

# KANSAS

## HIGH / MIDDLE SCHOOL



### *Student Handbook* *2017 – 2018*

## **WELCOME**

We welcome you as a member of our school. As a citizen of this school you are expected to follow the rules that are established for the welfare of the entire student body. This handbook has been prepared by the Administration in cooperation with the Student Council to serve as a guide for students, patrons, faculty, and other school employees in its school affairs and activities. These policies are intended to structure an efficient educational program. However, there are possible cases in a school setting that are unique and not mentioned in this handbook. It will be the responsibility of the Board of Education and Administration to determine proper action for each case. By studying this handbook, you will become better acquainted with the Kansas Secondary and Middle School and what it has to offer in training for your education and life.

With your cooperation and support of our school and its activities, it is possible for us to have a profitable and enjoyable year.

Schools which work together stay together and grow in friendship, fellowship, and citizenship. Let us all; students, teachers and parents work together in this spirit of harmony and friendship to make this a memorable year in the history of the Kansas Secondary and Middle School.

## **PHILOSOPHY**

The primary functions of Kansas Public Schools are to provide students with an opportunity to develop interests, attitudes, skills and values that will enable them to become productive members of society in an ever-changing world. It is the school's responsibility to make students aware of rapidly changing life styles, and to guide them in their preparation to learn to adjust to existing political, economic and social conditions.

The school should also establish an environment for living and learning that will allow the acquiring of a positive self-image and the strengthening of feelings of self-worth. This climate should demonstrate appreciation, understanding and respect for individual differences. Since human beings have a basic need to relate, social needs are essential. The school should create a setting that encourages socialization through organized clubs and activities.

An additional school phase is instruction in academic and social problem-solving. This should include the continuous development and strengthening of basic learning skills and the teaching of good citizenship.

School programs should also be designed so that personal and public health and physical well-being are fostered. Students could then obtain necessary habits, knowledge and skills for entry level employment in selected occupations.

The school climate should also be structured to provide intellectual challenge and opportunity to prepare for the challenges of future educational experience and/or training.

## **MAJOR OBJECTIVES**

1. To strengthen and broaden skills
  - a. The use of written language
  - b. The use of mathematics
  - c. The understanding of our physical and biological environment
  - d. The relation of man's past achievements to our present situation.
2. To develop self
  - a. A positive self-image
  - b. To learn responsibility
  - c. To respect individual differences
  - d. To encourage personal and social adjustment
3. To teach the functions of good citizenship
  - a. In the classroom
  - b. In the community
  - c. In the state
  - d. In our nation
  - e. In our world
4. To develop an understanding of the importance of health
  - a. Physical
  - b. Mental
5. To create an awareness of available vocations and their requirements
6. To offer specialized training directed toward specific goals
  - a. College preparation
  - b. Vocational preparation

**Mission Statement: Preparing students for a successful future**

The mission of Kansas Public School District is to provide a learning environment that respects the individual needs of its students as we help them prepare to take their place as a productive citizen in the workplace and their community. This mission statement is the result of a continuous process that includes district input from teachers, administrators, parents, and school board members. With respect to our mission statement, the Kansas School District holds as high priority the following goals:

1. Maintain a safe and productive learning environment.
2. Actively recognize and respect cultural diversity and individual worth.
3. Facilitate partnerships with parents and the community to enable all children to be ready to enter school.
4. Pursue additional financial resources.
5. Strive to implement current or new legislative requirements.
6. Continue professional growth and development of all staff members.
7. Continually pursue openness to innovations in education.

**Exit Outcomes**

Graduates of Kansas Public Schools will be

1. Effective communicators
2. Problem finders and solvers
3. Quality producers and performers
4. Creative, complex, and perceptive thinkers
5. Self-directed learners
6. Community contributors

**RESPECT TO THE FLAG**

During the ceremony of hoisting or of lowering of the flag these points of respect should be observed:

1. All persons present should face the flag with the right hand over their heart. (Some religious groups object to saluting the flag and this right will be observed.)
2. Hats and head coverings should be removed when the flag is passing in review, during flag salute, and during the national anthem.
3. Except for the Pledge of Allegiance or singing of the National Anthem there should be no talking or other distracting noise.

**THE AMERICAN'S CREED**

I believe in the United States of America as a government of the people, by the people, for the people; whose just powers are derived from the consent of the governed; a democracy is a republic; a sovereign nation of many sovereign states; a perfect union, one and inseparable; established upon those principles of freedom, equality, justice and humanity for which American patriots sacrificed their lives and fortunes.

I therefore believe it is my duty to my country to love it; to support its constitution; to obey its laws; to respect its flag; and to defend it against all enemies.

Wm. Tyler Page

**STUDENT CODE OF ETHICS**

As a student of the Kansas Secondary School, I accept the following responsibilities, realizing that the fulfillment of them will aid materially in making an exemplary student and citizen:

1. To develop loyalty and pride in their country.
2. To develop school loyalty and spirit.
3. To develop a value or sense of attitude of fair play.
4. To get the most from my education so that I may be better prepared to serve myself and others.
5. To refrain from taking advantage of others for personal gain.
6. To set reasonable goals according to my potential.
7. To respect and uphold authority.
8. To strive constantly to control myself in thoughts, words, and actions so that I may acquire the fundamental traits of good character.
9. To be willing to work for any worthy activity in the school, community, state, and nation.
10. To respect textbooks, lockers, and other school property provided for my use.

**SCHOOL PERSONNEL**

**BOARD MEMBERS**

Eldon Brashear ..... President  
Joe Carnes ..... Vice-President  
Dennis Avery ..... Clerk  
Cayce Phillips ..... Assist. Clerk  
Jeremy Russell ..... Member

**ADMINISTRATIVE OFFICERS**

Jim Burgess ..... Superintendent  
Phil Isom ..... Senior High Principal  
Bryon Arnold ..... Middle School Principal

**MIDDLE SCHOOL AND SENIOR HIGH SCHOOL FACULTY**

Dale Akins ..... Alt Ed  
Kristie Asher ..... English  
Mathew Balmer ..... Band/Vocal Music  
Dawn Blankenship ..... Special Services  
Tammie Bowman ..... Federal Programs Director  
Trevor Bowman ..... Science  
Patsy Clinton ..... U.S. History/Western Geography  
Kam Cochran ..... Math  
Renee' Cochran ..... Special Services Director  
Billie Dillard ..... Special Services  
Jimmy Dushane ..... Coach/Physical Education  
Kelly Fields ..... Math/Health  
Austin Graham ..... Coach/ Physical Education  
Sara Graham ..... Reading/Language Arts  
Leslie Gregory ..... Speech Pathologist  
Mary Harper ..... Math  
Pam Hayes ..... Librarian  
Phil Isom ..... Bullying Coordinator  
Elizabeth Johnson ..... Reading/Language Arts  
Marian Killgore ..... English  
Todd Lankston ..... Coach/Physical Education/Drivers Ed  
Bobby Lamont ..... Social Studies  
Heather Lovell ..... Social Studies/Ok History  
Alex Monk ..... Special Services  
Phil Odle ..... Coach  
Steve Odle ..... Coach  
James Oliver ..... Science  
Donna Parmain ..... District Nurse  
Jett Pilcher ..... English  
Ann Phillips ..... Language Arts  
Todd Phillips ..... Coach/Alt Ed  
Vicki Russell ..... Middle School Guidance Counselor  
Susan Snell ..... Reading/Science  
Sharla Spence ..... High School Guidance Counselor  
Carrie Steele ..... Math  
Cory Steele ..... Coach/Science  
Paul Starr ..... Science  
Lynnette Thompson ..... History/Geography  
Angela Verbeck ..... Special Services  
Jason Verbeck ..... Math  
Jullie Wallace ..... Special Services  
Dianna Wiggins ..... Career Tech/ Computer Ed  
Beth Williams ..... Family Consumer Science  
Clayton Williams ..... CareerTech Agriculture  
Alicia Woods ..... Personal Literacy /Computer Ed

**SECRETARIES**

Leslie King..... Superintendent’s Office  
Betty Harp..... Superintendent’s Office  
D’Aunn Glass ..... H.S. Principal's Office  
Joyce McCarter ..... M. S. Principal’s Office  
Jocille Pittman..... H.S. Counselor’s Office  
Becky Reding..... OPPA Cafeteria Manager

**CUSTODIANS**

Renee Catron.....Sr. High Custodian  
Lee Dixon .....Maintenance  
Nate Peters ..... Elem. Custodian/Maintenance  
John Stroufe ..... Bus Mechanic  
Amber Wright.....Middle School Custodian

**BUS DRIVERS**

Christy Davis                      Dave Miller                      Wes Potter                      Clayton Moore                      Lynelle Smith  
Marcheeta Hamilton              Henry Bell                      Jason Verbeck

**TEACHER ASSISTANT**

Danita Fields..... Paraprofessional  
Melissa Blackbird ..... Paraprofessional  
Larissa Ortiz..... Paraprofessional  
Samantha O’fields..... Library Asst.

**CALENDAR**

August 14..... Teachers report for duty  
August 17 ..... Students report to school  
September 4 ..... Labor Day  
September 21 ..... Title I Meeting for Parents of Eligible Students  
September 21 ..... Impact Aid and Title VII Meeting  
September 21 ..... Parent/Teacher Conference – 4:00 P.M. – 7:00 P.M.  
September 22 ..... Parent/Teacher Conference – 8:00 A.M. – 12:00 P.M.  
October 2 ..... Tulsa Fair Day (Staff Development)  
October 19-20 ..... Fall Break  
October 25 ..... Progress Reports  
November 20-24 ..... Thanksgiving Holidays  
December 20 ..... End of 1st Semester  
December 21 - January 3 ..... (School Resumes Jan. 4) Christmas Holidays  
January 9.....Report cards  
January 15..... Martin Luther King Day (snow day)  
January 18..... Impact Aid and Title VII Meeting  
February 19..... President’s Day (snow day)  
March 14..... Progress Reports  
March 15..... Title I Evaluation Meeting  
March 15..... Parent/Teacher Conference – 4:00- P. M. – 7:00 P.M.  
March 16..... Parent/Teacher Conference – 8:00 A.M. – 12:00 P.M.  
March 16..... Tentative Snow Day  
March 19-23..... Spring Break (Tentative)  
March 30..... Good Friday (snow day)  
May 9 ..... HS Awards Assembly 1:45 p.m.  
May 10 ..... MS Awards Assembly 1:45 p.m.  
May 11 .....Sr. High Graduation  
May 18 ..... Tentative last day of school  
May 21 ..... Professional Day (Teachers)

**TIME SCHEDULE**

No student should be on the school grounds until 7:55 each morning; this is when faculty duty and supervision begins.

**HIGH SCHOOL**

1st period    8:30 - 9:20  
2nd period    9:25 - 10:15

**MIDDLE SCHOOL**

1st period    8:30 - 9:20  
2nd period    9:25 - 10:15

3rd period	10:20 - 11:10	3rd period	10:20 - 11:10
<b>LUNCH</b>	11:10 - 11:35	4th period	11:15 - 12:05
4th period	11:40 - 12:30	<b>LUNCH</b>	12:05 - 12:30
5th period	12:35 - 1:25	5th period	12:35 - 1:25
6th period	1:30 - 2:20	6th period	1:30 - 2:20
7th period	2:25 - 3:15	7th period	2:25 - 3:15

### ACADEMIC REQUIREMENTS

Sixth, seventh, and eighth grade students must pass at least five academic subjects to be promoted to the next higher grade.

All students are required to enroll in seven subjects, five of which must be academic courses. The non-academic classes are: library and office aides, athletics and P.E., band, and vocal music.

Seniors graduating must have twenty-three credits. Seventeen of the credits necessary for graduation must be earned in the 10th, 11th, and 12th grades. Graduation requirements must be met in order to participate in commencement.

Only two credits of physical education will count toward the total necessary to graduate. Each full year of physical education will be worth 1/2 of a credit.

No student may participate in extra-curricular activities and trips unless that student receives a passing grade in all subjects taken and has an eligibility card in the principal's office the preceding Friday. (Exception: 12th grade--Four subjects as long as you meet graduation requirements.)

#### State Graduation Curriculum Requirements: 70 O.S. 11-103.6

##### 4 credits in English

##### 3 credits in Mathematics

Alg. I and two others which may include Alg.II, Geom., Trig., math of finance or higher, or math courses with the content and/or rigor equal to or above Alg. I

##### 3 credits in Science

Biology I, Physical Science and a course selected from the following Chemistry I, Physics, Physiology (anatomy), Horticulture other science courses with content and/or rigor equal to or above Bio.I

One credit in math and one in science may be obtained by course work in Vocational classes: see counselor for regulations

##### 3 Social Studies

1 credit in American History

1 credit in World History

1 credit in Oklahoma History

½ credit of Government

##### 2 Arts

which may include but not limited to Speech/Drama and General Music

##### 1 Personal Financial Literacy

students must complete and demonstrate satisfactory knowledge in 14 areas of instruction related to financial literacy

##### 7 Electives

**Total = 23 credits**

#### College Preparatory Curriculum Requirements: Senate Bill 982

##### 4 English:

Grammar, Composition, Literature, or any English course approved for college admission requirements.

##### 3 Laboratory Sciences:

Limited to Biology, Chemistry, Physics, or Lab science course with content and/or rigor equal to or above Biology and approved for college admission.

##### 3 Mathematics:

limited to Algebra I, Algebra II, Geometry, Trigonometry, Math Analysis, Calculus, Advanced Placement Statistics, or any math course with content and/or rigor above Algebra I and approved for college admission requirements.

##### 3 History and Citizenship Skills:

including 1 U.S. History, and 2 units from the subjects of History, Government, Geography, Economics, Civics, or Non-Western Culture.

##### 2 units of Computer Technology

approved for college admission requirements, whether taught at the high school or technology center. Excluding keyboarding and typing.

##### 1 additional unit selected from any of the career or technology education courses approved for college admission requirements.

##### 1 unit or set of competencies of Fine Arts,

such as Music, or 1 unit of Speech/Drama.

##### 1 Personal Financial Literacy

students must complete and demonstrate satisfactory knowledge in 14 areas of instruction related to financial literacy

#### Classification of students:

Freshman 0-5 credits

Sophomore 5 ½ - 10 ½ credits

Junior 11-16 credits

Senior 16 ½ -23+ credits

Failure of a required course must be made up the following year.

### **Grading:**

The following suggestions are given for grading:

The grades "F – D – C – B – A" will be used for academic courses and grades "F – P" for non-academic courses. An F = 0-59%, a D = 60-69%, a C = 70-79%, a B = 80-89%, an A = 90-100%.

The grade "D-" is to be used in this school system to indicate that a student is making every effort but is incapable of performing satisfactorily in a subject.

Semester grades will be calculated as such a:

- A. 1st Semester grade (with a midterm report to be given to parents)
- B. 2<sup>nd</sup> Semester grade (with a midterm report to be given to parents)

### **Concurrent Enrollment**

Juniors and seniors have the opportunity to enroll in college courses during the current school year. Check with the counselor.

## **STUDENT REGULATIONS**

### **Attendance -- Compulsory School Attendance**

Oklahoma Statute 70 O.S. §10-105 (quoted in part): It shall be unlawful for a parent, guardian, or other person having custody of a child who is over the age of five (5) years, and under the age of eighteen (18) years, to neglect or refuse to cause or compel such child to attend and comply with the rules of some public, private or other school, unless other means of education are provided for the full term the schools of the district are in session or the child is excused as provided in this section. One-half (1/2) day of kindergarten shall be required of all children five (5) years of age or older unless the child is excused from kindergarten attendance as provided in this section.

It is the thought of Kansas Public Schools and the state of Oklahoma that a child must be at school to obtain a proper education. It is also the policy of Kansas Public Schools that all children are present at school from the start of the school day to the ending of the school day, unless unforeseen illness or other extenuating circumstances prevent the student from attending school. Parents are asked to always communicate with their child's school when it is necessary that the child be absent. The following will serve as notification to our students and parents of the attendance policy adopted by Kansas Public Schools to minimize any confusion concerning attendance policies:

### **INSUFFICIENT ATTENDANCE**

When a student misses school, the parents or guardians shall phone the principal's office (HS 868-3308 or MS 868-5308) and give the reason for the student's absence any time the student is absent. Parents should call the attendance secretary before 9:00 a.m. or as soon as possible. **FAILURE TO DO SO WITHIN TWO (2) DAYS WILL RESULT IN THE ABSENCE BEING RECORDED AS TRUANCY.**

If a student has greater than nine (9) absences in any class during a semester (either excused or unexcused), that student will not receive a grade higher than 59% (F) and will not receive credit for that class. In extreme cases, and at the discretion of the principal, exceptions can be made for verifiable lengthy medical conditions of a serious nature, and when the student is hospitalized or under doctor's orders to remain at home. It is the responsibility of the parent to provide signed and dated statements from a physician within three (3) school days of the student's return to school. If doctors' statements are not received within three (3) school days of the student's return to school, they will not be accepted. In an attempt to keep parents informed of all attendance issues, the school will send attendance letters home to parents after 3 and 7 student absences. On the ninth absence, a meeting with the building principal will be required.

### **Tardiness and Absences**

A pupil who has not reported to school for one or more periods, or who has been beyond the time granted in permission for an absence, must secure an admission slip, prior to reporting to class, which must be signed by all of his teachers.

School-sponsored trips will not be counted as an absence. If Kansas Mid/High School students participate in a non-sanctioned event they may not do so (1) on school time, (2) with school transportation, or (3) with the school paying entry fees; unless prior approval is granted by the school administration.

Students who are tardy on the first entry of the day will check in at the Principal's office and secure a tardy slip before reporting to class. **Five** unexcused First entry tardies will be counted as an **absence** for that hour. In addition, the student's letter grade will be lowered one letter for each group of five tardies during same period per semester. Also five unexcused last exits before the school day is complete will be counted as an absence for that hour.

If the Faculty and Administration believe it to be necessary, there will be a detention study hall for those students who are inexcusably tardy any hour of the day. A tardy shall be defined as a student not in the classroom when the bell for the start of class rings. Students over 15 minutes late in reporting to class will be recorded absent.

### **Truancy**

A student is considered truant when he remains out of school without the knowledge or consent of his parents or guardian, or when he leaves school without the permission of the Principal's office, or when he stays out of school without the consent of the school.

Truancy is dealt with in our discipline policy.

### **Permits to Leave School**

Permission to leave the school during school hours may be acquired in the Principal's office. Times of departure and return are to be recorded on the check in-out sheet in the Principal's office. Students WILL NOT be permitted to leave school without notice to the Principal's office from the parent or guardian by verbal and written verification. Emergency situations will be taken into consideration by the Administration.

### **Excuses from Classes**

Excuses from the classroom must be initiated by the Principal's office

### **Make-Up Work**

Work missed due to absences or school-sponsored trips must be made up. **It is the student's responsibility to ask the teacher for make-up work.** One day will be allowed for each day missed to complete make-up work. If a student has been ill or absent on school business for a great length of time, he may be allowed additional time at the discretion of the teacher.

### **Saturday School**

Saturday school is a tool that can be used at the administrator's discretion, that students may makeup days missed beyond the allotted 9 days for unexcused absences.

### **Buildings and Equipment**

#### **Building Entry**

Students may enter the School building in the morning after 8:00. Students are never to use the doors to the Superintendent's Office lobby unless for business purposes. Also, keep sidewalks leading to the Superintendent's and Principal's Offices clear at all times. Students may enter the school building at noon for the following purposes:

Go to the Student Union.

Use rest rooms in the cafeteria. Loitering in the rest rooms is not permitted.

Use the drinking fountain in the cafeteria.

Go to lockers, after securing permission of the Hall Duty Teacher.

Report to:

1. Principal's Office
2. Counselor's Office
3. Library
4. Scheduled meetings
5. Study Hall

#### **Equipment Care**

The administration recommends that teachers not allow students to have pop, candy, and gum in the classrooms. There is to be no pop in the cafeteria. Gum-chewing is not allowed in the cafeteria. Students are to sit in chairs, not on desk tops or other furniture.

### **Lockers**

**High School / Middle School --** Lockers are provided to students. Students are encouraged to use locks. Personal locks can be used when an extra key or combination is provided to office. Students who forget keys or combination may get from office. If this becomes a problem, student will have to remove lock from locker. The lock may be cut off of locker if needed to by principal.

### **Bus Riders**

Riding a school bus is a privilege and the privilege may be removed for not abiding by the bus rider rule.

### **Alternative Education**

Kansas Public Schools provides Alternative Education for students who are considered at risk of dropping out of school due to their extenuating circumstances. Students wanting to be considered for Alternative Ed. should meet with the high school counselor. Limited space is available, so students may have to be placed on a waiting list and taken off the list in order of grade or need.

### **Courtesy**

Courtesy to ALL, school employees, other students and visitors is a tradition at Kansas Public Schools. Each student should strive to be considerate of others, despite racial, religious or economic background. Students should treat all other adult employees of the school with courtesy, too, and follow any request or directive given by them. Rudeness will result in disciplinary action.

### **Discipline Policy**

Pursuant to O.S.6-114 as amended by the Oklahoma Legislature the Kansas Board of Education has adopted the following policy for the control & discipline of all children attending this school.

**Code Numbers**

1. Warn Student
2. Advise parents
3. Remove from class or activity temporarily
4. Remove from class or activity permanently
5. Parental conference
6. In-school detention (noon)
7. Corporal punishment/I.S.I./and/or **Saturday School**
8. Financial restitution
9. Involve law enforcement
10. Refer to other social agencies
11. Suspension (1 to 10 days)
12. Expulsion (current semester)
13. Expulsion (current school year)
14. Any other disciplinary action deemed appropriate under the circumstance
15. Deny driving privilege temporarily
16. Deny driving privilege permanently
17. Notify county authorities for prosecution

**4 Step Process of Disciplinary Action**

Infractions

**Level I**

1. Cutting class
2. Leaving without permission
3. Truancy
4. Improper use of car
5. Leaving campus improperly

**Level I**

1st violation	2nd violation	3rd violation	4th violation
1. 1-2-7	2-7-11	5-7-11	12
2. 1-2-7	2-7-11	5-7-11	
3. 1-2-7	5-7-11-12		
4. 1-2-7	2-7-11	5-7-15	16
5. 1-2-7	2-7-15	5-7-11-16	12

**Level II**

1. Disruption of class
2. Misbehavior at school
3. Lunchroom misconduct
4. Bus misconduct
5. Disrespect to school officials or defiant to school officials / insubordination
6. Outrageous behavior
7. Internet /Computer Violations

**Level II**

1st violation	2nd violation	3rd violation	4th violation
1. 1-2	2-7-11	5-7-11	12
2. 1-2	2-7-11	5-7-11	12
3. 1-2	2-7-11	3-5-7-11	4
4. 1-2	2-7-11	3-5-7-11	4
5. 1-2-7-11	5-7-11	5-7-11	12
6. 1-2-5-7-9-11	11-12-13-14	13	12-13-14
7. 1-2	2-7-11	4-5-7-11	12

**Level III**

1. Assault - physical or verbal – threats to self or others
2. Fighting (In the building carries a stronger penalty)
3. Theft
4. Defacing school property

5. Destruction of property
6. Smoking, tobacco use / possession (including e-cigs)
7. Setting off the fire alarm without cause
8. Tele-Communication Violation
9. Sexual Harassment
10. Possession of illicit drugs, paraphernalia, alcohol, weapons, and pornography.
11. Threats verbal or written involving the use of weapons

**Level III**

1st violation	2nd violation	3rd violation	4th violation
1. 1-2-7-9-11-12-13	5-7-11-12-13	5-7-11-12-13	12-13
2. 1-2-7-11	5-7-11-12	12	12
3. 2-7-8-9-10-11	5-7-8-9-11-12-14	8-9-10-12-14	13
4. 2-5-9-10-11-12	5-11-12-13-14		
5. 17	17	17	
6. 2-5-9-10-11-12	5-11-12-13-14-17		
7. 11-17	12-17		
8. 1-3	1-5	11-12	
9. 1-2-7	5-7-11	5-7-11	12
10. 1-2-9-12-13			
11. 1-2-9-11	12-13		

**IN-SCHOOL INTERVENTION**

In-school intervention is an optional correctional measure that may be used by the school when deemed appropriate by a site administrator. It involves assignment to a school site, designated by the school, for a prescribed course of education as determined by school representatives and there shall be no grade penalty. In-school intervention is not considered by law to be out-of-school suspension and therefore is non-appealable. In-school intervention is used as a form of discipline when the infraction by the student is considered serious or is a repeated infraction of school policy. During the intervention the student will be isolated from other students. The student will receive full credit for work completed in the supervised intervention.

If a student’s conduct dictates disciplinary action, every effort will be made to continue a student’s attendance at Kansas Middle/High School. In serious cases of misconduct, in-school intervention may be assigned.

Students must also understand the following policies and procedures of ISI.

- Students who are serving ISI will be eligible for extracurricular events, but will not be allowed to attend practice until ISI ends at 3:15.
- Students who chose to be suspended and not take advantage of ISI will not be allowed to make up assigned work and will be counted absent for those days under self-imposed suspension.
- Breaks and lunch will be taken under the supervision of school staff and separate from other students.
- Student will be expected to do all academic work before returning to regular classes.

**Saturday School:** is an alternative to ISS, corporal punishment, and detention as a disciplinary tool. It may also be used as an academic remediation process for students not maintaining passing grades and /or makeup for excessive absences. Absences will be on hour for hour basis. For some students with severe absentees there may not be enough available Saturday hours and would still face retention/failure.

Saturday school will be used in addition to corporal punishment, Detention, and “At Home” suspension. Students will provide their own transportation to and from Saturday School. The hours will be **promptly from 8:00 am** to 12:00 pm. All students in Saturday school will attend the entire session. **Failure to report to or comply with regulations will result in “AT Home” suspension.** All students will bring paper, pencil, and homework assignments. If not an assignment will be made by the supervisor. Assignment to Saturday School will be at the discretion of the Administrator.

**Saturday School dates will be determined as needed.**

**Students who are in classes without immediate supervision.**

Students who are in driver education, or classes of teachers who come from other buildings that may be unsupervised, except for a monitor, can have more severe disciplinary action. Teachers will warn those students of repercussions of misbehavior or leaving classes without permission.

**Note:** Students can be held accountable for misbehavior after school hours and during the summer if such behavior is in connection with the school or employees.

### **Suspension and Reinstatement Procedure**

#### **Reasons for Suspension**

The following violations are reasons to be suspended from school:

- a. Guilty of immorality
- b. Violations of attendance regulations
- c. Violations of school regulations that are determined to be necessary for the proper instruction of the students.
- d. Failure to make a reasonable attempt at academic achievement
- e. Outrageous behavior
- f. Use of drugs, alcohol products, and continual use of tobacco (2<sup>nd</sup> offense)
- g. Bringing firearms or weapons to school or threats with weapons

#### **Procedures**

Suspension will be used only when violation is continually repeated or in extreme cases of misconduct of a very serious nature. Suspension is also used to impress upon the student the necessity for obeying the regulations of this school system as set forth by the State Department of Education and the Kansas Board of Education.

The duration or length of the suspension is to be determined by the principal. A student may be reinstated after a suspension when the principal is convinced that the student's conduct will be consistent with acceptable school behavior.

Any suspension may be appealed to the Superintendent of Schools if there is doubt that the suspension seems unreasonably severe for the rule violated.

### **Student Dress Code**

The dress code is designed for all students with emphasis on good grooming, cleanliness, and proper dress. This code is an integral part of the student's educational process, which tends to enhance one's appearance and personal image in the school.

Compliance with the dress code is a responsibility of every student and parent. The code is to be enforced by every certified staff member.

#### **POSITIONS OF THE DRESS CODE INCLUDE:**

1. Students may not wear halter tops, midriff shirts/blouses, sleeveless shirts, or other revealing clothing. They must be long enough to cover the midriff area with arms raised over head.
2. All students are required to wear shoes.
3. Clothing with advertisements of alcoholic beverages, drugs, drug paraphernalia, objectionable or implied slogans and pictorial images may not be worn.
4. The wearing of hats, caps, head scarves or headbands will not be permitted inside school buildings except for medical reasons or deemed as necessary equipment for a class.
5. Hair is to be well groomed, clean and out of the face and eyes. Students may be required to alter their hair styles to meet the requirements for participating in activities or in classes where a student's health and safety may be endangered.
6. Jewelry, earrings or similar items may have to be removed in certain classes where a student's health and safety may be endangered.
7. Students will be allowed to wear shorts considered appropriate for school dress attire from August until the end of October and after March 1. **No shorts from November 1st until March 1st.** Dresses and shorts must not be shorter than the middle of the thigh. No biker or boxer shorts allowed. No shorts or pants considered revealing.
8. No sagging of pants. Students will be sent home if sagging continues after being warned.
9. If a student wears pants with holes, the holes should be within the limits of the dress code for shorts. No holes above the middle of the thigh. }

### **Cell phone/Electronic Devices**

Students may carry cell phones/electronic devices at their own risk. The Kansas Public School District is not responsible for lost, stolen, or damaged cell phones or other electronic devices. Students shall be personally and solely responsible for the security of their cell phones/electronic devices.

Students may use their cell phones BEFORE and AFTER school, between classes and lunch. The use of cell phones during class is not permitted unless it is being used as part of the teacher's curriculum. Electronic devices may be used in class at **the discretion of the classroom teacher.**

Possession of a cell phone/electronic device by a student is a privilege which may be forfeited by any student not abiding by terms of this policy. Students who take advantage of this policy will be subject to disciplinary action.

Cell phones/electronic devices must not disrupt educational or school activities.  
Students are not allowed to make calls on cell phone during school hours.  
Student's wanting to make calls from cell phone must get permission from principal's office.  
Parent needing to contact their child should do so through the principal's office.

Students are not required to have or use a cell phone/electronic device for school, IT IS A PRIVILEGE. Responsible use and etiquette should always be used with cell phones/electronic devices. Any violations of above policy will result in the following:

1st violation	Student warned
2nd violation	Device is confiscated by an administrator for remainder of day to be returned at the end of the day.
3rd violation	Device will be confiscated until parents picks up in principal's office
4th violation	Loss of privilege to carry a cell phone/electronic on campus for the period of four weeks of class time.
5th violation	Continued violations will result in additional weeks of no cell phone/electronic device privileges at school.

### **Tobacco and Drug Free School**

The Kansas School Board in compliance with state law 24/7 Tobacco-Free Schools Act has made the Kansas Public Schools a tobacco and drug free environment 24/7.

### **Policy on Alcohol or Illicit Drugs**

The illegal use of illicit drugs and alcohol is harmful and wrong.

#### **Possession**

Any student who is found to be or have been in possession of non-intoxicating beverages, alcoholic beverages or illicit drugs, as defined by the Uniformed Control Dangerous Substance Act of 1971 of the Statutes of the State of Oklahoma while attending school or on school premises or while attending a school-sponsored function, either as a participant or spectator, shall, after written notice of the charges to the student's parents and an opportunity for hearing, and upon a finding of **guilty of the charges be automatically suspended for two semesters (current and next)**.

#### **Sale**

A student who is found to have sold or transferred alcoholic beverage or an illicit drug as defined by the Statues of the State of Oklahoma while attending school, on school premises or at a school-sponsored function may be, after written notice to such student's parents and an opportunity for hearing, automatically **suspended for two semesters** upon finding that he/she is guilty of the allegations. No credit shall be given for any semester during such suspension.

#### **Notice to Law Enforcement Agency**

The appropriate law enforcement agency shall be immediately notified by school officials of any charges, which could constitute a violation of the laws of the State of Oklahoma or necessitate an investigation thereof.

#### **Notice to Student**

Schools shall inform pupils in the student discipline code that they have no reasonable expectation of privacy rights towards school officials in school lockers, desks, or other school property.

#### **Extra-curricular Drug Policy**

Students in extra-curricular activities shall be provided with a copy of this policy and an "Extra-Curricular Student Drug Testing Consent Form" which must be read, signed and dated by the student, parent or custodial guardian and coach/sponsor before such student shall be eligible to practice in any extra-curricular activity. The consent shall provide a urine sample: a) at the beginning of each school year or when the student enrolls in an extra-curricular activity; b) as chosen by the random selection basis; and c) at any time requested based on reasonable suspicion to be tested for illegal or performance-enhancing drugs. No student shall be allowed to practice or participate in any extra-curricular activity unless the student has returned the properly signed "Student Extra-curricular Activity Drug Testing Consent Form".

All extra-curricular students shall be required to provide a urine sample for drug use testing for illegal drugs and/or performance enhancing drugs. An extra-curricular student who moves into the district after the school year begins will have to undergo a drug test before he or she will be eligible for participation.

### **Student Vehicles**

For the safety and welfare of all students, the use of vehicles will be regulated by the following policies:

1. Motor vehicles and bicycles are to be parked upon first arrival at school and remain parked until the end of the school day.
2. Students are not to drive to Ag Ed or Career Tech unless they have permission from the Principal. School transportation is provided each hour for this purpose.

3. Students are not to sit in cars or ride in cars during the school day or at noon. (Students are not allowed in the parking area during school time.)

### **Network, Internet and Computer Usage**

The use of computers and computer technology enhance learning and increases the learning opportunities of our students. Any violation of the regulations is unethical and may constitute a criminal offense. Should anyone commit a violation, their access privileges may be revoked and school disciplinary and/or appropriate legal action may be taken.

The Kansas Board of Education believes that the use of the Internet will further education by promoting the exchange of information and ideas and by providing statewide, national, and global opportunities for staff, students, and the community. Students will be able to access the Internet under supervision of their teachers. Individual student accounts and e-mail addresses will not be provided. Students may, however, be permitted to use one of the school-assigned e-mail addresses, at the teacher's discretion, in order that they may complete learning activities/assignments that would enhance their overall education.

Since the Internet constitutes an unregulated collection of educational resources, which change constantly, it is not possible to predict or control exactly what resources students may locate. The school district makes no guarantees of the accuracy of the information or the appropriateness of materials a student may encounter. Students will be under teacher supervision; however, it not possible to constantly monitor individual students and what they are accessing. Students and other users will refrain from intentionally accessing and downloading any text, picture, or online conferencing that includes material which is considered to be obscene, libelous, indecent, vulgar, profane or lewd; advertises any product or service to minors prohibited by law; presents a clear and present danger; or will cause the commission of unlawful acts or the violation of the lawful school regulations.

Users will be courteous and polite. Messages will be concise and not abusive in content or language. Personal information should not be revealed. Records of Internet use will be considered confidential; however, users must be aware that any message or information posted on the Internet may be accessed by others for whom it is not intended.

Users of the services will respect all copyright and license agreements. Copyrighted software, pictures, or music will not be downloaded for use which violates the copyright laws.

Staff, students, and the community must agree to attend an Internet orientation which will address the issues of appropriate use of the Internet, copyright laws, Internet etiquette, and fees (if any) incurred during the use of the services. Agreement to these guidelines will be designated by your signature of the handbook.

All forms of bullying and cyber bullying by school district students are hereby prohibited. Anyone who engages in bullying or cyber bullying in violation of policy shall be subject to appropriate discipline. Students who have been bullied or cyber bullied shall promptly report such incidents to any staff member. Complaints of bullying or cyber bullying shall be investigated promptly, and corrective action shall be taken when a complaint is verified. Neither reprisals nor retaliation shall occur as a result of the submission of a complaint.

Cyber bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student or staff member by way of any technological tool, such as sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or website postings (including blogs) which has the effect of:

- Physically, emotionally or mentally harming a student;
- Placing a student in reasonable fear of physical, emotional or mental harm;
- Placing a student in reasonable fear of damage to or loss of personal property; or
- Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.

Violation of the Internet Acceptable Use Policy will result in forfeiture of all Internet user privileges. Violators shall also be subject to appropriate disciplinary action.

Any **deliberate** violation or attempt to circumvent the school's network/computer security precautions will warrant **immediate removal of computer privileges for 12 months**. Disciplinary action is addressed in Section F Level II of this handbook.

### **Visitors**

Student visitors: It is the policy of the Kansas School that only those students who are regularly enrolled be permitted to attend class. Visitors will not be allowed to accompany students to class.

Adult visitors should report to the Principal's Office upon arrival at school and state the nature of their business.

### **Weapons-Free School**

It is the policy of this school district to comply fully with the **Gun-Free Schools Act**. Any student in this school district who uses or **possesses a firearm at school**, at any school-sponsored event or in or upon any school property including school transportation or school-sponsored transportation will be removed from school for **not less than one full calendar year**. (Firearms are defined in Title 18 of the United States Code. Section 921)

Students are not to have pocket knives, dagger, bowing knife, switchblade knife, sword cane, blackjack, billy club, hand chain, metal knuckles, or any other offensive weapons at school, school sponsored activities, on school transportation, or school sponsored transportation. Any students who violate this policy will be subject to discipline, which may include suspension up to one full calendar year. (Oklahoma Statutes. Title 21, Section 1280)

#### **Off-Campus-Events**

Students at school-sponsored off-campus events, shall be governed by school district rules and regulations, and are subject to the authority of school district officials.

#### **Last Week of School**

There will be no activities during the last week of school. The last 2 days are for semester test.

#### **Bullying, Hazing, and Harassment**

No student will be subject to bullying, hazing, or harassment, or any other form of persecution by student or employee whether connected to any group or organization or not.

Hazing is defined as the deliberate harassment of a student by means of rough practical jokes or causing the student to perform meaningless, difficult, or humiliating tasks.

Bullying is defined as a type of violence that occurs when someone uses his or her power unfairly and repeatedly to hurt someone else.

Violence is defined as any word, look, sign, or act that hurts a person's body, feelings, or things.

This policy is not intended to deprive school district authorities from taking necessary and appropriate disciplinary action toward any student or employee. Students or employees who violate this policy will be subject to disciplinary action which may include expulsion for students and employment termination for employees. REFERENCE: 21 O.S. Sec. 1190

#### **Moment of Silence**

Students in 1<sup>st</sup> period class will be allowed a moment of silence for prayer or reflection.

#### **Deliveries**

No deliveries during major holidays to students will be accepted by the school to be given to students.

#### **PARENT-TEACHER CONFERENCES**

Parents are encouraged to take an active part in their children's' education. Conferences with school faculty can be scheduled at any time during the school day. If possible, however, parents should try to schedule conferences with classroom teachers from 8:05 a.m. through 3:15 p.m., or during the teacher's conference hours, Monday through Friday. Conferences may be scheduled through the Principal's Office.

#### **2017-2018 ANNUAL NOTICE OF FERPA RIGHTS TO KANSAS PUBLIC SCHOOL DISTRICT PATRONS**

Kansas Public Schools, in accordance with The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

- (1) The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. \* Parents or eligible students should submit to the school principal or special services director a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- (2) The right to request the amendment of the student's education records that the parent or eligible Student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the District to amend a record should write the school principal or special education director, clearly identify the part of the record they want changed, and specify why it should be changed.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a Hearing regarding the request for amendment. Additional information regarding the hearing Procedures will be provided to the parent or eligible student when notified of the right to a Hearing.

- (3) The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception with permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or a parent, student, or other volunteer assisting another school official in performing his/her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

\*The district intends to forward records on request by officials from another school district.

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

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202  
202-260-3887

Directory Information may be released without parent permission. Examples include: A playbill, showing your student's role in a drama production; yearbook. "Directory Information" includes a student's name, address, telephone listing, date and place of birth, major field of study, participation in recognized activities and sports, weight and height of members teams, dates of attendance, degrees, and awards received, and the most recent previous educational institution attended by the student. This district may release directory information, if you do not want directory information released, you must submit your request in writing to the Principal or to the Special Services Director.

### **2017-2018 CHILD FIND NOTIFICATION**

#### **NOTICE TO PARENTS:**

Do you know of a child in your home or community who may be disabled in any way? Public Laws provide for the education of all children regardless of the type or severity of the disability. Your school district, Kansas Public Schools, is interested in locating these children so that an appropriate education can begin as soon as possible.

We are searching for children who may be in need of these educational services, they may be physically, emotionally and/or intellectually disabled. All children birth to age twenty-one are covered under the law. Education should begin early so the child can achieve maximum potential.

PLEASE CONTACT:  
Renee Cochran  
Special Services Director  
Kansas Public Schools  
P.O. Box 196

Kansas, OK 74347  
918-868-2567

All information will be handled in a confidential manner.

**2017-2018 ANNUAL  
CIVIL RIGHTS POLICY NOTIFICATION**

It is the policy of the Kansas Public School District to provide equal opportunities without regard to race, color, national origin, sex, age, qualified disability, Veteran status & equal access to the Boy Scouts & other designated youth groups, in its educational programs and activities. This includes, but is not limited to admissions, educational services, financial aid and employment. Civil Rights information is posted at each campus serving location. Additional notification located on Kansas Public Schools website:

1. [www.kansasps.com](http://www.kansasps.com)
2. Civil Rights Post 2016-2017

Inquiries concerning this policy may be referred to:

Renee Cochran  
Civil Rights Compliance Coordinator  
Kansas Public Schools  
P.O. Box 196  
Kansas, OK 74347  
918-868-2567

All inquiries will be handled in a confidential manner!

**2017-2018  
NOTICE TO PARENTS REGARDING CHILD IDENTIFICATION, LOCATION, SCREENING, & EVALUATION**

This notice is to inform parents of the child identification, location, screening, and evaluation activities to be conducted throughout the year by the Kansas Public Schools in coordination with Oklahoma State Department of Education. Personally identifiable information shall be collected and maintained in a confidential manner in carrying out the following activities:

**REFERRAL**

Preschool children ages 3 through 5 and students enrolled K-12 who are suspected of having disabilities which may require special and related services may be referred for screening and evaluation through the local schools. Local school districts and with the Sooner Start Early Intervention Program in referrals for identification and evaluation of infants and toddlers who may be eligible for early intervention services from birth through age 2 years of age or for special education and related services beginning at 3 years of age. The Oklahoma Area-wide Service Information System (OASIS), through a toll free number (1-800-42-OASIS), also provides statewide information and referrals to local schools and other service providers.

**SCREENING**

Screening activities may include vision, hearing, and health. Other screening activities may include: review of records and educational history; interviews; observations; and specially developed readiness or educational screening instruments.

**(1) Readiness Screening**

Personally identifiable information is collected on all kindergarten and first grade student's participating in school wide readiness screenings to assess readiness for kindergarten and first grade entry. Results of the screening are made available to parents or legal guardians, teachers, and school administrators. No child shall be educationally screened for readiness or evaluated without notice to the child's parent or legal guardian.

**(2) Educational Screening**

Educational screening includes procedures for the identification of children who may have special learning needs and may be eligible for special education and related services. Each school district in the State provides educational screening. No child shall be

educationally screened whose parent or legal guardian has given written objection with the local school district. \*Educational screening is implemented for all kindergarten grade students each year. \*Second grade through twelfth grade students shall be screened as needed or upon request of the parent, legal guardian, or teacher. \*Students entering the public school system from another state or from within the state without previous educational screening shall be educationally screened within 6 months from date of entry.

#### EVALUATION

Evaluation means procedures used in accordance with Federal laws and regulations to determine whether a child has a disability and the nature and extent of the special education and related services that the child needs. The term means procedures administered or procedures used with all children in a school, grade, or class. Written consent from the parent or legal guardian for such evaluation must be on file with the local school district prior to any child receiving an initial evaluation for special education and related services purposes.

#### COLLECTION OF PERSONALLY IDENTIFIABLE INFORMATION

Educational records containing personally identifiable information collected by schools in the identification, location, screening, and evaluation of children shall be maintained in accordance with Family Educational Rights and Privacy Act (FERPA) and the Policies & Procedures for Special Education in Oklahoma. School districts develop and implement a local policy regarding the collection, storage, disclosure, and destruction of confidential student records. Parents may obtain a copy of the local policy from the local school district's administrator.

#### CHILD NUTRITION PUBLIC NOTIFICATION OF INFORMATION

Please be advised Child Nutrition questions may be directed to Tammie Bowman @ 918-868-3254. Additional information may be made available upon request or updated information posted in the cafeteria serving areas at each campus serving location. Additional notification located on Kansas Public Schools website:

1. [www.kansasps.com](http://www.kansasps.com)
2. Select Healthy and Safe School Tab (located at top menu bar)

#### **USDA is an equal opportunity provider and employer.**

Oklahoma State Department of Education Compliance Section

#### **Wellness Policy**

Kansas Board of Education approved April 07, 2015

Child Nutrition and Physical Fitness Program 'Wellness Policy' is available upon request. Please feel free to contact Tammie Bowman @ 918-868-3254. Additional notification located on Kansas Public Schools website:

1. [www.kansasps.com](http://www.kansasps.com)
2. Select Healthy and Safe School Tab (located at top menu bar)
3. Wellness Policy Kansas Public Schools Post 2016-2017

Kansas Public Schools Administration Team utilizes various needs assessment tools to determine the district's safe and healthy school needs through out each school year. Below are the active committees established at the beginning of each school's year to assist with providing a healthy, safe, and secure learning environment:

The Healthy & Fit School Advisory Committee shall study and make recommendations to the principal, and the principal shall consider such recommendations before modifying school education curriculum or instruction requirements regarding: 1) Health education; 2) Physical education and physical activity; 3) Nutrition and health services; 4) Parental involvement; 5) Methods to encourage the involvement of the community members. 5) Meet Quarterly

Final Approval provided by Kansas Public Schools Superintendent, Leann Barnwell

1. Kansas School Wellness Review Committee
2. Kansas Healthy-Fit Advisory Committee
3. Kansas Safe School Advisory Committee

Agendas and Meeting Minutes for Health & Safe School will be posted @ [www.kansasps.com](http://www.kansasps.com) under the Healthy and Safe School Tab. All 2017 updates will be posted on the school website.

### **DIRECTORY INFORMATION**

The Kansas School District proposes to designate the following personally identifiable information contained in a student's education record as "directory information", and it will disclose the information without prior consent.

1. The student's name and address.
2. The name of the student's parents.
3. The student's date of birth.
4. The student's class designation
5. The student's extracurricular participation.
6. The student's achievement awards or honors.
7. The student's weight and height if a member of an athletic team.
8. The student's photograph.
9. The school or school district the student attended before he or she enrolled in the Kansas District.

Parents and eligible students have two weeks to advise the school district in writing (a letter to the school superintendent's office) of any or all items they refuse to permit the district to designate as directory information about the student. This designation will remain in effect until it is modified by the written direction of the student's parents or the eligible student.

Offices of the Superintendent, Principal, and Counselor are open from 8:00 to 3:30, Monday through Friday.

### **SCHOOL-SPONSORED ACTIVITIES**

Extra-curricular: The Kansas Mid/Sr High School has a well-organized athletic and activity program with teams participating inter-scholastically with other schools in Oklahoma. The Oklahoma Secondary School Activities Association rules will govern all participants in these activities. Each student is urged to know the eligibility rules and to protect his eligibility. To be eligible for competition in any inter-scholastic activity or to take a school sponsored trip, a student must have passed all subjects taken the semester before the competition or trip, passed all subjects taken up to the Friday before the competition or trip, and must be in attendance a minimum of 90% of the time. (Exception 12th grade four subjects as long as you meet the requirements for graduation.)

All middle and senior high students participating in athletics are to purchase school accident insurance unless they have accident insurance. Proof of other insurance will be required before permission to participate in inter-scholastic games will be granted.

### **Extra-Curricular Requirements for Lettering**

Students may letter in seven sports: football, basketball, baseball, golf, track, softball and cross country. Students may letter in Band and Cheerleading Lettering in the various activities is left to the discretion of the head coaches/band director. The coach/band director, before the beginning of the sports season, should explain to the members what would be expected of the athlete/band member if he/she were to earn a letter "K" award.

Any student quitting before the season is over or if suspended by the coach/band director or school administrator will not letter. No letter can be earned in grades preceding the ninth grade.

### **Middle School Clubs and Organizations**

Class sponsors are elected by each class. Club sponsors are appointed by the school officials.

1. Student Council: The five student council officers are president, vice president, secretary, treasurer and reporter. These will be elected by the student body in grades 6 through 8. The student council officers must be classified as juniors or seniors. All candidates for these offices must have maintained a 3.0 or better grade point average the preceding semester.
2. FFA: Any student enrolled in vocational agriculture is eligible for membership in the FFA organization. This is an associated activity of the agricultural education department.
3. FCCLA: Any student enrolled in consumer science is eligible for membership.
4. BPA: Any student enrolled or previously enrolled in Business Informational Technology classes is eligible for membership in the BPA organization.
5. 4-H Club: Any student enrolled in the Kansas Schools from grades 4 through 12, with the exception of FFA members, is eligible.
6. Band: The Kansas Schools have two band groups; the middle and senior high groups. The selection of band students is made by the instructor on the basis of ability. The middle and senior high bands are open to students under certain restrictions. A student enrolled in band should be financially able and willing to purchase or rent the instruments they play.
7. Cheerleaders: The school will furnish the cheerleaders with a lettered shell and skirt. Each cheerleader will be required to furnish the rest of the uniform.
10. Pep Club: All students in grades 6 through 9 are welcome to join the Middle School Pep Club. Only students in grades 9 through 12 are eligible to join Sr. Hi. Pep Club. If you are on the "No Participation" list you will not be permitted to ride the bus.

## High School Sponsors, Clubs and Organizations

Class sponsors are elected by each class. Club sponsors are appointed by the school officials.

1. Student Council: The five student council officers are president, vice president, secretary, treasurer and reporter. These will be elected by the student body in grades 9 through 12. The student council officers must be classified as juniors or seniors. All candidates for these offices must have maintained a 3.0 or better grade point average the preceding semester.
2. FFA: Any student enrolled in vocational agriculture is eligible for membership in the FFA organization. This is an associated activity of the agricultural education department.
3. FCCLA: Any student enrolled in consumer science is eligible for membership.
4. BPA: Any student enrolled or previously enrolled in Business Informational Technology classes is eligible for membership in the BPA organization.
5. 4-H Club: Any student enrolled in the Kansas Schools from grades 4 through 12, with the exception of FFA members, is eligible.
6. Beta Club: The Beta Club is an organization that promotes character, achievement, and leadership in students. Anyone in grades 10 through 12 that maintains a 3.0 average or better is eligible.
7. Band: The Kansas Schools have two band groups; the middle and senior high groups. The selection of band students is made by the instructor on the basis of ability. The middle and senior high bands are open to students under certain restrictions. A student enrolled in band should be financially able and willing to purchase or rent the instruments they play.
8. Drum Major and Majorettes: Drum Major and Majorettes are to be selected by the band teacher. The selections are made on the basis of poise, personality, and ability. Students selected for either position are encouraged to attend camp. Drum Major and Majorettes will be selected each spring for the following year.
9. Cheerleaders: The school will furnish the cheerleaders with a lettered shell and skirt. Each cheerleader will be required to furnish the rest of the uniform.
10. Pep Club: All students in grades 6 through 9 are welcome to join the Middle School Pep Club. Only students in grades 9 through 12 are eligible to join Sr. Hi. Pep Club. If you are on the "No Participation" list you will not be permitted to ride the bus.
11. Football Homecoming: A homecoming queen, an attendant from each of the upper 4 grades, a captain, and 4 escorts will be chosen by the football team to perform at the homecoming ceremonies. A flower girl and crown bearer will be selected from the first grade.
12. Basketball Homecoming: The coronation will always be before the games and the boy's game will always be first. Selection of candidates will be determined by the highest number of senior players on either team. Team members will be given first consideration. All candidates must be in compliance with OSSAA pass/fail eligibility requirements. When the candidates have been determined the King and Queen will be selected by the High School student body (grades 9 through 12) by secret ballot. Voting will be done the day of coronation - counters will be: the Principal, the A.D. and the Student council Sponsor. The winners, King and Queen, will be announced during the ceremony. The colors for their clothing will be limited to our school colors, red - white - black. The boys will escort the girls out onto the floor then separate. These guidelines were established on January 13, 1997 and are subject to change with Board approval.

## Prom

The following are regulation concerning those attending the Prom:

1. No one over 20 years of age may attend.
2. No one younger than a freshman in school may attend.
3. No student on suspension in our school or somewhere else may attend.
4. No student or date who is on the no participation list (pass/fail).

May bring only one person.

No drop out students (includes dates) may attend.

## Honors and Awards

### Valedictorian and Salutatorian:

Students will be selected from each graduating class for the award of valedictorian and salutatorian. The student whose grade point average plus honor points that is the highest will be selected as class valedictorian for ceremony purposes only. The student whose grade point average plus honor points that are next highest will be selected as class salutatorian for ceremony purposes only.

Determination will be made from all the semester grades earned in the ninth, tenth, eleventh, and the first semester of the twelfth grades. The candidates must have attended school in the Kansas School system for at least two of their senior high years. Grades received from Alternative School are not used for calculation of Valedictorian and Salutatorian.

**Eighth grade valedictorian and salutatorian** will be determined from the semester grades earned in the sixth, seventh and first semester of the eighth grade. These students must have made all of these grades in at least three semesters at Kansas Public Schools. Students taking high school credit classes will be calculated with honor points.

### Honors Program Regulation

In accordance with the policy of the board of education, the following regulation shall govern the selection of students for honors recognition.

Explanation of Course Levels:

#### **(H) Honors**

Advanced college preparatory academic courses in which competition, rapid pace, and difficult curriculum can be assumed. Courses

designated as Honors are:

Pre-Calculus	AP Calculus	AP English
Chemistry	Physics	Biology II

Honors credit may be awarded on an individual basis by semester by teachers of American History, English III, English IV, and the designated Gifted Education course, to students who have produced work of exceptional quality and scope in those classes.

Students who attend the Oklahoma School of Science and Math will receive grades calculated on a 5 point system. This is due to the requirements and extreme rigor involved in the OSSM.

**(P/F) Pass/Fail**

Students taking non-academic courses such as athletics and physical education will receive credit as provided by the State Department of Education but these courses do not affect their grade point averages.

**(R)Regular**

All classes that are neither (H) honors, nor (P/F) pass/fail. Grade point averages and class rank shall be determined by the following formula:

A = 4    B = 3    C = 2    D = 1    F = 0

Honor points will be added for the purpose of selecting class valedictorian and salutatorian only and will have a value of 0.02 per semester grade. Grade point averages will be taken to as many decimal places as is necessary to determine ranking. Grades earned from concurrent enrollment are not used to determine valedictorian and salutatorian.

Honor Rolls: An honor roll will be published at the end of each nine weeks period. Students with no grade below a "B" will be listed on the Principal's Honor Roll. Students with no grade below an "A" will be listed on the Superintendent's Honor Roll.

Oklahoma Honor Society: The annual Oklahoma High School Honor Society and the Oklahoma Junior High Honor Society is made up of students ranking in the top ten percent of their class during the last semester of the previous year and the first semester of the current year.

Attendance Awards: All pupils who have not been recorded absent or tardy and enrolled on the first day of school will be given an attendance award.

**Academic Awards:**

Academic awards will be given, based on voting by the teachers, in the following courses and areas:

Academic Achievement Award	Student Council Officers (5)
All Around Girl	All Around Boy
Senior High Girl Citizenship	Middle School Girl Citizenship
Senior High Boy Citizenship	Middle School Boy Citizenship
Senior High English	Middle School English
Senior High Mathematics	Middle School Mathematics
Senior High Science	Middle School Science
Senior High History	Middle School History
Oklahoma History	Middle School Reading
Band Awards (2)	Home Economics
Vocational Business	Vocational Agriculture
Music Award	Business Education

**LIBRARY**

A Teacher librarian will be in charge of the library. The library will be open for use from 8:05 a.m. to 3:15 p.m. Only the librarian or library assistant may check out books to students. The checkout period is for two weeks. Books may be renewed for two weeks. Students may not check out magazines and/or reference material. Lost or damaged books must be paid for by the student who checks them out. Fines of five cents per school day will be assessed for overdue books. Teachers are encouraged to use the media center. They are requested, however, to schedule classes or small groups in advance.

**EMERGENCY PROCEDURES - FIRE DRILL - TORNADO - LOCK DOWN**

Procedures to be followed for fire and tornado drills are posted in each classroom. Teachers are required to read and explain the procedures for each class.

**Fire Drill Procedure:**

1. The alarm is one continuous bell.

2. On the sound of the alarm **WAIT FOR INSTRUCTIONS THEN**, rise and leave the building:
  - In a single file
  - Quickly
  - Quietly
  - Orderly
3. Leave building by directions from administration to a safe area.
4. Students in the row next to the windows should close them before leaving the room.
5. The last student out of the room will close the door.
6. Go outside to a predetermined area, stop, and remain in a quiet group.
7. The return signal or message will be given. When it sounds return to your room quietly and in single file.
8. Each teacher will accompany the group under his/her supervision and take his/her roll book.

**Tornado Drill Procedure:**

Go to the designated area for the classroom you are in according to announced evacuation plan.

**Lockdown Procedure:**

Lockdown procedures are in place should it become necessary. For the safety of students this procedure is not public information.

**ASBESTOS STATEMENT**

According to state and federal law the schools of this district were examined for asbestos, and a management plan was written. That management plan documents the asbestos inspection and our response to the examination.

Copies of the management plan are in the superintendent’s offices and are open to the public inspections.

**STATEMENT OF NONDISCRIMINATION**

The Kansas Public School District does not discriminate on the basis of race, color, national origin, sex, age, qualified handicap, or veteran status.

**MEDICAL INFORMATION**

**Pediculosis capitus (head lice):** Students will not be permitted to remain in school if they have pediculosis capitus (head lice). No more than two days will be excused in the case of pediculosis capitus. A statement from the school nurse, a physician or a public health official will be required to return to class.

**Medical Care** – Parents/Guardians are responsible for all financial obligations in case of injury during any activity.

**Medication**

With permission from physician and parent, Oklahoma Statutes will allow KPS designated employees to administer non-prescription medicines at school in case of minor illness or minor accidents. Parents are responsible to obtain doctor’s order and provide all medication **in original container** and labeled with student’s name and direction for use. Elementary students may **NOT** carry his/her own medication. The parent/guardian or designated adult must **BRING** the medication to school. Kansas Public School will not be responsible for medication sent to school by parent/guardian.

Oklahoma law provides the Board of Education, the school district, or the employee of the district shall not be liable to the student’s parent or guardian for the civil damages for any personal injuries to the student, which results from the acts or omissions of the school employees in administering the medication parents have authorized.

When a student becomes too ill to remain in class, parent(s) or guardian(s) will be notified.

If you wish the student to carry an inhaler, the new state law requires the school district have the following:

- A written statement from the physician treating the student that the student has asthma and is capable of, and has been instructed in the proper method of self-administration of medication.
- The school district will inform the parent or guardian of the student, in writing, and the parent or guardian shall sign a statement acknowledging, that the school district and its employees and agents shall incur no liability as a result of injury arising from the self-administration of medication by the student. Students need to have a self-medication contract form. (see Authorization to Administer Medication form)
- The parent/guardian must provide the school with an emergency supply of the students’ medication to be administered as authorized by law. Permission for the self-administration of asthma medication is effective for the school year for which it is granted and shall be renewed each subsequent school year upon fulfillment of the above requirements.

**"ATTENTION"!! Juniors and Seniors** All Juniors and Seniors are required to work in the concession stand a minimum of 2 nights each unless extenuating circumstances prevent them from doing so. If you feel you have "extenuating circumstances", it must be cleared through the Principal's Office. Juniors and Seniors are also required to participate in all fundraising efforts if they plan on going on the senior trip and attending prom. Failure to participate may cause the student to have to pay for some or all of their own expenses on the trip or not be allowed to go. If a Junior or Senior has been suspended from school for outrageous behavior anytime

during the school year, they will be subject to a review by the sponsors to determine if they are allowed to participate in Junior-Senior Prom or the Senior Trip. **Commencement has a required dress and behavior code. Students will be instructed as to what is considered appropriate dress and behavior**

**Please read the handbook and sign the form below and send it back to school by your child. All forms must be signed and returned in a timely manner (2 weeks).**

**INTERNET ACCESS CONDUCT AGREEMENT:** I understand and will abide by the districts terms and conditions for computer use and internet access. I further understand that any violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and school disciplinary and/or appropriate legal action may be taken.

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I, \_\_\_\_\_, the parent/guardian of,  
\_\_\_\_\_  
\_\_\_\_\_ have read and understand the 2017-2018 Student Handbook.  
Emergency Information and Authorization  
To Transport child for Medical Treatment

I, \_\_\_\_\_, authorize Kansas Public Schools and/or any  
(Parent/Guardian)  
employee designated by said school, to transport my child,

\_\_\_\_\_, to a hospital or medical clinic for the purpose of emergency medical treatment. I understand that financial responsibility for this medical treatment rests with me, and I further release the said school from any financial liability resulting from this event.

Parents or a responsible party will be contacted if your child becomes sick or receives a minor injury at school. If the parents or responsible party cannot pick them up, a designated employee will transport them home.

I further give my permission to Kansas Public Schools to send a copy of this authorization to the physician or clinic.

\_\_\_\_\_  
Parents/Guardian Telephone #      Parents/Guardian Signature

\_\_\_\_\_  
2nd Emergency Telephone #      Name & Relation (work, relative, etc.)

I would like to receive messages from Kansas Public Schools pertaining to my child and other school messages (like school closings) by: (Circle all that apply)

Text                      Email                      Voicemail  
\_\_\_\_\_  
\_\_\_\_\_