

Belle Plaine High School

Student Handbook 2018-19



“Home of the Dragons”

901 N. Main, P.O. Box 8
Belle Plaine, KS 67013

Telephone: (620) 488-2421
Toll Free: (877) 230-8673
Fax: (620) 488-3536

BPHS MISSION STATEMENT

Our mission is to provide a safe, positive learning environment where all students are challenged to achieve their personal best and become responsible, productive citizens in pursuit of lifelong learning.

TABLE OF CONTENTS

| | |
|--|----|
| <i>Board of Education, Mission Statements, Social Networking Policy</i> | 3 |
| <i>Faculty/Staff, Athletic Personnel, Organization & Class Sponsors</i> | 4 |
| Directory Information, ESOL Policy | 5 |
| FERPA | 6 |
| FERPA, KS School Safety Hotline | 7 |
| ACADEMICS | |
| Academic Letters, Cheating/Plagiarism, Class Change Policy | 8 |
| Classification of Students, College Visits | 8 |
| Credit Recovery, Early Graduation, Final Exams | 9 |
| Final Exams, Grade Reporting, Graduation Requirements, Honor Roll, | 10 |
| School Use, Senior Reduced Schedules, State Assessments | 11 |
| Valediction & Salutatorian Requirements | 11 |
| GENERAL INFORMATION | |
| Access to Student Records, Agenda Books, Animals | 12 |
| Auditorium Guidelines, Backpacks, Book bags, Purses | 12 |
| Breathalyzer, Building Hours, Bus Regulations, Camera Use, | 13 |
| Care of Property, Cellular Phones/Electronic Devices, Deliveries to School, Disclaimer | 14 |
| Display of Affection, Drones | 14 |
| Drugs, Tobacco, and Alcohol, Dress Code | 15 |
| Food & Drink, Hallway, Homeroom, Library, Lunch, | 16 |
| Lunch Program, Lunch Period, Open Lunch, Closed Lunch, Lockers | 17 |
| Motor Vehicles, Personal Items | 18 |
| Telephone Use/Messages, Textbook Fees | 19 |
| Tornado Procedures, Vending Machines, Visitors, Weather | 19 |
| STUDENT BEHAVIOR | |
| Safe School Act, Student Responsibilities and Expectations | 20 |
| Internet Safety Plan | 21 |
| Classroom Disruptions, Repetitive Disruptions, Demerit Points | 22 |
| Demerit Recovery Plan, Major Disruptions, Discipline Consequences, Teacher Detention | 23 |
| Warning/Conference, Saturday School, ISS | 23 |
| Student Not in Good Standing, OSS Suspension & Student Activities | 24 |
| Long-term Suspension/Expulsion | 25 |
| Bullying, Dropouts, Drug Free Schools | 26 |
| Firearms, Gang Activity, Property Damage, Racial & Disability Harassment | 27 |
| Sexual Harassment, Tobacco Use & Possession | 28 |
| ATTENDANCE | |
| Compulsory Attendance, Excused/Unexcused Absences | 29 |
| Excessive Absence, Illness During the School Day, Make-up Work for Absences | 30 |
| Make-up Work for Activities/Suspensions, Permit to Leave | 31 |
| Signing In/Out, Tardy Policy, | 31 |
| Truancy | 32 |
| STUDENT ACTIVITIES | |
| Activities, Attendance, After-School, Conduct, Transportation | 32 |
| Policy Agreement, Breathalyzer, Dances/Parties, Dress Code for Activities, Rule 52 | 33 |
| Grievance Procedures, Notice of Non-Discrimination | 34 |
| SCHOOL HEALTH SERVICES | |
| Illness During the School Day, Medication, Illness/Injury | 35 |
| 2018-19 Student Council, Student Council/Class Officers | 36 |
| ALMA MATER, BPHS FIGHT SONG | 37 |

BOARD OF EDUCATION

Chad Johnson
Stephanie Scott

Doug Zimmerman
Jim Stambaugh
Jeremy Henry

John Murray
Adam Forester

The board of education has adopted this behavior policy and handbook. This was done to support the academic and behavior standards in school. We believe that a student attends school for the primary purpose of gaining knowledge and skills and further, that students are expected to work to the limit of their individual abilities.

The board of education believes that while education is a right of American youth, it is not an absolute right, since you have to be eligible to attend school and since you must act in certain ways and take certain courses of study, it is a limited right or a privilege. The privilege of attending school is dependent upon your continued performance of the duties and responsibilities required of you.

These duties and responsibilities are:

- Obey the rules and regulations of Belle Plaine USD 357
- Take the required course of study
- Respect the authority of the administration and staff

Every student who has a sincere desire to remain in school, to study, and to profit by the educational experiences provided, will be given every opportunity to do so and will be assisted in every way possible to achieve scholastic success. Therefore, this student behavior policy is not a threat to any student who carries out their responsibilities as defined above. To carry out these responsibilities it is quite easy to conduct yourself as a lady or gentleman, be courteous and respect the rights of others, respect and cooperate with your teacher, and prepare for your classes.

USD 357 MISSION STATEMENT

USD 357 is committed to providing quality schools and to maintaining a partnership with the greater community that will prepare each student to become a lifelong learner and a contributing participant in a changing world community.

BPHS MISSION STATEMENT

Our mission is to provide a safe, positive learning environment where all students are challenged to achieve their personal best and become responsible, productive citizens in pursuit of lifelong learning.

SOCIAL NETWORKING POLICY

All school district employees, faculty and staff who participate in social networking websites, shall not post any school district data, documents, photographs or other district owned or created information on any website. Further, the posting of any private or confidential school district material on such websites is strictly prohibited. School district employees are prohibited from engaging in any conduct on social networking websites that violates the law, school board policies, or other standards of conduct. Employees who violate this policy may face discipline and/or termination, in line with other school board policies and/or collective bargaining agreements, if applicable.

Nothing in this policy prohibits employees, faculty, staff or students from the use of educational websites if such sites are used solely for educational purposes. Access of social networking websites for individual use during school hours is prohibited.

BPHS ADMINISTRATION/FACULTY/STAFF

| | |
|------------------|---|
| Dr. Jim Sutton | Superintendent |
| Richard Gilson | Principal |
| David Martin | Assistant Principal/ Activities Director |
| Diane Bacon | Counselor |
| Beverly Nowak | Art |
| Jennifer Fielden | Business |
| Grace Lujan | English |
| Kylie McElravy | English |
| Natasha Jones | English |
| Cassy Dalbom | FACS |
| Shane Koranda | IRC |
| Nick Uhlich | Mathematics |
| Deanna Ebberts | Mathematics |
| Amanda Weisshaar | Music/Instrumental |
| Mahleah Lavin | Music/Vocal |
| - | Physical Education |
| Josh Corbett | Physical Education/ILC |
| Storm Scott | Science |
| Karen Wiseman | Science |
| David Reynolds | Social Science |
| Debra Rhodes | Social Science |
| Ashley McCoy | Spanish |
| Jason Carl | Agriculture |
| Angela Mowdy | Secretary |
| Kate Ozuna | Secretary |
| Marla Morley | Computer Technician |
| Leslie Miller | Library/Technology Aide |
| Blair Bowlin | Functional Living |

ATHLETIC PERSONNEL

| | |
|-------------------------|---|
| Football | CJ Madison, Josh Corbett, Storm Scott, Connor Burnett |
| Volleyball | Karen Wiseman, Grace Lujan, Kaitlyn Gooch |
| Cross Country | Brad Haas |
| Boys Basketball | Josh Corbett, Nick Uhlrich, Justin Jarman |
| Girls Basketball | Storm Scott |
| Boys/Girls Track | Dave Reynolds, CJ Madison |
| Baseball | Ryan Jenkins, Wyatt Moore, Connor Burnett |
| Softball | Karen Wiseman |
| Cheer | Cassy Dalbom, Karen Wiseman |
| Dance | Kylie McElravy |

ORGANIZATIONS & CLASS SPONSORS

| | |
|---|-------------------------------|
| Art | Beverly Nowak |
| FBLA | Jennifer Fielden |
| FCCLA | Cassy Dalbom |
| FFA | Jason Carl |
| Foreign Language Club | Ashley McCoy |
| Letter Club | David Martin |
| National Honor Society | Kylie McElravy |
| 21st Century Journalism | Grace Lujan |
| Pep Band | Amanda Weisshaar |
| Pep Club | Cassy Dalbom |
| SADD | Shane Koranda |
| Scholars' Bowl | Debra Rhodes |
| Singers | Mahleah Lavin |
| Student Council | Karen Wiseman, Cassy Dalbom |
| Senior Class | Becke Shivers |
| Junior Class | Grace Lujan, Amanda Weisshaar |

DIRECTORY INFORMATION

For purposes of FERPA, USD 357 has designated certain information contained in educational records as directory information which may be disclosed for any purposes without your consent. Directory information categories may include the following:

- Student's Name
- Student's Address
- Telephone Number
- Student's Picture
- Parent/Guardian Name
- Special Interest areas highlighted on the USD 357 website
- Date of Birth
- Participation in Sports/Activities
- Height/Weight
- Grade Placement
- Honors & Awards

Students/parents have a right to refuse to permit the designation of any or all of the above information as directory information. If you wish to refuse, written notification must be filed with USD 357, on or before September 1, of the current school year. If refusal is not filed, USD 357 assumes there is no objection to the release of the directory information designated. Upon request, the school district discloses education records, without consent, to officials of other school districts in which a student seeks or intends to enroll.

SEC.9528. ARMED FORCES RECRUITER ACCESS TO STUDENTS AND STUDENT RECRUITING INFORMATION CONSENT: A secondary school student or the parent of the student may request that the student's name, address, and telephone listing not be released without prior written parental consent, and the local educational agency or private school shall notify parents of the option to make a request and shall comply with any request.

ENGLISH TO SPEAKERS OF OTHER LANGUAGES (ESOL)

The district gives a home language survey to all students when they enroll for the first time in the district. If a language other than English is listed anywhere on the form, the student is assessed for English Language Proficiency using one of the following approved assessments: the KELPA-P or LAS assessment. If the student scores less than fluent (or whatever the top band of scores is called) on any of the domains of reading, writing, listening, or speaking, s/he is eligible for ESOL services. This assessment data, along with information on native language ability and past school performance, will be used to set goals for each English Language Learner (ELL).

Parents are notified in the form of a letter that includes the reasons the child is being placed in ESOL, the level of proficiency, the method of instruction that will be used in ESOL, and the parents' rights which include receiving information in the language that is most comfortable to the parent. Parent permission is required for participation in the ESOL program.

Each ELL has an Individual Learning Plan (ILP) detailing their assessment scores, programs they are placed in, the number of hours of instruction that is provided, the teacher who is delivering the instruction, the end of year assessment results of the Kansas English Language Proficiency Assessment (KELPA), and what should be done next year. Teachers providing instruction to ELLs are endorsed or working on their endorsement.

All students who are identified as limited in their English language proficiency, whether they participate or not in the district's ESOL program, are required to take the Kansas English Language Proficiency Assessment (KELPA) each spring. This test is given as a result of

the No Child Left Behind legislation and is used to measure adequate yearly progress of our students' performance. Students must score a "Fluent" on all four domains (listening, speaking, reading, and writing) and the composite on the KELPA for two consecutive years before being allowed to exit the program. After they have done that, the ELLs are monitored for two additional years.

ELLs are observed by classroom teachers, etc. for any indication of regression or not being able to keep up with their peers. Classroom grades, participation in class, KELPA results, etc. are examined to determine whether students are continuing to succeed or may need additional ESOL services. If scores on a language assessment indicate that the student(s) are less than "Fluent", the student may be placed back in the ESOL program.

NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

- The right to inspect and review the student's education records within 45 days after the day the Belle Plaine Schools receives a request for access.
- Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- 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 Belle Plaine Schools to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and 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.
- The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
- One exception, which 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) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve 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 or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or 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, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Belle Plaine Schools 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

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student:

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of

PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))

KANSAS SCHOOL SAFETY HOTLINE (1-877-626-8203)

In cooperation with the Kansas Highway Patrol, a hotline with the toll free number given above is available 24 hours per day, 365 days per year, to give students, parents and community members the opportunity to report anonymously any impending school violence.

ACADEMICS

ACADEMIC LETTERS

Belle Plaine High School students may earn academic letters based on their grade point average. To earn an academic letter, freshman must have a 4.0 GPA at the end of the first semester of their freshman year, sophomores must have a 3.9 cumulative GPA by the end of 1st semester of their sophomore year, juniors must have a 3.8 cumulative GPA by the end of 1st semester of their junior year, and seniors must have a 3.7 cumulative GPA by the end of 1st semester of their senior year. Students transferring to Belle Plaine must complete at least one semester of school in Belle Plaine High School to be eligible for lettering. All letters will be presented at the end-of-the-year awards assembly.

CHEATING/PLAGIARISM

Giving or receiving unauthorized assistance on a test, copying another student's homework or allowing homework to be copied, including computer generated homework or assignments, falsifying laboratory data, submitting work that has been copied (wholly or partially) from a book, magazine, etc. without crediting the author, stealing tests or using tests stolen by another student, witnessing academic dishonesty without reporting it.

First Offense: Parent contacted by teacher, office referral, no credit for test or assignment. **ALL Finals.**

Second Offense: Parent contacted by teacher, office referral, no credit for test or assignment. **ALL Finals**, and school suspension.

Third Offense: Parent contacted by teacher, office referral, no credit for test or assignment. **ALL Finals**, school suspension, possible failure of class, or long term suspension.

CLASS CHANGE POLICY

Students desiring to change their schedule must have written permission from their parent(s), the counselor, and principal. Such applications must be made within five school days after the beginning of each semester. Reasons for class changes are generally limited to improper academic placement or a student's desire for an increase in academic vigor. Students will not be permitted to withdraw from a class after the deadline except in highly unusual circumstances (low grades or wanting to be with friends do not constitute an unusual circumstance).

CLASSIFICATION of STUDENTS

Students are assigned a class level according to the minimum number of credits earned prior to the start of the fall semester, not the number of years of high school attendance. Transcripts of transfer students will be reviewed with respect to required coursework and credits before they are classified. A senior who is not on course to graduate is considered a "**Student not in Good Standing**".

COLLEGE AND VO-TECH SCHOOL VISITS AND/OR JOB SHADOW OPPORTUNITIES

Prior approval is required for all students. Junior and Senior students will be allowed a total of 4 days postsecondary educational visits/job shadow opportunities. Freshman and Sophomore students will be allowed 1 day for postsecondary educational visits/job shadow opportunities. **The counselor has college visit forms that must be taken to the college for documentation of**

time spent at the college or university. Failure to document time for the visit will void the absence as excused. All visits must be documented for attendance purposes. Visit forms are mandatory.

CREDIT RECOVERY - SUMMER SCHOOL AND NIGHT SCHOOL

All students need administrative approval before they may enroll in any course. Courses taken without administrative approval will only receive elective credit. Students enrolled in the regular academic program will be governed by the following policies:

- No student may enroll in any course except with prior permission of the high school principal.
- Students who have taken a course during the regular academic year and have failed to meet the requirements to receive credit in the course (twice) may repeat that course for credit in an approved credit recovery program.
- Students who are deficient in credits and who are not on schedule to graduate with their class may be eligible to take courses to bring them back on schedule.
- To facilitate an expanded course load beyond that required for graduation, students may be allowed to take supplemental courses, but these courses will not be allowed for early graduation.

EARLY GRADUATION

The USD 357 Board of Education discourages early graduation from high school. It is believed students should expose themselves to the many and varied courses offered at Belle Plaine High School. However, students may pursue early graduation if they are able to develop a plan which allows for completion of all graduation requirements. In order to meet the needs of individual students, the board of education provides the following early graduation process:

- An early graduation application must be filed with the school counselor prior to pre-enrollment of the student's senior school year.
- After the initial application is filed, a conference will be held involving the student, the parent(s), the counselor, and the principal.
- The application will be reviewed by the building principal and approved/declined by the beginning of the student's senior school year.
- Once graduation requirements are met and the student is granted early graduation, the student will not participate in further school activities or functions except the option of graduation exercises, unless participation is denied for appropriate reasons as determined by the building principal. Students choosing to attend and participate in graduation exercises must conform to the same rules and regulations required of regularly enrolled students of the district.
- Students choosing early graduation may remain candidates for scholarships for which they are qualified, in the same manner as other students. It is their responsibility to obtain information and apply for these scholarships.
- Students choosing early graduation are not eligible for class, club, or StuCo offices.
- Students who pursue early graduation will forfeit the opportunity to receive senior class ranking and eligibility for valedictorian/salutatorian honors.
- Students who pursue early graduation are not eligible for school activities, homecoming, and/or prom royalty.

FINAL SEMESTER EXAMS

Final semester examinations will be administered in all courses for all students during the 1st and 2nd semester. Students may be excused from a final exam if they are in **"good standing"**, meet **each** of the requirements listed below, and **submit a final exemption form** to the teacher by the due date for each semester. Students enrolled in dual credit classes must take the final exam as required by Cowley County Community College.

- A cumulative grade of 85% or better for the semester with 3 or fewer absences. (Per class) **OR,**
- A cumulative grade of 80% or better for the semester with perfect attendance for the semester. (Per class)
- No Behavior Office Referrals
- No open lunch violations.
- No cheating or plagiarism.

Students are not allowed to take final examinations before their scheduled time. Any exceptions require administrative approval.

Failure to take a required semester exam will make a student "Not in Good Standing" for the upcoming semester. Seniors who do not take required finals will not be allowed to participate in the graduation ceremony!

GRADE REPORTING

A semester system for reporting grades will be used in all classes. Credit will be issued at the end of each semester, by semester. The grading scale used at Belle Plaine High School is:

| <u>Percent</u> | <u>Letter Grade</u> |
|----------------|---------------------|
| 90-100 | A |
| 80-89 | B |
| 70-79 | C |
| 60-69 | D |
| Below 60 | F |

GRADUATION REQUIREMENTS

| | |
|-------------------------|-------------|
| English (one each year) | 4.0 Credits |
| Social Studies | 3.0 Credits |
| Mathematics | 3.0 Credits |

| | |
|---|--------------------|
| Science | 3.0 Credits |
| Physical Education | 1.0 Credits |
| Computer Applications | .5 Credits |
| Fine Arts | 1.0 Credits |
| FACS (Career and Life) (Beginning with Class of 2019) | .5 Credit |
| <u>Electives (Class of 2019 - 7.5 credits)</u> | 7.5 Credits |
| | 24 Credits |

- Transfer students may, with administrative approval, graduate with fewer credits, if the school from which they transferred required fewer credits than BPHS, providing all BPHS required courses have been passed satisfactorily.
- All students are required to take a full class load (2nd semester seniors may be eligible for a reduced class load). Any other exception will be determined by the administration.
- Seniors should realize that walking with their class at graduation is a privilege and not a right. Any student who is **"Not in Good Standing", owes fees to the district, or who doesn't meet graduation requirements at the time of graduation** may not be allowed to attend or participate in the graduation ceremony.

HONOR ROLL

Students who do exceptionally well in their scholastic work and are taking at least five subjects, will be placed on an honor roll after each semester.

| | |
|-----------------------------|---------------|
| Superintendent's Honor Roll | 4.0 (all A's) |
| Principal's Honor Roll | 3.5 – 3.99 |
| Dragon's Honor Roll | 3.0 – 3.49 |

SCHOOL USE REGULATIONS

The high school will be open from 7:30 a.m. each morning until 3:45 p.m. No student or groups of students may use the building after the dismissal bell without the presence of a faculty sponsor. The meeting must have the approval of an administrator.

SENIOR REDUCED SCHEDULES

Seniors who have completed most graduation requirements by the end of the first semester may, with parental and administrative approval, shorten their second semester schedules. Before deciding on early senior release, students and parents need to take a hard look at some of the possible consequences:

- Shortened senior year schedules are not always viewed favorably by colleges. Admissions offers could be retracted and scholarships revoked.
- Students may put themselves in jeopardy of being less prepared than their peers who completed an entire year of coursework.
- Second semester seniors MUST BE enrolled in a minimum of 5 courses in order to be eligible for activities, homecoming, and/or prom royalty.
- Early Senior Release is not an entitlement package for a semester off without responsibility to use the time effectively.
- Seniors with reduced schedules are not allowed to loiter at school when they are not in class.

The procedure for requesting Senior Reduced Schedules is as follows:

- In the **spring of their junior school year**, students will fill out an application that will include a short essay detailing why the request is being made. Parents must also write why they support the request.
- The application will be submitted to the counselor prior to pre-enrollment. The counselor and administration will review the requests.
- Students will be notified prior to the beginning of the senior school year as to whether or not the application was approved.
- Students who pursue Senior Reduced Schedules must enroll in (5) second semester classes in order to maintain the eligibility for valedictorian/salutatorian honors.
- Any and all exceptions to this procedure will require administrative approval.

VALEDICTORIAN & SALUTATORIAN REQUIREMENTS

The Valedictorian and Salutatorian award shall go to the students with the highest and second highest cumulative GPA respectively who have met the following criteria:

The students must meet the following curriculum requirements:

- 4 Credits of English
- 4 Credits of Math taken in high school; including an advanced math course (Adv. Algebra or College Algebra & Trigonometry)
- 3 Credits of Science - Biology, Chemistry **and** Physics
- 2 Credits of the same Foreign Language
- 3 Credits of Social Science

*To be eligible for **Valedictorian** or **Salutatorian** awards a student must have attended BPHS two consecutive semesters of their senior year. Students enrolled in early graduation are not eligible for valedictorian or salutatorian awards. Only the high school principal may make exceptions.*

GENERAL INFORMATION

Students shall have no expectation of privacy when using district e-mail, computer systems, or electronic devices. E-mail messages shall be used only for approved educational purposes. Students must use appropriate language in all messages. Students are expected to use this system following guidelines approved by teachers or the administration.

Any email or computer application or information stored in district computers, computer systems, or electronic devices is subject to monitoring by the staff and/or administration. The district retains the right to duplicate any information created by students in a computer system, or any individual computer, or on any electronic device. Students who violate these rules or any other classroom rules relating to computer or electronic device use are subject to disciplinary action up to and including suspension or expulsion from school. (KASB 2013)

ACCESS TO STUDENT RECORDS

Parents or guardians may review their student's records in USD 357 schools in accordance with the Family Rights and Privacy Act of 1974. Release forms for records are on file in the office. Schools may release directory information, such as name, address, and date of birth, unless the parent or guardian requests in writing that such information not be released. Except for directory information, school records are kept confidential.

ANIMALS

Students are not allowed to bring any animal to school, a school activity, or on school property without prior administrative approval.

AUDITORIUM GUIDELINES

The following etiquette is expected of BPHS students when attending events in the auditorium.

1. Do not enter or exit during a performance unless it is an emergency. If you must exit, do so during breaks between numbers.
2. Do not talk while groups are performing.
3. Concerts and plays are special performances, please dress appropriately. Hats are not appropriate for the auditorium
4. Applause is appropriate at the end of a number; however, whistling, shouting, yelling, and screaming are inappropriate responses.
5. Food and drink are not allowed in the auditorium.
6. No climbing over the seats.

BACKPACKS/BOOK-BAGS/PURSES

Students may use backpacks, book bags, purses, etc. to bring materials to and from home or school. Student backpacks, book bags, or purses are not to be taken into the classrooms. Any bag used to carry school items or books is considered a book bag; they are to be left in student lockers. Failure to do so will result in an office referral.

BREATHALYZER

As a preventive measure, a breathalyzer may be used at any and all school activities or during the school day. Upon reasonable suspicion or random selection, students may be asked to take a breathalyzer test. Students who do not pass the breathalyzer test will be disciplined per school policy. A refusal to take a breathalyzer will be subject to the same consequence as a positive test.

BUILDING HOURS

Regular building hours for students are from 7:35 A.M. to 3:45 P.M. Students should not be in the building outside of regular hours unless a staff member directly supervises them. Before school, students are waiting in the commons area.

BUS REGULATIONS

Students who attend Belle Plaine schools are fortunate to have transportation provided for them. This privilege contains certain responsibilities that include abiding by the State of Kansas and the Belle Plaine USD 357 school bus regulations. The driver is given authority to ask for and expect discipline and courtesy from each student. The procedure for disciplining students using improper behavior is as follows:

- 1st Referral by Driver Conference with administrator, possible Saturday School, and loss of riding privileges for up to three days.
- 2nd Referral by Driver Conference with administrator, possible Saturday School, and loss of riding privileges for up to five days.
- 3rd Referral by Driver Conference with administrator, possible Saturday School, and loss of riding privilege for the semester or for an indefinite period of time.

Bus transportation shall be provided to and from school for those students who qualify. Transportation may be provided by the district for all school activities. Transportation may be denied to students who are detained after school for disciplinary

reasons. Students who use school –provided transportation shall be under the jurisdiction of the vehicle driver while in the vehicle. Students shall be subject to the district’s student behavior code and other regulations developed by the superintendent and approved by the board.

Bus drivers shall report violations of the rules to the building principal who may discipline students. The principal may suspend or revoke the transportation privilege of a student who violates any rule or regulation. When the district provides transportation to an activity, participating students are prohibited from driving personal automobiles to and from district-sponsored activities held during or after the school day. Exceptions may be approved by administration. (JGG)

CAMERA USE

Cameras may be used at school, on school property or at school activities or functions only if they are not disruptive, as determined by the high school staff. Cameras shall not be used in the classroom without the permission of the teacher. Cameras shall not be used in such a fashion as to inappropriately invade the privacy of others. No camera shall be used in any restroom, dressing area, or locker room. Cameras shall not be used to record confidential material, such as classroom material or tests.

Cameras shall include film cameras, movie cameras, digital cameras, video cameras, cellular telephone cameras, videophones, internet web cameras and any other device capable of, taking, storing, transmitting or viewing pictures or images.

CARE OF PROPERTY

Students are expected to refrain from marring desks, lockers, walls, floors and other school property. There are to be no stickers or writing placed on any school materials. This includes all books, student agendas, student lockers, and equipment checked out.

CELL PHONES/ELECTRONIC DEVICES

Cell phones, text messaging devices, cameras, MP3/IPOD players, etc. are not to be used in the classroom.

- In specific instances, teachers may allow students to use these items in their classroom on an individual basis. Headphones are not to be worn/used in the hallways. Students may use their cell phones in the hallways before and after school, and in between classes only.
- Laser light pens, walkie-talkies and other personal items of this nature are not to be used on school property. Taking photographs/pictures/videos of students and/or staff without permission is prohibited.
- Students engaging in **unauthorized** audio/videotaping or photography are subject to penalties up to and including suspension or expulsion.
- By bringing a cell phone and other electronic devices to school or school sponsored events, the student and parents’ consent to the search of these items and their content in accordance with school policy.
- As with all valuable items, we discourage students from bringing these devices to school where they can be a temptation for theft. **The school will not assume responsibility for loss or theft of such articles.**

First Offense: Confiscation of the device, parent contacted, student may pick up the device at the end of the day.

Second Offense: Confiscation of the device, parent contacted, parent may pick up the device from the office at the end of the day.

Third Offense: Confiscation of the device, parent contacted, student is not allowed to bring the device back into the school for the remainder of the school year. If student is seen with this device, it will be confiscated immediately, and the student may be subject to additional discipline up to and including out of school suspension for repeated violations of this policy.

DELIVERIES AND MESSAGES TO SCHOOL FOR STUDENTS

To limit distractions, delivery of messages, flowers, balloons, bouquets, food, etc. to students will remain in the office. Notes informing the students of the messages/deliveries will be placed on their lockers. It is the student’s responsibility to check their lockers for messages. Students will be able to pick up the delivery at the end of the school day.

- In cases of emergencies, an administrator or guidance counselor will retrieve the student from their particular class and bring them to the office.

DISCLAIMER

USD #357 is not responsible for loss or damage to any personal property even if personal property is lost, stolen or damaged on school grounds.

DISPLAY OF AFFECTION

Displaying affection in public places is inappropriate. Holding hands is permissible; anything else is not appropriate. This includes all school activities and trips. Staff and administration will caution students when necessary. Failing to follow the directions of staff members is insubordination and will be dealt with accordingly.

DRONES

The use of drones (Unmanned Aircraft Systems or UAS’s) is not permitted at any school activity or on school grounds at any time unless granted permission by the building principal. This prohibition applies to all school facilities and all school activities, home or away.

DRUGS, TOBACCO, and ALCOHOL

The use of tobacco, alcohol, illegal drugs, or the improper use of legal drugs is recognized to be extremely harmful to the individual who uses and to those around that individual. A student cannot learn to his full potential while under the influence of these substances. It is further recognized that all students have a right to be educated in a drug-free environment. The use, possession, or distribution of alcohol, other illegal drugs or the improper use of legal drugs are forbidden in school, on school property at any time, at school sponsored events, or on school transportation.

The USD 357 Board of Education adopted a Substance Abuse Drug/Alcohol Policy that includes random drug testing. For students to be able to attend or participate in school-sponsored activities, they must have a signed consent form on file in the office. All students with a signed consent form could be subject to random drug testing throughout the school year.

DRESS CODE

USD 357 and Belle Plaine High School recognizes that the wearing apparel of the students is primarily the responsibility of the students and parents. However, the school will insist upon **modesty and neatness**. Type of dress can help create an appropriate atmosphere for learning. The administrators, teachers, coaches and sponsors will determine what constitutes inappropriate dress. Violations of the dress code will result in disciplinary action and possible suspension. **The building administration reserves the right to disapprove any apparel that they feel may create a disturbance or is inappropriate in the school setting.**

General guidelines include, but are not limited to:

- Clothing or jewelry with markings that are offensive, suggestive or indecent, associated with gangs, drugs, sex, alcohol, or violence or support discrimination on the basis of age, color, handicap, national origin, marital status, race, religion, sex, sexual orientation, or satanic emblems, death symbols, gang symbols, Nazi/KKK, or suicide symbols are not permitted.
- Shoes must be worn and tied at all times.
- Shoes with wheels are not allowed.
- Shirts must be worn at all times.
- Sleeveless shirts must not expose undergarments or be cut low enough that they would expose undergarments if worn for both male and female students. Straps must be a MINIMUM of ONE INCH wide! NO bra straps showing.
- Tops of the following type are not permitted - bare midriff, crop tops, off the shoulder, strapless tops or tops that expose undergarments. All tops must have a modest neckline.
- Appropriate undergarments must be worn and must not be visible or exposed.
- Clothing designed to be worn to bed, (pajamas) will not be allowed.
- Boxer shorts, worn as shorts, are not allowed.
- Apparel which is excessively tight is not to be worn.
- Mid-thigh shorts and skirts are acceptable.
- Apparel which is excessively large or excessively long is not to be worn.
- Sagging pants, even if they are covered with a shirt, are not to be worn.
- Coats may only be worn outside the building – not in classrooms.
- Sunglasses are not to be worn in the building; they are to be left in your lockers.
- In order to maintain a safe school environment, the wearing of gang colors, apparel or accessories (chains, jewelry, etc.) in any manner that denotes gang affiliation will not be allowed.
- Fishnet shirts, cutoff T-shirts, bicycle shorts (Spandex), sports bras, and underwear worn as the outer garment are unacceptable.
- Spiked or studded jewelry of any kind or "dog collars" are not allowed. Any clothing or fashion, which is disruptive to the classroom atmosphere, is included.
- Fasteners will be fastened as designed (includes buckles, straps, shoestrings, suspenders and zippers). All straps must be fastened.
- Hats, hoods, or headwear are not to be worn in the building.
- No face or body paint will be allowed at school without administrative approval.
- Any item, including clothing, which distracts the learning environment or is considered to be a safety concern, will not be allowed.
- Students involved in or attending extra-curricular activities representing Belle Plaine High School are to dress in accordance with the above school dress code.

Students who do not conform to the dress code will not be allowed to participate in the school day until they meet the specified requirements. Dress code violations will result in office referrals. Students who are inappropriately dressed will be given these options:

1. Change or remove the article(s) in question.
2. Exchange the inappropriate clothing for school loaned clothing.
3. Go home and change unacceptable clothing BUT missed time will be counted as unexcused and result in Saturday School.
4. Be placed in ***in-school suspension***.

FOOD AND DRINK

Students are only able to have food and/or drinks on the tiled areas. There is to be **NO** pop or food in lockers or classrooms without administrative approval. With the exception of the water machines, vending machines are not to be used during the school day. No energy drinks such as, but not limited to, Red Bull, KickStart, Monster, etc. are to be consumed during school hours while at school. If you are found with these areas outside of the tiled areas your food/drink will be confiscated immediately by staff. If you repeatedly violate this policy you will be subjected to additional discipline.

HALLWAY ACTIVITY

To maintain an environment conducive to teaching and learning, students are expected to pass through the halls quietly and orderly. Students are not to linger, run, shout or whistle in the halls, and must have a hall pass in order to be in the halls during class periods.

HOMEROOM - TEAM TIME/INTERVENTION TIME

- Classroom rules apply.
- Anyone skipping homeroom or leaving the building without permission will be subject to disciplinary action.
- Each student will be assigned a Team Time Teacher.

- Mondays will be devoted to character education/social emotional curriculum.
- Tuesday, Thursday and Friday are for Student Organization meetings and Academic Assistance.
- Intervention Time
 - o Students will be assigned to intervention on a weekly basis. Students that have a D or an F in any class will be placed in intervention.
 - o Students who are assigned to intervention will receive an intervention slip on Monday. This slip will serve as their pass from their homeroom classrooms on Tuesday, Thursday and Fridays. The intervention teacher will sign off on the slip that the student attended, and comment on what they worked on. The student will turn in their intervention slip to the office at the end of the day on Friday. Any student that loses their intervention slip or fails to turn them in on Friday will serve one hour of detention.
 - o Any assignments that are completed during intervention will be turned into the intervention teacher at that time.
 - o If your assigned intervention teacher is gone for club meetings or is absent from school the student is still required to report to that intervention assigned classroom. The substitute teacher may sign off on the intervention slip for the student so that they are in compliance. If the substitute teacher is not able to help the student due to the content, the substitute will contact administration will make arrangements to get the student the assistance they need.

LIBRARY PROCEDURES

- The library will be open from 7:45 A.M. - 3:30 P.M.
- Students using the library during the school day must bring a hall pass designating the classroom teacher.
- Students may check out books for up to three weeks. Magazines may be checked out for one week. These items may be rechecked unless another person has requested them.
- Unless special arrangements are made with teachers, materials considered reference items (encyclopedias, almanacs, etc.) will be available for library use only.
- Students who have overdue items may not check out additional materials. Special arrangements will be made for classroom assignments.
- A replacement cost for lost or destroyed items will be assessed to students at the end of each grading period. Notices will be sent to parents regarding items that students cannot locate. The replacement cost of a book will be the publisher's price plus \$5.00. Magazines will be assessed at \$3.00.

LUNCH PROGRAM

USD #357 participates in the Federal School Nutrition Program. Meal prices shall be determined annually by the Board of Education. All students must have a meal account in order to receive a school meal.

USD #357 has established a policy allowing a maximum of 3 meal charges for all students and adults. Parents will be notified when the lunch account reaches \$5.00 or less. Once the account has a zero balance, the student will be allowed to charge 3 meals. On the 4th day the student will be served a snack and a carton of milk. On the fifth occurrence by an individual student, the administration will notify the parents and the Department for Children and Families may be notified.

LUNCH PERIOD

Students bringing lunch to school are to eat their lunch in the commons. Students are expected to stay in the commons area during lunch period. Students are not to be in the middle school or the elementary school during lunch period unless given prior administrative permission. Students are not allowed to bring purchased food or drink items into the lunchroom/commons to eat.

OPEN LUNCH POLICY

- Open lunch is a privilege for senior students who are "***in good standing***" and who abide by the ***Open Lunch Agreement***. Seniors who have all their grades at 70% or above and they are in good standing will be eligible for open lunch. Grades will be checked on Friday for the following entire week. ***Freshmen, sophomores, and juniors do not have open lunch.*** Students who violate the open lunch agreement are subject to searches, including their locker and vehicle.
- Students must have a signed parent permission form on file in the high school office.
- Students must be 16 years of age and legally permitted under state laws to drive over the lunch period.
- Students under the age of 16 are not allowed to drive over the lunch period, even if they are driven to school.

In addition, an open lunch pass could be revoked for the remainder of the semester for any of the following:

- Failure to return to school from lunch on time without prior approval of the BPHS administration. If tardy, after lunch, ***ALL semester Finals will be taken.-Students will lose open lunch-privileges.***
- Behavior violation resulting in ***in-school suspension***, or ***out-of-school suspension***.
- A report of irresponsible driving before school, after school, or during lunch by a patron, police official, or school personnel.
- ***Students who have more than two tardies to any class will have their lunch period closed for the remainder of the semester.***
- Students who leave campus for lunch remain under the authority of the BPHS administration during the lunch time and are subject to the rules and regulations of the BPHS student handbook.

CLOSED LUNCH POLICY

Students who have closed lunch are not allowed to leave the building and must stay in the commons or the auditorium. ***Freshmen, sophomores, and juniors do not have open lunch.***

LOCKERS

Lockers are assigned to all students. Lockers are to be kept clean and locked at all times. Students are not to put stickers on lockers – inside or out. **Students are to only use the locker that has been assigned to them. Do not share or change lockers.** Student locks are available and their use is encouraged. **Students SHOULD NOT bring valuables to school;** the school cannot and will not be responsible for losses! There are to be no open food or open drinks kept in your lockers, this includes your PE and athletic locker. Open food and drink items found in lockers will be confiscated and thrown away. Lunches packed for a sack lunch or athletic travels are excluded. **School administrators have the right to open and inspect lockers at any time.** Student assigned lockers at BPHS have 'specific liability' for the contents of their locker. (They are responsible for items contained in their locker). The school reserves the right to search a student's locker to maintain the integrity of the school environment and to protect other students. Lockers will be assigned by class in designated areas of the building.

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.

MOTOR VEHICLE REGULATIONS

Although seniors have an open lunch period, the school district has the right to limit student driving during the lunch period whether or not vehicles park on school grounds. Speeding, reckless driving, or making excessive noise on school property or near any school building, will not be tolerated. The speed limit on school property is 10 mph. At no time should students drive around the warehouse and elementary school. Students are not to enter the parking areas during the school day without permission from office personnel or a teacher. Students may be allowed to drive during the school day if they are on an assignment (teacher aide, Child Dev. Class, etc.). Students may not drive to the elementary school during the school day without permission from their classroom instructor. To ensure student safety, canine drug dogs have been used for purposes of drug control and may be used occasionally to search for drugs on school property, including school parking lots and cars. Parking is on a "first-come" basis. Students driving to school are required to park in the BPHS parking lot. Students are not allowed to park in the streets. All other areas are reserved for **staff parking**. There are NO reserved spaces for any students, except seniors, they will have a chance to reserve/paint a space. Senior parking spaces will be allowed according to the senior parking guidelines. If a senior doesn't drive a car they may not reserve a parking space. Only the senior who has a space reserved may park in their reserved space. Students who violate senior parking will be asked to move, if the violation was by accident, if the parking was planned there will be discipline consequences. All students are required to register with the office any vehicle driven to school. Students who drive to school are subject to vehicle searches. Only vehicles with handicapped parking permits can be parked in handicapped parking areas. Parking regulations must be followed during school hours. Students must park in spaces and not on or across parking lines. Vehicles parked on lines will require students to move the cars or have their vehicles towed at their own expense. Students leaving for school activities before 8:00 A.M. on school days must follow the same parking regulations. All types of transportation/vehicles used for Prom require administrative approval.

PERSONAL ITEMS

Items such as notebooks, backpacks, etc., which advertise, promote or represent tobacco/alcohol/drugs, obscenities, racism, sex, slander, gangs, or intimidation, will be confiscated and students may be disciplined. Items that represent or promote racism, such as Confederate flags, swastikas, etc., are unacceptable and will be confiscated. Students in possession of these items will be subject to discipline. Students will be allowed to take water to class; they are not allowed to add any flavoring to the water. The container must be a **clear plastic bottle with a lid**. Food and other beverages are not allowed in lockers or the classroom.

TELEPHONE USE/MESSAGES

The office telephones are business phones and are not for the personal use of the students. Students may use them to contact parents or guardians in an emergency only. A phone is available for the students' personal use in the commons area. Students are NOT to be out of class using this telephone. **Messages will be delivered to students lockers as they are received, they will not be brought to the students while they are in class, except in cases of emergencies as determined by administration.** It will be the responsibility of students to check their lockers for messages. Students are not to use the phones in teacher's classrooms.

TEXTBOOK/COMPUTER FEES

The school rents textbooks to students at a minimum cost. If any book is lost, destroyed or damaged beyond normal wear, students will be expected to pay for its repair or replacement. No grade cards will be given until the fee is paid. Refunds will be made only if a student leaves the school system during the first three weeks of school. If ANY fees are owed, students will be declared **"not in good standing"**.

TORNADO PROCEDURES

Tornado drills will be held at least three times each year. Students should acquaint themselves with the following signals and shelter areas for tornado drills:

City Siren: Under normal circumstances, the city siren will sound to signify that a tornado has been sighted and to take cover.

School Alarm: Students and staff will be notified over the intercom or through a series of three dismissal bells if the intercom is unavailable.

Girls: All girls will walk on the left side of the hallway and go to Room #118 (ILC Room)

Boys: All boys will walk on the right side of the hallway and go to Room #120 (Business Room).

VENDING MACHINES

With the exception of activity period, vending machines are not to be used during school hours. Water machines may be used throughout the school day.

VISITORS POLICY

All visitors shall report to the office upon arrival at Belle Plaine High School. Only students enrolled in BPHS will be allowed to attend classes and/or lunch. Parents and guardians or other adults, who wish to visit a classroom, must make prior arrangements with the teacher and the building administration. Children will not be allowed to accompany the adult on such visits. School grounds and parking lots are off limits to visitors without official business; loitering on school grounds is not allowed. Students who attend Crossroads Academy full time are not to be on USD 357 property without reporting to the BPHS office first.

WEATHER

When weather conditions necessitate school closing or changes in bus routes, the school messaging system will be utilized. Also, students are asked to listen for announcements on the following radio and TV stations:

Radio:

| | | |
|------|----------|--------------|
| KFDI | 101.3 FM | (Wichita) |
| | 1070 AM | (Wichita) |
| KFH | 1330 AM | (Wichita) |
| KXLK | 105.3 FM | (Wichita) |
| KLEY | 93.5 FM | (Wellington) |

TV:

| | | |
|------|-------|-----------|
| KSNW | CH 3 | (Wichita) |
| KAKE | CH 10 | (Wichita) |
| KWCH | CH 12 | (Wichita) |

STUDENT BEHAVIOR

The Board of Education, administration, and staff believe in sound disciplinary policies that are in accordance with good educational practice. Students are expected to follow school policies not only during the school day, but also while traveling to and from school events and while in attendance at school activities. Administrative discretion is allowed in dealing with all behavior/conduct matters.

The school shall make every attempt to maintain a student environment free from discriminatory insult, intimidation, sexual harassment, or harassment due to race, color, religion, national origin, or handicapped status. Students who engage in discriminatory insults, intimidation, or harassment shall be counseled, reprimanded, and/or suspended from school.

SAFE SCHOOL ACT

The Kansas School Safety and Security Act (K.S.A. 72-8903b) requires school personnel to report all felony and misdemeanor crimes committed on school property or at a school supervised activity to the appropriate law enforcement agency. If an administrator's preliminary investigation reveals information which indicates a crime (felony or misdemeanor) may have been committed, the administrator is required to file a report. Whether or not the report is made in writing (for later follow-up by law enforcement), or by phone (for immediate follow-up by law enforcement) is dependent upon the seriousness and nature of the situation. When law enforcement officers conduct an investigation and/or question a student(s) during school hours, the building administration shall make reasonable attempts to contact parents, guardians, or representatives of the student(s) prior to questioning. To the extent possible reasonable requests of parents, guardians, or representatives shall be observed. The administrator involved shall document notification or attempted notification of parents, guardians, or representatives. If a student's parent, guardian or representative is not present during questioning of a student, a school administrator shall be present. The decision to arrest a student and remove that student from the school jurisdiction is the prerogative of law enforcement and not under the authority of school personnel.

Two Important Things to Remember:

- Students are here to get an education.
- The staff and administration take everything seriously.

STUDENT RESPONSIBILITIES AND EXPECTATIONS

The following school rules have been developed to guide students in making appropriate behavior choices and to explain the expectations of the administration and staff concerning student behavior. These are only guidelines and are not meant to be all-inclusive.

- Students are expected to follow the directions from adults in an appropriate manner.
- Students are expected to stay on task and not interfere with the learning or the teaching that is taking place.

- Students are expected to come prepared to class each day.
- Students are expected to display pride in their school by keeping the school building and grounds clean and unmarred.
- Students are expected to be considerate of others.
- Students are expected to help create a safe environment in the school.

CHILDREN'S INTERNET PROTECTION ACT

The district shall implement and enforce an internet safety plan meeting the requirements of the Children's Internet Protection Act (CIPA). The superintendent shall develop a plan to implement the Children's Internet Protection Act.

Such plan shall include measures to address the following issues:

- (1) Access by minors to inappropriate matter on the Internet and World Wide Web.
- (2) The safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications.
- (3) Unauthorized access, including so-called "hacking," and other unlawful activities by minors online.
- (4) Unauthorized disclosure, use, and dissemination of personal information regarding minors, and
- (5) Measures designed to restrict minors' access to materials that may be harmful to them.

For the purpose of this policy, "minor" shall be defined to mean any student who is 18 years of age or under. The board charges the superintendent to develop the CIPA implementing plan so that all of the protections provided by this policy and the corresponding plans may be afforded to all district students.

This plan shall be on file with the board clerk and in each school office with Internet access, and copies shall be available. The superintendent shall ensure compliance with CIPA by completing Federal Communication Commission forms as required. (IIBGA)

CHILDREN'S INTERNET PROTECTION ACT (CIPA) SAFETY PLAN

GOALS:

It is the policy of USD 357 to take the following measures in order to better protect our district students from harmful online and electronically transmitted content:

- Install blocks or Internet filters to the district network in order to limit access by both minors and adults to child pornography or visual materials that are obscene, inappropriate, or harmful to minors and/or the transmission thereof;
- Monitor the online activities of students while at school, at school sponsored activities, or while utilizing the district's network, computer system, computers, e-mail system, or electronic devices having access to the Internet;
- Address issues related to the safety of students when using email, chat rooms, and other electronic communications;
- Educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms as well as on cyberbullying awareness and response;
- Hinder unauthorized access (hacking) and other unlawful online activities by students; and
- Prevent unauthorized disclosure, use, or dissemination of personal information regarding minors, which shall include, but may not be limited to, personally identifiable information contained in student records; and
- Comply with the Children's Internet Protection Act.

ACCESS TO INAPPROPRIATE MATERIAL

To the extent practical, technology protection measures or Internet filters shall be used to block or filter Internet, or other forms of electronic devices from accessing child pornography as well as obscene, inappropriate, or harmful material given the age and maturity levels of district students.

Subject to administrative approval, technology protection measures may be minimized only for bonafide research or other lawful purposes that are closely monitored by district staff.

INAPPROPRIATE NETWORK USAGE

To the extent practical, steps shall be taken to promote the safety and security of users of the Belle Plaine USD 357 online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, in accordance with CIPA, measures to prevent inappropriate network usage shall include frequent monitoring of the District's network, computer systems, and equipment to detect any unauthorized access to prohibited materials as described earlier in this plan, hacking, and other unlawful activities by students or staff members. Such monitoring shall also strive to detect unauthorized disclosure, use and dissemination of personally identifiable information regarding students.

The board of Belle Plaine USD 357 adopted this Internet Safety Policy at a public meeting, following normal public notice, on November 23, 2009.

EDUCATION, SUPERVISION AND MONITORING

It shall be the responsibility of all members of the Belle Plaine USD 357 staff to educate, supervise and monitor appropriate usage of the online computer network access to the Internet in accordance with this policy and CIPA. If, during the course of such monitoring, a student or staff member discovers a violation of this policy, the student or staff member shall make a report as follows:

- 1) Students shall report suspected violation of this policy to any classroom teacher.
- 2) Staff members shall report suspected violations of this policy to their immediate supervisor when possible.

STUDENT CONDUCT

According to Belle Plaine School District, USD 357, School Board Policy JCDA:

Each principal shall develop rules and regulation to govern student conduct consistent with board policies. The rules shall be reviewed by the board and adopted by policy by reference. The rules of conduct shall be published in student handbooks.

Violation of any provision of the behavior code may result in disciplinary action up to and including suspension and expulsion.

Occasionally, students may become such a disruption to class, teacher, or other students that corrective measures need to be taken. As with the various degrees of misconduct there are varying degrees of consequences. Each classroom teacher will establish expectations that will be enforced within his/her classroom. Teachers will document student behaviors and their consequences on the district student information system (Infinite Campus) or they will submit an office referral to involve administration. Attempts will be made by teachers to manage the behavior, talk with the student involved, re-emphasize the classroom expectations, and may involve contact with parents/guardians of the student to correct the problem behaviors. Teachers are authorized to send a student to the office if their behavior is to the level of causing a significant disruption to the learning environment at the teacher's discretion.

OFFENSES AND PENALTIES

Listed here are the rules and standards of Belle Plaine High School dealing with conduct and behavior. They are shown in the following manner because they illustrate a clear and useful scheme for cataloging offenses and penalties. Such a listing helps parents, students, and staff to know exactly what is expected and avoids the uncertainty and misunderstandings that can cause troublesome incidents.

The infractions of school discipline listed below are grouped in categories according to the seriousness of the offense. It is not intended to be exclusive or all inclusive. All types of infractions may not be included so modifications will be made if necessary at the discretion of the principal and/or assistant principal. In all instances interpretation is left to the principal/assistant principal to modify penalties suggested whenever extenuating circumstances seem to be present in order that justice may be tempered with mercy and understanding.

1.0-GROUP A

The following conduct if such conduct occurs on school grounds or during an educational function or event off school grounds.

- 1.1 Frequent tardiness
- 1.2 Being in an unauthorized area without permission
- 1.3 Littering school grounds or buildings
- 1.4 Improper care of books or school materials
- 1.5 Deliberate damage to books or school property
- 1.6 Marking or defacing school property
- 1.7 Traffic or parking violation
- 1.8 Improper use of vehicles
- 1.9 Forgery of pass or written excuse from home
- 1.10 Unauthorized occupancy of school facilities by students.
- 1.11 Inappropriate public display of affection
- 1.12 Wearing hats or caps in school buildings
- 1.13 Disruptive behavior
- 1.14 Throwing snowballs on school grounds
- 1.15 Rowdy behavior or running in buildings
- 1.16 Eating outside of the cafeteria/commons
- 1.17 Inappropriate dress
- 1.18 Out of classroom without a pass
- 1.19 Cell Phone violation in class
- 1.20 Other offenses appropriate to this category

Penalty (Group A)

Any or all of these penalties may be imposed:

- Warning; after school detention and notification of parents; Saturday School; sent home to bring parents for a conference; extra assignment; work assignment; restriction of extracurricular activity; financial restitution will be required of the students in all cases of deliberate damage, defacing, or destruction; placed on SNIGS status for a determined amount of time appropriate to the infraction.
- Assessment of penalties (any of the above listed penalties may be imposed at any time; listing of penalties for first or multiple offenses is only a guide for administrator to consider):
 - First offense: Warning
 - Second offense: Conference with parent and student, and penalties imposed from the list
 - Third offense: 3.0-Group C applies

2.0-Group B

The following conduct if such conduct occurs on school grounds or during an educational function or event off school grounds.

- 2.1 Truancy
- 2.2 Attitude implying insolence toward a member of the school staff when in the opinion of the principal/assistant principal an attitude can be substantiated and whenever it is apparent that a staff member has not intentionally aggravated the situation causing the attitude.
- 2.3 Intentional disturbance of class, cafeteria, commons, or school function
- 2.4 Leaving school ground or authorized area without permission (exception: Senior's Open Lunch)
- 2.5 Fighting in school or on school property whenever blame can be attached to one or more students; instigating or being responsible for causing a fight to occur; or any deliberate involvement of the individual, the principal/assistant principal may at his/her discretion, consider the offense to be a Group D offense or absolve the student from any complicity when, in his/her judgement, either a greater penalty is warranted or a penalty is not warranted.
- 2.6 Smoking, or other use of tobacco, e-cigarettes and all other tobacco like products, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect, including non-medical vapor and vapor dispensers, regardless of whether such products contain nicotine possessing or displaying of smoking materials or tobacco within the restricted of school property and school vehicles during the times schools are in session or when school activities are being held, before and after school, or during times when students are understood to be within the direct control of the school system.
- 2.7 Unauthorized absence from classes and homeroom
- 2.8 Tampering with report cards or other school records/other student computers and/or accounts
- 2.9 Swearing or vulgar or obscene language
- 2.10 Failure to serve detention or Saturday school
- 2.11 Cheating or plagiarism
- 2.12 Open defiance of authority
- 2.13 Disrespect shown toward a school faculty or staff member
- 2.14 Other offenses appropriate to this category

Penalty (Group B)

Any or all of these penalties may be imposed:

- After school detention/Saturday School; removal from class; in-school suspension up to three (3) days; short term suspension; work assignment; placed on SNIGS status; restriction of extracurricular activity; notification of parents/guardians.
- Assessment of penalties (any of the above listed penalties may be imposed at any time; listing of penalties for first or multiple offenses is only a guide for administrator to consider):
 - First offense: Penalty imposed from list. Notify parents
 - Second offense: Out of school suspension. Parent conference before return.
 - Third offense: Long term suspension; expulsion; probation

3.0-Group C

The following conduct if such conduct occurs on school grounds or during an educational function or event off school grounds.

- 3.1 Multiple or repeated violations of the rules and regulations

Penalty (Group C)

Any or all of the penalties may be imposed:

- Short term suspension (up to 5 days); notification of parents; long term suspension (up to 20 days); work assignment; placed on SNIGS status; restriction of extracurricular activity; expulsion; probation.
- Assessment of penalties (any of the above listed penalties may be imposed at any time; listing of penalties for first or multiple offenses is only a guide for administrator to consider):
 - First offense: Penalty imposed from list. Parent conference to return
 - Second offense: Out of school suspension. Parent conference before return.
 - Third offense: Out of school suspension and probation; Parent conference before return
 - Fourth offense: Expulsion

4.0-Group D

The following conduct if such conduct occurs on school grounds or during an educational function or event off school grounds.

- 4.1 Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes.
- 4.2 Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property.
- 4.3 Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student.
- 4.4 Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student.
- 4.5 Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon.
- 4.6 Engaging in the selling, using, possessing or dispensing of alcoholic beverages, tobacco, e-cigarettes and all

other tobacco like products, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect, including non-medical vapor and vapor dispensers, regardless of whether such products contain nicotine narcotics, drugs, controlled substance, inhalant or being under the influence of any of the above; or possession of drug paraphernalia. Engaging in the selling, using, possessing, or dispensing of an imitation controlled substances, or material represented to be alcoholic beverages, narcotics, drugs, controlled substance or inhalant.

4.7 Public indecency

4.8 Sexually assaulting, or attempting to sexually assault, any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted, or attempted to sexually assault any person including sexual assaults or attempted sexual assaults which occur off school grounds not at an educational function or event.

4.9 Engaging in any other activity forbidden by the laws of the State of Kansas which activity constitutes a danger to other students or interferes with school purposes.

4.10 A repeated violation of any rules or standards validly established by the school district's board of education or school officials if such violations constitute a substantial interference with school purposes.

4.11 Making a bomb threat, setting a false fire alarm, or starting or causing fires.

Penalty (Group D)

Any or all of the penalties may be imposed:

- Short term suspension (up to 5 days); long term suspension (up to 20 days); notification of parents; notification of law enforcement personnel; recommend enrollment in a drug or alcohol counseling program at the expense of the student or his/her parents; expulsion; work assignment; placed on SNIGS status; restriction of extracurricular activities; probation.
- Assessment of penalties (any of the above listed penalties may be imposed at any time; listing of penalties for first or multiple offenses is only a guide for administrator to consider):
 - First offense: Penalty(s) from list imposed; Probation; Parent conference
 - Second offense: Expulsion

5.0-Group E

The following conduct if such conduct occurs on school grounds or during an educational function or event off school grounds:

5.1 The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary.

5.2 The knowing and intentional possession, use, or transmission of a firearm or other dangerous weapon.

5.3 Bringing a firearm to school.

Penalty (Group E)

The penalty shall be expulsion for the remainder of the school year in which it took effect if the the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year. Such action may be modified or terminated by the school district at any time during the expulsion period.

STUDENT NOT IN GOOD STANDING "SNIGS"

"SNIGS" is initiated when a student displays a lack of effort in the classroom, poor school attendance, and/or negative behavioral patterns as determined by the administration. Students placed on disciplinary probation "SNIGS" lose the privilege to attend *any USD 357 extra-curricular activities* (home or away) including but not limited to the following: sporting events, concerts, contests, dances, parties, plays, assemblies, lunchroom restrictions, and field trips. Additional limitations may be included at the discretion of the administration. The length of the probation period shall be determined by the administration.

SUSPENSION AND STUDENT ACTIVITIES

When students are under the penalty of out-of-school suspension or expulsion from a USD 357 attendance center, they may not participate in or attend school activities. School activities include athletic events, school plays, musical performances, school dances, graduation ceremonies and other individual club events. This includes any home or away event. Students may be suspended from future activities without being suspended from regular classes at school if their conduct is disruptive or represents a hazard to others. Violation of league sportsmanship rules at league events may also result in students' suspension from future activities. Out-of-school suspensions end at 7:45 A.M. on the next regularly scheduled day of school following the suspension.

Any student who is suspended out of school for a short term (one to ten days) is expected to make-up all work missed during their suspension and credit will be given when turned in on time. As with absences for other reasons, the student is responsible for getting their homework. Homework will be due on the day they return to class.

Out-of-School Suspension

Students will be suspended out-of-school for a period of 1 to 10 days. During this time the student must not be in a school building, at any school-sponsored activity (home or away), or on the property of Belle Plaine USD#357. Telephone or personal contact notifies parents.

Suspension Limitations: If a student earns a second OSS during an academic year, the student will be placed on probation. Prior to readmission to classes after a second OSS, a conference will be held with the student, parent(s)/guardian(s) and administrator. **If the student is suspended (OSS) for a third time, he/she will be reviewed for a long-term suspension or expulsion hearing.**

Upon notification of suspension, students will be instructed to leave the campus immediately, will be escorted off campus if necessary, or will be escorted to a locker/classroom to get personal belongings. When a suspension is imposed during the school day, the student shall not be removed from school until parents have been notified. If parents cannot be notified during regular school hours, the student shall be assigned to ISS and will remain at school until the regular dismissal time.

Students who are out-of- school suspended or expelled cannot be on school property or at school activities during the time of suspension or expulsion. Violation of this policy will be considered criminal trespassing and will be handled by the police department.

Long-term Suspension/Expulsion

Kansas Law 72-8901 states: The Board of Education of any school district may suspend, expel, or by regulation, authorize any certified employee or committee of certified employees to suspend or expel any student guilty of any of the following:

- A. Violation of any published regulation for student conduct adopted or approved by the Board of Education.
- B. Conduct, which substantially disrupts, impedes, or interferes with the operation of any public school.
- C. Conduct which endangers the safety of others or which substantially impinges upon or invades the rights of others
- D. Conduct which, if the student is an adult, constitutes the commission of a misdemeanor or felony or, if the student is a juvenile, would constitute the commission of a misdemeanor or felony if the student were an adult.
- E. Disobedience of an order of a teacher, peace officer, school authority, when such disobedience can reasonably be anticipated to result in disorder, disruption or interference with the operation of any public school or substantial and material impingement upon or invasion of the rights of others.
- F. Possession of a weapon at school, on school property or at a school sponsored event.
- G. An expulsion may be for a term not exceeding 186 school days. If a suspension or expulsion is for a term exceeding the number of school days remaining in the school year, any remaining part of the term of the suspension or expulsion may be applied to the succeeding school year.

This suspension will be up to ten days, with a possible expulsion/extended suspension. Upon notification of suspension (and pending expulsion), students will be instructed to leave the campus immediately, will be escorted off campus if necessary, or will be escorted to a locker/classroom to get personal belongings. If parent(s) cannot be reached, students will be placed in ISS for the remainder of the day and will not be allowed to return without administrative approval. Police will be contacted.

Examples - extended suspension or expulsion (Reasons include... but are not limited to)

- Action causing students, teachers, or staff physical injury
- Aggravated battery and assault
- Extortion (obtaining services, property, or money by threat)
- Fire code violations (false alarms, fireworks, etc.)
- Rape or attempted rape
- Gang activity
- Grand larceny (\$250) theft
- Possession of weapon
- Substance abuse: drug/alcohol/tobacco abuse, possession, consumption, under influence, or paraphernalia
- Selling illegal substances
- Terrorist threats against person(s)/property
- Vandalism (\$250)

BULLYING

The Board of Education believes that all students have a right to a safe and healthy school environment. The district, school, and community have an obligation to promote mutual respect, tolerance, and acceptance. Belle Plaine High School will not tolerate behavior that infringes on the safety of any student and/or disrupts the educational process. A student shall not bully, intimidate or harass another student through words or actions, written, drawn, or spoken. Such behavior includes, but is not limited to: direct physical contact, such as hitting or shoving; threats; verbal assault, such as teasing or name-calling; and social isolation or manipulation either in person or on the internet, while on the school district property or as an educational disruption brought to the school district through a personal or commercial internet communication. This policy applies to students on school grounds, while traveling to and from school in school provided vehicles, while waiting for the arrival of, or immediately following the departure of any school bus at designated school bus stops and at school-sponsored activities whether on or off campus. This policy also includes conduct occurring off campus, which manifests itself at school and results in a disruption of the educational process. Students who violate this policy are subject to disciplinary action.

DROP-OUTS

Students who drop out of school and do not enroll in a dropout recovery program approved by the Kansas State Board of Education will not be allowed on school premises without administrative approval until their class graduates. This includes not being allowed to attend BPHS extra-curricular activities and events.

DRUG FREE SCHOOLS AND COMMUNITIES ACT

Narcotics, Alcoholic Beverages, Drugs and Controlled Substances

A student shall not possess, sell, use, transmit, distribute, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, any unprescribed controlled substance, drug look alike, drug paraphernalia, or alcoholic beverage of any kind: (1) on the school grounds during, before or after school hours; (2) on school grounds at any other time when the school is being used by any group; or (3) off the school grounds at a school activity, function or event.

Use of a drug authorized by a medical prescription from a registered physician shall not be considered a violation of this rule. It shall be considered a violation of the rule for a student to possess, use or distribute any prescription drug for which the student does not have an authorized medical prescription from a physician. Additionally, it shall be considered a violation of the rule for a student to distribute a drug for which they have an authorized medical prescription from a physician to any other student(s). Violation of any provision of this behavior code may result in suspension and/or expulsion. Under no circumstances should any student or faculty member give any student medication of any kind. Prescription medication may only be used by the student for whom it is prescribed. Passing a prescription drug to another student could result in the suspension/expulsion of those students.

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.

FIREARMS AND WEAPONS

Weapons: Students 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 policy shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon. Any object that can reasonably be considered a weapon shall be deemed as such. This includes, but is not limited to studded collars or wristbands, guns, knives, explosive devices, throwing stars, metal knuckles, electrical devices which are intended to shock, debilitate or impair, and poison gas. A knife shall be defined as any sharp edged object designed for the purpose of making any type of incision or cut on any type of surface. Any item that is used or is threatened to be used to cause bodily harm to another or to damage or destroy property. **NOTE:** BPHS prohibits any type of firearm or weapon on its property, including antique firearms, hunting, and sporting weapons, knives, or ammunition, etc.

Definition of Firearms and Destructive Devices: As used in this policy, the term "**firearm**" means 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 such weapon, or any firearm muffler or silencer or any destructive device. As used in this policy, the term "destructive device" means any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge, missile having an explosive or incendiary charge, mine, or other device similar to any of these devices. **NOTE:** BPHS prohibits any type of firearm or weapon on its property, including antique firearms, hunting, and sporting weapons, knives, or ammunition, etc.

POSSESSION OF A FIREARM: Possession of a firearm or facsimile of a weapon may result in expulsion from school for a period of one calendar year; the superintendent may recommend this expulsion requirement be modified on a case-by-case basis. Students violating this policy shall be referred to the appropriate law enforcement agencies.

GANG ACTIVITY

Gang activity, because of its antisocial and violent nature, is **prohibited**. Gang activity threatens the physical safety and/or emotional well-being of students and staff, disrupts learning in the school environment, and may involve criminal acts. Gang activity such as bandannas, hand signing, graffiti, pictures depicting gang activity, and gang writing are prohibited.

PROPERTY DAMAGE

Any student, who damages, destroys or steals school, teacher, or fellow student's property will be disciplined according to school discipline policies. The district is not responsible for loss or damage to any personal property, even if personal property is lost, stolen or damaged on school grounds.

RACIAL & DISABILITY HARASSMENT

The board of education is committed to providing a positive and productive learning and working environment, free from discrimination, including harassment, on the basis of race, color or national origin, or disability. Discrimination or harassment on the basis of race, color or national origin ("racial harassment") or on the basis of disability (disability harassment") shall not be tolerated in the school district. Racial or disability harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

Racial harassment is unlawful discrimination on the basis of race, color, or national origin under Titles VI and VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. Disability harassment is unlawful discrimination on the basis of disability under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. All forms of racial or disability harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Racial or disability harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds. **(JGECA)**

Remarks, writings, or signs which are derogatory toward any ethnic group will not be tolerated. Any student who believes he or she has been subjected to harassment, sexual harassment or racial harassment should discuss the problem with the administration or another certified staff member. Complaints regarding all forms of harassment shall be investigated. Initiation of a harassment complaint will not cause any adverse reflection of the student.

SEXUAL HARASSMENT

Sexual harassment is unwelcome sexual advances; requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature. Sexual Harassment is a civil offense and a violation of an individual's right to education in an appropriate environment. The following actions can be considered sexual harassment:

1. Having sexual comments, jokes, gestures or looks made about one
2. Being touched, grabbed, or pinched in a sexual way
3. Being flashed or mooned
4. Having sexual rumors spread about one
5. Having clothes pulled in a sexual way
6. Being shown, given, or left sexual pictures, photographs, illustrations, or messages
7. Having way blocked or being cornered in a sexual way
8. Being told one was gay or lesbian
9. Having one's clothing pulled off or down
10. Being forced to do something sexual including kissing
11. Being spied on during dressing or showering at school

The board of education is committed to providing a positive and productive learning and working environment, free from discrimination on the basis of sex, including sexual harassment. Sexual harassment shall not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited. (KASB 2013)

TOBACCO USE AND POSSESSION

USD 357 properties are tobacco-free. The Board of Education believes that a tobacco-free policy is important in establishing an appropriate learning and working environment for students, teachers and the public. The use of/or possession of tobacco products in any form is prohibited at all times in or on all district (including parking lots) or personal property (including vehicles) whether owned, leased, borrowed, rented, or at any school-sponsored event. Open lunch is also tobacco free.

The use or possession of any tobacco product by students at school, on school property, during lunch (open or closed) or at school-sponsored activities is prohibited. This includes lighters. Any student who violates the terms of this or any other tobacco policy shall be subject to the following disciplinary action:

| | |
|--------------------------|---|
| First Violation: | One day suspension, parent notification in writing, and appropriate law enforcement officials will be contacted. |
| Second Violation: | Up to a three day suspension, parent notification in writing, and appropriate law enforcement officials will be contacted. |
| Third Violation: | Up to a five day suspension, parent notification in writing, and appropriate law enforcement officials will be contacted. Due process hearing. |

ATTENDANCE

Research shows that regular attendance is directly correlated with high academic achievement. We ask that parents and students recognize the need for prompt and regular attendance throughout the school year. It is expected that each student will attend classes every day. Only through regular class attendance and a commitment to personal and educational growth can students achieve optimum benefits at Belle Plaine High School. Our attendance policy is not intended to penalize students who have an occasional illness or miss infrequently for approved reasons. It does, however, emphasize that students are accountable for their attendance.

COMPULSORY ATTENDANCE REQUIREMENTS

The administration at Belle Plaine High School will enforce the Kansas State Law on Compulsory Attendance. Students 16 years of age or older may be exempted from compulsory attendance regulations if:

- They have attained a high school diploma or GED
- They are enrolled in a program recognized by the local board of education as an approved alternative education program
- They have a court ordered exemption
- The child and the parent or person acting as parent attend a final counseling session conducted by the school during which a disclaimer to encourage the child to remain in school or to pursue educational alternatives is presented to and signed by the child and the parent or person acting as parent

EXCUSED/UNEXCUSED ABSENCES

When students are absent, the parent or guardian must contact the high school office on the day of the absence by 9:00 A.M. The office has voicemail; therefore parents can call anytime and leave a message. Parent contact is required regardless of the student's age if the student is living in the parent's home. Parents who do not contact the school by phone need to send a written note with the students when students return to school. All students who do not follow this policy will be counted unexcused. **Students have two days from the day they return to school to clear up unexcused absences. This policy will affect semester tests.**

When students are absent from school an attempt shall be made to contact the parent or guardian to determine the reason for the absence. The administration shall be responsible for determining if an absence is excused or unexcused. ***It is important for all students and parents to know that an absence that is excused at home does not mean it will be excused at school.***

The following are deemed as valid excuses for being absent:

Excused Absences (Reasons include... but are not limited to)

- **Illness:** Excessive illnesses may require a physician's statement and may not be excused.
- **Medical or dental appointments:** Students will be expected to make reasonable efforts to meet assignment deadlines and communicate with teachers prior to the absence.
- **Death in the immediate family**
- **School-sponsored activities:** Students will be expected to make reasonable efforts to meet assignment deadlines and communicate with teachers prior to the absence.
- **Limited Family Requests:** Students are asked to make reasonable efforts to complete work ahead of time.

EXCESSIVE ABSENCE POLICY

Students will be allowed a maximum of **10** absences per semester. Any absences, which exceed the limit, will be considered excessive and counted as unexcused. Students who miss more than **10** days in a semester will be considered "**Not in Good Standing**" for the remainder of the semester. In addition to being considered a "Student Not in Good Standing" the student will also lose all credits for those class in which they have 10 or more absences in the semester. The student and their parents may appeal to the Attendance Committee to explain the excessive absenteeism and request for their credits to be restored. The following procedure will be followed in regards to excessive absenteeism:

1. Parents will receive a letter home when their child experiences their 5th, 8th, 9th and 10th absence for the semester.
2. Parents and students are encouraged to get doctor/dentist notes when they have appointments, and bring them in to the office when they return to school.
3. Excused absences, as determined by administration, will not count against the 10 absences per semester.
 - a. If you were absent due to a medical/dental appointment and a note is not brought to the office upon the student's return to school, the absence will be categorized as unexcused and will count against the 10 absence limit.
4. Once the student reaches the 10 absences or more cutoff, they will be considered a student not in good standing, and they will lose their credits for those periods that they have 10 or more absences in. Their parents will receive a letter informing them that their child has now been absent from school 10 or more times, that they are now students not in good standing, and they will not earn any credits in those periods they have been absent for 10 or more times in the semester.
 - a. Parents and their student(s) may then appeal for restoration of their credits to the attendance committee.
 - b. These committees will hold a hearing with the parent and their student(s) in the High School Conference room. During these hearings the student(s) and their parent will be able to explain to the committee why they exceeded the limit of absences in that particular semester. They may present evidence, such as doctor/dentist notes, funeral programs, or other such evidence to show where the student(s) was while they were absent.
 - c. The committee, which is made up of four teachers, the guidance counselor and the assistant principal. The committee will be able to ask the student and their parent questions regarding the student's excessive absenteeism, their grades during the semester, and their progress towards graduation during the hearing.
 - d. After the hearing, the committee will render a decision on whether or not to restore the credits, place the student on probation for the following semester. They will then notify the parent by phone and in writing once they have made their decision.
 - e. If the parent disagrees with the decision of the Attendance Committee they could then appeal their decision to the building principal for their review of all evidence. The building principal will then render a decision based on the decision of the committee and the information the student(s) and their parent presented to the committee. The building principal will notify the parent by phone and in writing within three (3) days of the building principal receiving the parent's appeal.

Unexcused Absences

It is impossible to list all of the possible reasons for receiving an unexcused absence. Examples of unexcused absences are oversleeping, shopping, pictures, haircuts, and leaving school without permission. The administration will determine if an absence is unexcused. ***It is important for all students and parents to know that an absence that is excused at home does not mean it will be excused at school.***

The consequence for unexcused absences is:

- Students will be required to make up missed class time in Saturday School.
- Only 50% credit will be given for assignments assigned or due if an unexcused absence occurs. Administrative decision.
- Students who are absent from school because of illness and are seen downtown or at school activities during or after school hours may be marked unexcused.
- **Students will lose their lunch privileges, including open lunch, if they deliberately skip a class.**

Absences and Student Activities

- Students who are absent from school must have administrative approval prior to attending and/or participating in school activities on the day of the absence.
- Students must attend 1/2 day of school (11:45am is a ½ day on a regular day of school) to attend or participate in activities. Administrative approval is required for ANY exception.
- Students are not allowed to participate in or attend ANY activity on the day of an unexcused absence. This would include a Saturday activity if the unexcused absence occurred on Friday.

ILLNESS DURING THE SCHOOL DAY

Students who are ill at school must first go to the office before seeing the nurse. All students must see the nurse before signing out to leave school. Failure to do so is not acceptable and will result in disciplinary action.

MAKE-UP WORK FOR ABSENCES

Students will be allowed to make up missed assignments when absent if excused. It is the responsibility of the student to make arrangements to complete assignments with teachers.

Students who are absent from school will be provided the number of days they missed, plus one to make-up work assigned while they were absent. If a student is absent the day an assignment is due, the assignment will then be due at the beginning of the class on the day he/she returns to school. The make-up time begins immediately upon returning to school. Assignments made prior to an absence will be due the day the student returns to class from an absence. Students who are returning from an absence are responsible for picking up all assignments missed while absent. Students are reminded it is their responsibility to keep up their schoolwork when absent from school.

- Any assignment less than 50% complete is considered a zero for semester test purposes, (semester test will be required). Long-term assignments are due on the scheduled date or the date the student returns unless prior arrangements have been made. Only 50% of the credit will be given for assignments assigned or due if an unexcused absence occurs.

Late work will be allowed until the end of each quarter but will not count for more than 50% credit.

MAKE-UP WORK FOR ACTIVITIES

Students absent due to school-sponsored activities need to make arrangements with their teachers for determining due dates for make-up work.

MAKE-UP WORK FOR SUSPENSIONS

Following a suspension, all homework is due on the day the student returns to school.

PERMIT TO LEAVE SCHOOL

A student shall not be released during the school day except upon a written or verbal request from the student's lawful parent or person acting as a parent. Before releasing a student during the school day, the building administration shall verify the identity of the person seeking release of the student. If the administration is not satisfied with the identification provided by the person seeking release of a student, the student's release may be refused. Students shall not be allowed to run personal errands for school employees off school premises during the school day.

SIGNING IN/OUT PROCEDURES

Students must sign-in at the office when arriving more than five minutes late to school. Students who can get to their first period within the 5-minute tardy time should go directly to class. Students must sign-out in the office before leaving the school premises during the school day. Students are to sign-in when they return to school. Failure to sign-in/out will result in a student being considered unexcused absent. Student aides, who leave the building on school business, and at the request of teachers or office personnel, must have a permission slip on file in the office prior to leaving on such business.

TARDY POLICY

Students who are late to class without a pass are considered tardy. Students are tardy when the bell begins to ring. When students are more than five minutes tardy to school, they must report to the office before going to class. Students who are more than **fifteen minutes late to any class will be considered unexcused** for the entire period. Students will be placed on a step plan for eliminating the tardy problem, commencing with the first tardy.

| | |
|-----------------|--|
| Tardy 1 | Warning given by the teacher |
| Tardy 2 | Warning given by the teacher |
| Tardy 3, 4, 5 | Teacher assigned 30 minute detention before or after school. |
| Tardy 6+ | Discipline Referral; Discipline will be determined by administration up to and including in-school suspension, tardies Being categorized as unexcused absences, which will count against the student's total absences for the semester. |

- Students who have more than two tardies to any class will have their lunch period closed for the remainder of the semester.
- Students who are late to class after lunch will have their lunch closed for the remainder of the semester and will take all finals.
- Tardy policy is per semester.

TRUANCY

Building administrators shall report students who are inexcusably absent from school to the appropriate authority. *Truancy is defined as any three consecutive unexcused absences, any five unexcused absences in a semester or seven unexcused absences in*

a school year, whichever comes first. Students who are absent (unexcused) for 2 or more hours of a school day, shall be considered truant. When law enforcement officials return a truant child to school, the administration shall notify the parent or guardian.

STUDENT ACTIVITIES

Belle Plaine High School sponsors a wide range of student activities for the purpose of providing students with additional opportunities to develop leaders and citizens, to further develop character and self-respect, and to learn to work with and respect others.

ACTIVITIES, ATTENDANCE, AND ELIGIBILITY

Students are required to attend school one-half day (11:45am is a ½ day on a regular day of school) on the day of an event in order to participate in or attend an extracurricular activity any exceptions require administrative approval. All students participating in extracurricular activities or holding an organizational office are subject to the KSHSAA eligibility guidelines.

Students holding or running for a class, StuCo, or organizational office must also meet the following eligibility guidelines:

- Overall GPA of at least 2.0
- Attendance record of 90% or better
- Be a "**Student in Good Standing**"
- While in office or holding the position of a representative, a student shall not have a final semester grade of 'F' in any class. Doing so shall result in the student being placed on probation and possibly relieved of his/her position. The final decision will rest upon the building administration, organizational sponsor, and staff.
- Any student declared a "**Student Not in Good Standing**" for any reason, is not allowed to participate in or attend any school activities.

Any exceptions must be granted by the BPHS administration. *Only extenuating circumstances will be considered.*

AFTER-SCHOOL ACTIVITIES

All after-school activities must be approved by the administration and recorded on the calendar at least one week prior to the activity; plan ahead to avoid scheduling conflicts. Sponsors are responsible for making arrangements and supervising such activities.

ACTIVITY CONDUCT HOME AND AWAY

Students, when in attendance at any athletic contest, dance, school program or other activities sponsored by the school, will be required to obey the rules and regulations which govern the regular school day. Away events are treated the same as home events. Failure on the part of a student to comply with these rules and regulations will constitute sufficient grounds for suspension from further participation in such activities for the remainder of the school year. This rule applies to guests of BPHS students as well.

ACTIVITY TRANSPORTATION

The school transportation may be used for out of town activities approved by the administration.

Students are required to ride the school provided transportation to school sponsored out of town activities. Students leaving school on school transportation must return to school on the same transportation. Any variation from this policy must be made in writing by the parent or guardian. The request is to be signed by an administrator BEFORE the activity. Any exception must be granted by the BPHS administration. *All school-sponsored trips are considered an extension of the classroom, therefore all school rules and regulations apply.*

BPHS ACTIVITY POLICY AGREEMENT

Participation in extracurricular activities is voluntary and a privilege. Students who participate in extracurricular activities will be held to a high standard of personal conduct and must abide by Belle Plaine USD 357 policies as well as rules set down by the KSHSAA. In order to participate in any athletic or extracurricular activity, students must have a Belle Plaine High School activity policy agreement form signed by themselves and parent/legal guardian on file in the BPHS office. Parents of athletes are encouraged to attend a preseason meeting prior to their students' participation in practices for the purpose of reviewing team guidelines and policies. ***Students will not be in good standing, if ANY fees are owed.***

BREATHALYZER

As a preventive measure, a breathalyzer may be used at any and all school activities or during the school day. Upon reasonable suspicion or random selection, students may be asked to take a breathalyzer test. Students who do not pass the breathalyzer test will be disciplined per school policy. A refusal to take a breathalyzer will be subject to the same consequence as a positive test.

DANCES/PARTIES

All BPHS dances are structured for the enjoyment of students, and are scheduled with the following guidelines:

- Only BPHS students in good standing are eligible to attend dances.
- Students may bring one guest who is not a BPHS student to Homecoming, Snowball, and the Prom.
- BPHS students must register their out-of-school dates by announced deadlines prior to the scheduled dance. Registration forms will be available in the office.
- All out-of-school dates must be 21 years of age or younger.
- Students bringing out-of-school dates must accompany the date at all times.

- The administration reserves the right to refuse admittance to any student or guest.
- Middle school students will not be allowed at our dances.
- The doors will close 30 minutes after the dance has started, with no one being admitted thereafter without prior administrative approval.
- Once students arrive at the dance, they should plan to stay. Those who choose to leave may not return.
- All school policies, including those for drugs, alcohol, and tobacco, are in effect for dances.
- Students dancing together must dance facing one another.
- A student problem at a dance could result in suspension for all other dances for the remainder of the school year.
- Students who have been suspended or were absent on the day of the dance will not be allowed to attend.
- The administration reserves the right to determine inappropriate dress, no hats unless approved by administration.

DRESS CODE FOR PARTICIPANTS OF SCHOOL ACTIVITIES

Students shall make it a habit to look neat and well-groomed at all times. Students shall strive to look their best by practicing cleanliness and attractive grooming. Attire shall be appropriate for the activity in which students are participating. Extremes in dress, hair color and grooming shall be avoided. In all matters of dress, cleanliness, hair color, and grooming, the building administration shall have the authority to decide what is acceptable.

SPORTSMANSHIP/RULE 52

In keeping with the Kansas State High School Activities Association requirement to both encourage and enforce good sportsmanship, we ask that all students assist us in honoring Rule 52. **Rule 52 requires the following:**

1. Be courteous to all - participants, coaches, officials, staff and fans.
2. Know the rules, abide by and respect the official's decisions.
3. Win with character and lose with dignity.
4. Display appreciation for good performance regardless of the team.
5. Exercise self-control and reflect positively upon yourself, team and school.
6. Permit only positive sportsmanlike behavior to reflect on your school or its activities.

All actions are to be for, not against; positive, not negative or disrespectful!

Students who violate Rule 52, or who display any type of poor sportsmanship, may be ejected from the activity; may be subject to loss of the privilege of attending school activities for the remainder of the school year, as well as further disciplinary actions.

GRIEVANCE PROCEDURES

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

NOTICE OF NON-DISCRIMINATION

Students, their parents, and employees of Unified School District No. 357, Belle Plaine, KS are hereby notified that this school district does not discriminate on the basis of race, color, national origin, sex, or handicap and is required by Title VI, Title IX and Section 504 (ADA) not to discriminate on the basis of race, color, national origin, sex, or handicap in admission or access to, or treatment of or employment in its programs and activities. Any person having inquiries concerning USD No.357 compliance with those regulations is directed to contact Superintendent Dr. Jim Sutton, USD 357, 719 N. Main, Belle Plaine, KS 67013, phone (620) 488-2288. Superintendent Sutton has been designated by the Board of Education of Unified School District No. 357 to coordinate the school district's efforts to comply with the above named regulation.

SCHOOL HEALTH SERVICES

The school nurse identifies, modifies, or removes health related barriers to learning and promotes the highest level of student wellness. The school nurse provides health screening and other health assessments, health information, and health counseling to students and families. The school nurse coordinates infection control and promotes a healthy, safe school environment. The school nurse coordinates the care of ill or injured students and of students who need on-going specialized health services at school.

MEDICATION POLICY

We only give prescribed medicine at school. Students must bring any prescription medicine to the health room in the original pharmacy container with written instructions from a physician or dentist. If this is impossible, the doctor may phone instructions to the nurse.

Under no circumstances should any student or faculty member give any student medication of any kind. Prescription medication may only be used by the student for whom it is prescribed. Passing a prescription drug to another student could result in the suspension/expulsion of those students.

If medicine is prescribed for 4 times a day, one dose may be taken during school hours. If it is prescribed for 3 times a day, all doses should be taken outside school unless one dose must be taken during a practice or a game, or as otherwise ordered by the physician or dentist.

If students need prescribed medication during a school-sponsored activity such as a field trip or athletic event, arrangements must be made prior to that event. Depending on the students' situation, the medication will be administered by a supervising adult or by the students themselves.

STUDENT ILLNESS OR INJURY

If an illness occurs at school the teacher, principal, or secretary will contact the nurse as soon as possible.

- The nurse will determine whether students should be excused from school. **Students are not to call parents to pick them up unless the nurse or office authorizes them to do so.**
- The parents or guardians will be contacted before students are allowed to leave school.
- Students are NOT to leave school without prior approval of the principal's office. Failure to comply will result in an unexcused absence.
- Students will not be allowed to take other ill students home.
- Under no circumstances are students to spend time in the restroom "ill." They are to report immediately to the office.
- Students may carry over-the-counter medications as long as they are in the original container with only enough doses for one day.

2018-2019 Student Council

The rights and privileges of the Student Council are as follows:

1. Make recommendations to the principal for changes in policies and curriculum and for improvement in facilities.
2. Take action or make recommendations on student concerns that will improve school spirit and the atmosphere of the school.
3. Plan and schedule student activities.

2018-2019 Student Council Members

| Student Council Officers/Members | | |
|----------------------------------|-----------|--------------------|
| Hanna Mowdy | Senior | President |
| Kara Fischer | Senior | Vice President |
| Taylor Bohannon | Junior | Secretary |
| Luke Baker | Junior | Treasurer |
| Dresden Ray | Senior | Senior class |
| Trenton Sturgeon | Junior | Junior Class |
| Austin Hilton | Sophomore | Sophomore Class |
| Tori Baker | Sophomore | Sophomore Class |
| Cheyenne Cooper | Sophomore | Sophomore Class |
| Lainey Johnson | Freshman | Freshman Class |
| Ryder Holt | Freshman | Freshman Class |
| Isaiah Landreth | Freshman | Freshman Class |
| Myah Valdois | Junior | Site Council |
| Shelby Blake | Junior | Site Council |
| Reise Holt | Junior | Cheer/Spirit Squad |
| | | FBLA |
| Madi Gooch | Junior | FCCLA |
| | | FLC |

| | | |
|------------------|-----------|---------------|
| Eli Wiseman | Sophomore | Letter Club |
| Kareena Heidrich | Senior | NHS |
| | | SADD |
| | | Scholars Bowl |
| Kareena Heidrich | Senior | FFA |
| | | Singers |
| Ashley Jump | Senior | Band |
| | | |
| | | |
| | | |
| | | |

2018-2019 Class Officers

| | |
|----------------------|-----------------|
| Class of 2019 | (Seniors) |
| President | Jaiden Yonash |
| Vice President | Jillian Esterly |
| Secretary/Treasurer | Hanna Mowdy |
| Class of 2020 | (Juniors) |
| President | Taylor Bohannon |
| Vice President | Luke Baker |
| Secretary/Treasurer | Madi Gooch |
| Class of 2021 | (Sophomores) |
| President | Kourtney Hollis |
| Vice President | Eli Wiseman |
| Secretary/Treasurer | Tim Bible |
| Class of 2022 | (Freshman) |
| President | Emma Osgood |
| Vice President | Kennedy Glover |
| Secretary/Treasurer | Tory Talbott |
| | |
| | |
| | |
| | |



ALMA MATER

1. *Far above the Ninnescah waters
Out on Merchant Heights,
Stands our noble Alma Mater
Towering in her might.*

Chorus

*Keep the Chocolate and Gold afloat,
Sing her praises due;
Hail to thee, Our Alma Mater,
Hail Old Belle Plaine true.*

2. *Far above the noisy district
Of our little town,
Reaching out to youths and maidens
Whom her name would crown.*

3. *High school life is swiftly passing
Soon we'll leave for aye;
But we'll ne'er forget the pleasures
Of our high school days.*

BPHS FIGHT SONG

Oh, here's to Belle Plaine High School
Banners on High
Gold and the Chocolate
Ever upward fly, rah, rah, rah!
Courage and good spirit
Dauntless we'll try
Honor and fame we'll bring to Belle Plaine High