill. Students are to remain at home until they are fever free for 24 hours [without the use of fever-reducing medicine such as Tylenol or ibuprofen]. If a child is determined to have 99.6 degrees of temperature at school or higher, he/she will be sent home after contacting the parent or guardian.

It is essential to have emergency telephone numbers where parents and guardians can be contacted for notification of the illness or other emergencies.

Students are to stay home if they have a communicable disease.

In certain circumstances, when medication is necessary in order that the student remain in school, the school may cooperate with parents in the supervision of medication that the student will use. However, the medical person

authorized to prescribe medication or the parent if it is a non-prescription medication must send a written order to the building administrator who may supervise the administration of the medication or treatment. 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. Medication release forms can be found at the USD 350 website or in the school office.

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 a licensed medical person. Two (2) containers, one (1) for home and one (1) for school, should be requested from the pharmacist. Only oral medications should be administered except in emergency situations. Any changes in type of drugs, dosage and/or time of administration should be accompanied by new physician and parent permission signatures and a newly-labeled pharmacy container.

Over-the-counter medication may be given at school with a parent's signature. Medication will be dispensed only from the original container. Inhalers may be kept in the classroom if a permission form has been signed by parent and physician.

### **ATTENDANCE**

The Board of Education encourages all parents to make a sincere effort to see that their children attend school each day. Regular attendance contributes to the academic success of each student and the attitude for success in their future. Students need to understand that lifetime earning is related to successful completion of school and continued education. Make up assignments cannot fully make up what was said and/or done in class.

### **ATTENDANCE POLICIES, RESPONSIBILITIES AND PROCEDURES**

According to state law, students are required to attend school. Students who are truant shall be reported to the Division of Children and Family Services, and/or the County Attorney. Also, schools have the legal right to set attendance standards. A student will be considered "truant" from school if the student is inexcusably absent the major portion of either three consecutive school days, five days in a semester, or seven days in a year. A student is considered inexcusably absent from school if the student is absent for all or a significant part of a school day without a valid excuse. A "significant part of a day" shall mean two or more hours of a school day without a valid excuse. A letter will be sent home to the parent/guardian of the student notifying them that the failure of that student to attend school without a valid excuse is in violation of the Kansas Compulsory School Attendance laws and that their son/daughter will be reported truant.

### **ATTENDANCE PROCEDURES/GUIDELINES**

If a student is absent, the parent/guardian should call the school and talk to the secretary (Jr-Sr High 549-3277 / Elementary 549-3518). Please call between 7:30AM and 8:30AM if possible with the reason for the absence. Any student not excused by a phone call on the day of the absence will be classified as unexcused.

When/if a student misses more than NINE days in a semester, a doctor's note will be required to excuse any absences for illness after that. If a doctor's note is not presented upon return the absence will be considered unexcused and dealt with in the appropriate manner. For students who miss more than nine days in a semester, the principal may request a parent/student conference to develop an attendance contract with the student to establish a course of consequences for additional absences.

Jr/Sr High students who know they will be missing school need to obtain a Pre-Determined Absence from the office, have their teachers sign it and return it to the office before they leave with a note and/or call from a parent. Failure to do so may result in the absence being unexcused. Assignments could be due upon returning to class. Jr/Sr High students need to have their planners signed by the office personnel before returning to class after an absence.



For an excused absence, students have one school day for each day missed to make up their work. For students missing more than one day of school the same rule applies. Work must be turned in each day. This is the responsibility of the student.

Every excuse offered, even if by a parent/guardian, does not necessarily mean a student will be excused for the absence. The building principal or his/her designee will make the determination.

### **EXCUSED ABSENCES**

Excused absences will be given for the following reasons:

1. Personal illness which is verified by a medical doctor or a telephone call from the parent or legal guardian.
2. Serious illness, injury or death of a member of the family.
3. Emergencies calling for the student's services or presence at home.
4. Obligatory religious observations, court appearances, and extended trips when arrangements are made in advance.
5. Medical and Dental appointments if other times are not possible.
6. Verifiable weather conditions that prevent students from attending. Parents need to call to verify existing conditions.
7. Participation in a district-approved or school sponsored activity.
8. One day for senior pictures when the school is notified in advance.

College visitation days for juniors and seniors will be excused provided the student fills out a pre-determined form in advance and notifies the high school office of their visit. The student will also be required to submit verification of the visit from the college. A verification form will be available through the high school counselor office. The high school counselor will be available to assist students in setting up the visit. All college visitation days must be taken before April 30th of the school year. Students who are failing two or more classes may not visit a college or vocational school. (Exceptions may be approved by the administration.) Seniors must go through the Guidance Office to pre-enroll at a post-secondary school in April or May of their senior year for the absence to be excused.

### **UNEXCUSED ABSENCES**

A student is unexcused when he/she is absent without a valid excuse for the absence. Unexcused absences as stated above will be addressed through detentions, Saturday School, or other consequences as determined by administration.

### **TARDINESS**

Students are expected to get to class on time. Unexcused tardies will be addressed through detentions, Saturday School, or other consequences as determined by administration.

### **BEHAVIORAL EXPECTATIONS**

It is expected that students behave responsibly and help to maintain a safe school atmosphere conducive to learning and maintaining positive relationships with one other, and school personnel. This includes respect for self, other students, all school personnel, and school property.

Students who choose not to follow that guideline will be subject to disciplinary action. Disciplinary actions may include conferencing, detentions, Saturday school, suspension, and expulsion. Consequences will depend upon the severity of the infraction, the number of times a student has been dealt with, and any other considerations deemed important by the administration. Student confidentiality will be protected in disciplinary actions or issues.

The following are examples first-time offenses for each level of consequence. These examples are not intended to serve as a specific guide and do not include all possible offenses and consequences. Administrator discretion is applied in all cases and may vary depending on the age of the student. Violations of criminal law will be reported to law enforcement officers as required.

**Consequence:** Warning – Detention

**Examples:** Continual classroom disruptions, inappropriate hallway behavior, obscene language, dress code violation, public display of affection

**Consequence:** Detention – Saturday School

**Examples:** Computer misuse, skipping class, cheating/academic dishonesty

**Consequence:** Saturday School – In-School Suspension

**Examples:** Unexcused absence, harassment, bullying, scuffle

**Consequence:** In-School Suspension – Short-term Suspension

**Examples:** Cursing at staff, open defiance of authority, vandalism or willful destruction of property, theft

**Consequence:** Short-term Suspension

**Examples:** Fighting; terroristic threats; possession or use of tobacco or nicotine delivery device on school grounds or at school activity; possession, use, or being under the influence of alcohol on school grounds or at school activity

**Consequence:** Long-term suspension or expulsion

**Examples:** Possession or use of a weapon; possession, use, or being under the influence of drugs or similar toxic substances; assault of school staff; commission of a felony

#### Weapons (Board Policy)

A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon at school, on school property or at a school-sponsored event. This shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon.

#### *Weapons and Destructive Devices*

As used in this policy, the term “weapon” and/or destructive device shall include, but shall not be limited to:

- any item being used as a weapon or destructive device;
- any facsimile of a weapon
- any weapon 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 weapon described in the preceding example;
- any firearm muffler or firearm silencer;
- Any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than 1/4 ounce, mine or similar device;
- any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than 1/2 inch in diameter; any combination of parts either designed or intended for use in converting any device into a destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled;
- any bludgeon, sand club, metal knuckles or throwing star;
- any knife, commonly referred to as a switchblade, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward or centrifugal thrust or movement.
- any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun.

#### *Penalties for Possession*

Possession of a **firearm or other weapon listed under the “Weapons and Destructive Devices”** heading above shall result in expulsion from school for a period of one calendar year, except the superintendent may recommend this expulsion requirement be modified on a case-by-case basis.

Possession of a weapon of a type other than described under the “Weapons and Destructive Devices” heading above or a facsimile of a weapon may result in disciplinary action up to and including suspension and/or expulsion. Expulsion hearings for possession of a weapon shall be conducted by the superintendent or the superintendent’s designee.

Students violating this policy shall be reported to the appropriate law enforcement agency(ies) and if a juvenile, to DCF or the Commissioner of Juvenile Justice.

### **DETENTION**

Discipline referrals may be made by a teacher or through the office. Detentions assigned by a teacher may be served with that teacher or in the scheduled tutoring/detention room. Detentions assigned by the office will be served in the detention room from 3:20-4:20. Detentions not served by the assigned deadline will result in further consequences including doubled detention time, Saturday school, or ISS. Sickness, emergencies, and other reasons for missing detention will be evaluated by principal.

During the detention period, students are expected to bring schoolwork or reading material. Talking, sleeping, and eating/drinking are prohibited.

### **SATURDAY SCHOOL**

Saturday school will be held from 8:00 to 11:30 a.m. on Saturdays as needed. It is assigned through the office. Students should have work to do when they arrive. Talking, sleeping, and eating/drinking are prohibited. If a student misses Saturday school, he/she may be suspended the following Monday morning with a parent conference required for reinstatement.

### **IN-SCHOOL SUSPENSION**

In-school suspension is assigned through the office. Students are to bring their books and assignments to the ISS room. Students will remain in the ISS room throughout the day and will be dismissed at 4:00 p.m. Lunch will be brought to the ISS room. Work is to be turned in by the beginning of class the following day. Work turned in after this time will be considered late.

Students must be reinstated in class to complete the suspension and return to a status of “good standing.”

### **OUT OF SCHOOL SUSPENSION**

Out-of-school suspension is assigned through the office. OSS is assigned when it is determined that the student’s presence at school would be dangerous or overtly disruptive to the student or the school. Students who are on OSS are not to be on school property or at school-sponsored events until reinstated. All work is to be turned in at the beginning of the class upon return to class the day following an OSS.

Students must be reinstated in class to complete the suspension and return to a status of “good standing.”

### **EXPULSION**

If student behavior warrants long-term suspension or expulsion, the procedures outlined in Board of Education policies will be followed.

### **ACADEMIC DISHONESTY**

Academic dishonesty is not acceptable. Cheating defined as copying another student’s work and claiming it as your own and plagiarism, defined as the use of another person’s original ideas or writing without giving credit to the true author, are both prohibited practices. Materials taken from electronic sources are covered by this policy. 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 as other disciplinary measures up to and including suspension or expulsion.

### **BULLYING**

The board of education prohibits bullying in any form either by any student, staff member, or parent towards a student or by a student, staff member, or parent towards a staff member on or while using school property, in a school vehicle, or at a school-sponsored activity or event. For the purposes of this policy, the term “bullying” shall have the meaning ascribed to it in Kansas law as outlined below:

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

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

Students who have bullied others in violation of this policy may be subject to disciplinary action, up to and including suspension and/or expulsion. If appropriate, students who violate the bullying prohibition shall be reported to local law enforcement.

### **YEARBOOK PHOTO POLICY**

The yearbook is a school sponsored publication, therefore all pictures and content will be approved with school policies in mind. The yearbook advisor and administration reserve the right to decide if a picture is appropriate for the yearbook. No weapons, immoral, or illegal activities should appear in senior portraits. Clothing and/or anything visible must also meet school standards.

### **DRESS CODE**

The personal appearance of students is the responsibility of the parent. The personal appearance of the students shall become the responsibility of the school when the mode of dress or personal grooming is considered inappropriate or disruptive. Clothing that has obscenities, suggestive material or represents drug, tobacco, or alcohol products will not be allowed. Low cut “Tank tops” will be not be worn unless a T-shirt is worn underneath. Spaghetti or narrow straps or midriiffs with skin showing will not be allowed. Mini-skirts or dresses must come down to the middle of the thigh, and shorts must have at least a three inch inseam. Pants and/or shorts must also be worn correctly with no undergarments showing. No hats or shirts with hoods up are to be worn in the building during the academic day (7:30-4:00).

Since elementary students participate daily in recess and PE, it is recommended that students wear shoes to school that are appropriate for outdoor play. Shoes that have rollers built into the sole should not be worn to school.

Fashions change frequently and therefore it is impossible to cover all clothing items that might not be acceptable for school. Final authority for interpretation of the dress code rests with the building principal.

### **FOOD/DRINK**

Students are not to bring cans and/or cups into the building. Water bottles with lids are permitted in the Jr./Sr. High.

### **PUBLIC DISPLAY OF AFFECTION (PDA)**

Inappropriate demonstration of affection with another student is unacceptable at school or at any school sponsored function. Students will refrain from activities such as kissing, hugging, or close body contact. Hand-holding will be permissible only for Jr/Sr High students. Students who cannot control themselves will be warned, and then be subject to appropriate disciplinary action. NO hand-holding or anything will be allowed between students in high school and students in junior high.

### **SEXUAL HARASSMENT**

Sexual harassment is a serious offense and will be treated as such. Sexual harassment is defined as: Any unwelcome behavior, of a sexual nature, which affects the persons schooling or job performance.

Behaviors involved are:

- Verbal remarks including foul language, explicit sexual remarks, remarks that use sexist terms, remarks that deal with body parts.
- Physical touching or the threat of physical touching.
- Implied abuse, leering suggestively at students, note writing that is harassing.

Students will be encouraged to tell the harasser to stop, in no uncertain terms, keep notes on the details, and tell any staff member when they are uncomfortable with another student harassing them. Staff members will deal with the issue immediately by talking with the student or students involved and referring the situation to the administrator. Students who falsely report sexual harassment will receive disciplinary measures. Teachers will report issues of sexual harassment to the principal.

### **CELL PHONES AND ELECTRONIC DEVICES**

Use of cell phones and similar devices in the classroom will be at the discretion of each individual teacher. The ideal situation is for students to lock these items in a locker during the school day. However, students may keep these items with them in school for safe keeping, provided they are completely silent or powered off. The school and school staff are not responsible for the safe-keeping of devices for students.

On a limited basis, Jr/Sr High students may have and use cell phones and similar devices before school, during passing periods, at lunch time, and after school. Headphones should not be worn in the hallways, and phones should not be used in the hallways during classroom time. If a student is caught using a cell phone during class without permission, the phone will be confiscated and turned into the office.

*Situations involving elementary students will be handled on a case-by-case basis.*

### **DRUG AND ALCOHOL POLICY**

Maintaining drug-free schools is important in establishing an appropriate learning environment for the district's students. Unless otherwise specified in this policy, the possession, use, sale, distribution, and/or being under the influence of illicit drugs, similar toxic substances, controlled substances, and/or alcohol by students at school, on or in school property, or at school sponsored activities or events is prohibited.

Possession, use, and/or being under the influence of a controlled substance by a student for the purposes of this policy shall only be permitted if such substance was:

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

As a condition of continued enrollment in the district, students shall abide by the terms of this policy.

Students shall not manufacture, sell, distribute, dispense, possess, use, and/or be under the influence of illicit drugs, similar toxic substances, controlled substances, or alcoholic beverages at school, on or in school district property, or at

any school activity, program, or event. Any student violating the terms of this policy will be reported to the appropriate law enforcement officials, and will be subject to:

- Short-term suspension
- Long-term suspension; not less than one semester or four months
- Expulsion from school for up to 186 school days
- Suspension from participation in and attendance at all student activities
- 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/or alcohol rehabilitation program. The school will make available a list of programs. The student and his/her parents or guardians will be responsible for paying for such programs.

Students who are suspended or expelled under the terms of this policy will be afforded the due process rights contained in board policies and Kansas statutes, K.S.A. 72-8901, et seq. 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. If a student agrees to enter 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 area drug and alcohol counseling and rehabilitation programs, along with names and addresses of contact persons for the programs, 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.

#### **TOBACCO AND NICOTINE DELIVERY DEVICES**

Use and/or possession of any tobacco product or nicotine delivery device by students is prohibited in any district facility; in school vehicles; at school-sponsored, activities, programs, or events; and on school owned or operated property. Administrators may report students who are in violation of this policy to law enforcement, as appropriate.

For the purposes of this policy, “nicotine delivery device” means any device that can be used to deliver nicotine to the person inhaling from the device. Such definition shall include, but may not be limited to, any electronic cigarette, cigar, cigarillo, pipe, or personal vaporizer.

#### **JR/SR HIGH ACTIVITIES CODE OF CONDUCT**

Students participating in KSHSAA activities represent their school and community. USD 350 has high expectations for all students, but as representatives in extra-curricular activities, these students are held to high standards. It is important that these students present a positive image and serve as role models for others.

Participation in KSHSAA-sponsored activities is not a right, but a privilege. Students who choose to participate in such programs are expected to display self-discipline and control of their conduct when they choose to represent the community of St. John-Hudson. Medical studies show the use of alcohol, drugs, steroids, and tobacco by students will affect their participation and their mental, physical and social development.

To develop consistency and uniformity with the USD 350 activities’ programs, the following substance abuse policy will be enforced for students participating in any KSHSAA sanctioned events.

#### **EXTRA-CURRICULAR DRUG AND ALCOHOL POLICY**

It is a violation of the district activity’s policy for any student involved in any school-sponsored activity to (1) use, manufacture, or possess a beverage containing alcohol; (2) use, manufacture, or possess any controlled substance; (3) use manufacture, or possess tobacco in any form. An exception will be made if a physician prescribes the controlled substance for their use and the proper procedures are followed.

If a student violates this rule at any time during the August through May participation window, or during summer activities associated with the KSHSAA and the violation is reported by approved methods, the following will occur:

First Violation: A first time violator shall be subject to the following sanctions:

- a. Any information alleging student involvement will be investigated fully by the coaching staff and administration.
- b. If it is determined by the coaches and administration that a violation has occurred, a meeting will be scheduled with the student, parent or guardian, coach or sponsor and the administration. Immediately following the meeting, the student will begin serving a one-week suspension from all student activities involving competitive events, contests or performances. The student may be allowed to continue to report to practices or rehearsals.
- c. Coaches or sponsors may add additional penalties during this one-week suspension period.
- d. The referred student will be encouraged to go through a drug and alcohol awareness program. A list of available programs, along with the names and addresses of contact persons for that program is on file with the Board Clerk.

Second Violation: A second time violator shall be subject to the following sanctions:

- a. Any information alleging student involvement will be investigated fully by the coaching staff and administration.
- b. If it is determined by the coaches and administration that a violation has occurred, a meeting with the student, parent or guardian, coach, sponsor, and the administration will take place.
- c. Immediately following the meeting, the student will be suspended for the remainder of the season that the violation took place in.

A student who is arrested for DWI/DUI, possession, use or selling of illegal substance shall be suspended from competition until the criminal or legal case is concluded.

Violations may be reported in the following ways:

1. Self-referral--The student discloses (within one school day of the violation and before any other referrals) to a coach, sponsor, counselor, or administrator that they have violated the district policy on substance abuse. A student will receive only 1 self-referral during their junior high and high school years.
2. Parent or Guardian-- A parent or guardian of a student notifies school personnel of a student violation.
3. Concerned Citizen-- A patron, student or individual notifies school personnel of a violation. Said person must also sign a written complaint.
4. Concerned School Employee—Witnesses or has reasonable cause to believe a violation has occurred.

The policy is in effect from the first day of practice for any school activity and a copy of this policy will be provided to each student participating in extracurricular activities. Note that buffer week is considered part of the upcoming winter sport season. Students participating in KSHSAA summer clinics or camps will also be under this policy during the time of the clinic or camp. This form must be signed and returned by all students participating in athletics and extracurricular activities before his/her first practice. Refusal to sign and return this policy will result in a denial of the privilege to participate in extracurricular activities in USD 350.

#### NOTICE OF NONDISCRIMINATION

Applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment and all unions or professional organizations holding negotiated agreements or professional agreements with the district are hereby notified that this district does not discriminate on the basis of race, religion, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning the St. John-Hudson School District's compliance with the regulations implementing Title VI, Title IX, and Americans with Disability Act of 1990 is directed to contact the coordinator(s) who has been designated to coordinate the educational institution's efforts to comply with the regulations implementing these laws.

Specific complaints of alleged discrimination under Title IX (sex) and Section 504 (handicap) should be referred to:

Josh Meyer, Superintendent, 505 N. Broadway, St. John, KS 67576  
(620) 549-3564

Title VI, Title IX and Section 504 ADA complaints may also be filed with the Regional Office for Civil Rights. Address correspondence to:

U.S. Department of Education, Region VII  
Office for Civil Rights, 10220 N. Executive Hills Blvd.  
Kansas City, MO 64153