

Dodge City High School



Student Handbook
2018-2019

TABLE OF CONTENTS

1)	Academics	3
	a) Welcome	3
	b) Mission Statement	3
	c) Calendar	4
	d) Bell Schedules	4
	e) Grading System – Scale	5
	f) Honor Code	5
	g) Student Transcripts	7
	h) Early Graduation	7
	i) Regents Scholar’s Diploma	8
	j) Dual Credit (DCHS/DCCC) and Athletic Eligibility	8
	k) Schedule Changes	8
	l) Test Out	8
	m) Student Expectations for OP	8
2)	Athletics and Activities	
	a) Eligibility for Activities	9
	b) In-Season Eligibility Policy	9
	c) Student Conduct – Rules Governing Participation in Athletics and Activities	10
	d) Rules of Conduct	10
	e) Effective Period	11
	f) Expected Consequences	11
	g) Conference and Appeal Rights	12
	h) Parental Support	12
	i) Parent/Guardian Extracurricular Transportation Notice	13
3)	Attendance	
	a) Classification of Absence	13
	b) Dropping a Student from School Rolls	13
	c) Kansas School Attendance Law	14
	d) Access to the Building	14
	e) Leaving the Building	14
	f) Tardy Policy	14
	g) Verification of Student Absences	14
4)	Crisis Planning	15
5)	Discipline	
	a) Code of Student Conduct	15
	b) Drug Dogs and Searches	18
	c) Searching Cars	18
	d) Locks and Lockers	18
6)	Bullying	18
7)	Emergency Safety Intervention Policy	19
8)	Health	
	a) Immunizations	23
	b) Insurance	23
	c) Policy Regarding Giving Medicine at School	23
	d) Use of Breathalyzer/Neurodysfunction Eye Test	24
9)	Internet Access Policy	24
10)	School Lunch Procedures with Dietary Information	25
11)	USDA Nondiscrimination Statement	26
12)	School Services	
	a) Career Planning Center	26
	b) Counseling/Guidance Services	26
	c) Library	27
	d) STRIDE	27
	e) Student Privacy Rights	27
	f) Student Records	27
13)	Sexual Harassment	27
14)	Student Expectations	
	a) Animals and Plants in School	28
	b) Delivery of Flowers, Candy, and Gifts	28

c)	Dress Code	28
d)	Electronic Devices	28
e)	Skateboards	28
f)	Student ID Cards	29
g)	Student Parking	29
h)	Textbooks	29
15)	Transportation	29
16)	USD 443 iPad Repair and Replacement Process	30
17)	Writing	
a)	Research Skill Expectations Across Curriculum	30
18)	USD 443 Non Discrimination Statement	32

WELCOME

We are pleased to have you as a student of D.C.H.S. It is our hope that you will have a positive and productive school year. Please take time to read this book, as it contains important information for you and your parents. The policies and procedures outlined are to assist you in knowing your responsibilities, privileges, and freedoms. Become familiar with this information. It will help you to avoid many problems and guide you to a better beginning for your new school year. Have a good year - great to be in 443!

OUR MISSION

To provide a safe and equitable environment where all students will learn the skills and concepts necessary to be lifetime learners and function effectively in the twenty-first century.

NO EXCUSES. NO LIMITS.



Dodge City High School - Excellence Lives Here

CALENDAR

Teacher Work Day	August 13
Staff Development Day	August 14
Students 1 st Day of School	August 15
Labor Day—No School	September 3
Staff Development Day	September 10
Late Start and Parent/Teacher Conferences (3:00 – 6:00 p.m.)	September 12
Parent/Teacher Conferences (7:30 – 11:00 a.m.)	September 14
Late Start	September 26
Late Start	October 10
No Students; Work Day/PLC / End of 1 st Quarter	October 12
Late Start	October 24
Parent/Teacher Conferences (3:00 – 6:00 p.m.)	November 7
Parent/Teacher Conferences (7:30 – 11:00 a.m.)	November 9
Late Start	November 14
Thanksgiving Vacation	November 21 – 23
Late Start	December 12
No Students; Work Day/2 Hours Early Dismissal/End of 2 nd Quarter	December 20
Winter Vacation	December 21 – January 4
School Resumes for Students	January 7
Late Start	January 9
Holiday----No School	January 21
Late Start	January 23
Parent/Teacher Conferences (3:00 – 6:00 p.m.)	February 6
Parent/Teacher Conferences (7:30 – 11:00 a.m.)	February 8
Late Start	February 13
Holiday---No School	February 18
Late Start	February 27
No Students; Work Day/PLC / End of 3 rd Quarter	March 8
Spring Break	March 11 – 15
Late Start	March 27
State Music Festival---No School	April 10
No Students; Work Day/2 Hours Early Dismissal	April 18
Easter Holiday	April 19—April 22
Late Start and Parent/Teacher Conferences (3:00 – 6:00 p.m.)	April 24
Parent/Teacher Conferences (7:30 – 11:00 a.m.)	April 26
Late Start/PLC	May 8
DCHS Graduation	May 18
Last Day of School / End of Fourth Quarter	May 22
Teacher Work Day	May 23

BELL SCHEDULE

Students are not to be in the halls during class time without a pass. Teachers will issue a hall pass only in case of emergency. There is a 6-minute passing time between classes. Schedules are below:

Regular Schedule

First Block	7:50 -- 9:15
OP	9:21 -- 10:04
Third Block	10:10 -- 11:35
Fourth Block	11:40 -- 1:30
Lunch:	
First	11:40 -- 12:06
Second	12:08 -- 12:34
Third	12:36 -- 1:02
Fourth	1:04 -- 1:30
Fifth Block	1:36 – 3:01

Late Start Schedule

PLC Time	7:50 -- 9:20
First Block	9:35 -- 10:42
Third Block	10:48 -- 11:55
Fourth Block	12:01 -- 1:47
Lunch:	
First	12:01 -- 12:26
Second	12:28 -- 12:53
Third	12:55 -- 1:20
Fourth	1:22 -- 1:47
Fifth Block	1:53 -- 3:01

GRADING SYSTEM - SCALE

100 - 90 = A
89.9 - 80 = B
79.9 - 70 = C
69.9 - 60 = D
Below 60 = F

Counselor/office aides are not graded (pass or fail only) except for Elementary Aides.

Student Honors, Valedictorian or Salutatorian, have been replaced with the following honors for Dodge City High School graduates:

- 3.80 and above = Graduate with Academic Distinction
- 3.60 to 3.79 = Graduate with Academic Honor

This is based on a seven (7) semester G.P.A. for graduation ceremonies. The final transcript will be marked based on the G.P.A. for eight (8) semesters. Class ranking will be calculated for the purpose of scholarships and student financial aid.

No independent studies are to be approved if that class is offered in the regular curriculum. The principal and department chairman must approve all independent studies.

**Dodge City High School
Academic Honor Code**

Dodge City High School: Our Mission

Our mission is to provide a safe and equitable environment where all students will learn the skills and concepts necessary to be lifetime learners and function effectively in the twenty-first century.

Dodge City High School recognizes that the objectives of our school mission can only develop and thrive in a climate of **honesty, integrity, accountability, and respect.**

- Honesty** is being truthful, sincere, and fair in all situations.
- Integrity** is holding yourself to high moral principles and encouraging the same in others.
- Accountability** is taking responsibility for your actions and fulfilling your obligations.
- Respect** is recognizing the worth and value of all human beings and treating them accordingly.

Dodge City High School Academic Honor Code Expectations

The responsibilities of the **student** will include

- understanding and abiding by the DCHS Honor Code.
- being accountable for attending all classes daily.
- being accountable for class work, homework, and make-up work in an honorable way in accordance with the DCHS absence policy.
- recognizing the intent of any activity and performing it accordingly.
- seeking clarification and help with class work and/or academic issues.
- communicating responsibly with parents/guardians, teachers, and school officials regarding assignments, grades, deadlines, attendance or other issues.
- performing all activities in a manner which does not utilize cheating, fraud, or plagiarism.
- a. cheating—to obtain an unfair advantage (points, a grade, information, etc.) through dishonest practices
- b. fraud—an act to deliberately deceive
- c. plagiarism—presenting another person’s ideas or words as your own, including similar language and phrasing

The responsibilities of the **teacher** will include

- understanding and upholding the honor code in his or her classes, which may include displaying the honor code, referring to the student handbook, and providing specific information in the syllabus.
- communicating via handouts, phone, email, Skyward, etc., with students, parents/guardians and school officials when necessary.
- communicating grades via Skyward (family access and/or physical grade sheets) and keeping grades current.
- explaining the appropriate use of acceptable resources and study aides in course work.
- checking student work for plagiarism when appropriate.
- reporting any suspected violation to administration, counselors, and parents/guardians.

The responsibilities of the **administrator** will include

- making the honor code available to students, teachers, and parents via the student handbook and district website.
- implementing fair consequences for the violations of the Academic Honor Code.
- overseeing maintenance of records of violations of the Academic Honor Code.

The responsibilities of the **parent/guardian** will include

- awareness of the school-wide Academic Honor Code.
- supporting the principle that academic honor is important and expecting the student to comply with the Academic Honor Code.
- supporting the consequences assigned by the teacher and administrator if the honor code is violated.
- ensuring the student is attending class daily and refraining from scheduling activities that will prevent the student from attending classes.
- communicating via phone, email, Skyward, etc., with school personnel when necessary.

- expecting the student to communicate responsibly with various school officials regarding assignments, attendance, deadlines, or other issues.
- Students who meet the expectations of the DCHS Academic Honor Code will enjoy a healthy, active, learning community, learn vital life-long communication skills, and practice and sharpen habits that will contribute to their success as adults.

Consequences of Violating the DCHS Academic Honor Code by Cheating, Committing Fraud, or by Acts of Plagiarism

The **First violation** of the DCHS Academic Honor Code will result in

- a failing grade, F, on the assignment.
- a discipline referral.
- This discipline referral, like all others, will remain in student records for the duration of a high school career and will be available to extracurricular sponsors and coaches, including honor society admissions committees and teachers writing letters of recommendation.
- parental notification by the teacher and an administrator.
- appropriate discipline.

The **Second violation** of the DCHS Academic Honor Code will result in the above consequences and

- a mandatory meeting with parents.
- possible failure of the quarter in specified class(es).
- removal from honors classes in one or more content areas.
- removal from positions of leadership in school organizations.

Any **further violations** will result in the above consequences and

- failure of the quarter in specified class(es).
- removal from DCHS honors program.
- removal from positions of leadership in school organizations.
- suspension from DCHS until a meeting is conducted including the student, parent/guardian, teacher, and DCHS administration.

I have read and fully understand the expectations of the DCHS Academic Honor Code. I also understand the consequences facing students who cheat, commit fraud, or plagiarize any of their work while attending Dodge City High School.

Signed (Student) _____ Date _____

Signed (Parent/Guardian) _____ Date _____

Print Student Name _____

STUDENT TRANSCRIPTS

A Dodge City High School transcript will show a record of all course work completed while enrolled at Dodge City High School. Should a student need to retake a class or desire to retake a class, the second attempt at the course will be a second entry on the transcript. The first attempt at the course also remains on the transcript. Both grades would be calculated in determining the grade point average for the student. Concerning courses that are taken to meet certain graduation requirements, if two attempts in a course result in passing grades, one will be counted toward the curricular graduation requirement and the other will be counted as an elective toward the total number of credits needed to graduate.

EARLY GRADUATION

Students planning to graduate early must file a "Request to Graduate Early," which involves careful

scrutiny by the student, parents, counselor, and principal. This must be completed by the start of the semester prior to intended graduation. Forms are available through the counseling center. No student shall be allowed to graduate prior to the completion of the seventh semester of high school.

Students who opt for early graduation will not be allowed to participate in Dodge City High School activities as students with the exception of prom and graduation-related functions.

REGENTS SCHOLAR'S DIPLOMA

A student may earn a regent scholar's diploma by following a designed curriculum. Reference the Dodge City High School course catalog for details.

DUAL CREDIT (DCHS/DCCC) COURSES AND ATHLETIC ELIGIBILITY

Important points to consider when enrolling in DCCC classes:

1. DCCC classes that are taken for college credit only do not count toward high school graduation.
2. DCCC classes that are taken for Dual Credit (college hours and high school credit) must comply with the following:
 - a. A 3 or 5 hour college class constitutes 1.0 amount of high school credit.
 - b. A 1 or 2 hour college class does not constitute high school credit.
 - c. Must meet during the high school hours only.

Examples that meet eligibility requirements:

- a. 3 high school blocks (3 credits) and a combination of active enrollment at DCCC in one or more classes five days per week for a 4th block away from DCHS.

The above rules are in compliance with the Kansas State High School Activities Association, USD 443 School District, and Dodge City Community College.

SCHEDULE CHANGES

Since a great deal of effort goes into scheduling of classes, it is imperative that schedule changes not be made unless absolutely necessary. Once a student has enrolled and course selections are finalized (at enrollment conferences with the counselors), schedule changes will not be allowed. The only exceptions will have to be initiated by the building principal.

TEST OUT

Any high school student who has: 1) a cumulative grade point average of 3.5 or above or, 2) is identified as intellectually gifted and has an active Individual Education Plan on file or, 3) shows superior talent in a special field may request an application to test out of certain subjects. Forms are available in the Counseling Center or from the Gifted Education facilitator.

STUDENT EXPECTATIONS FOR OP

- Students must check Skyward and know where they stand academically in order to utilize OP time effectively.
- Students must keep their grades above passing. If a student has a D or an F in any class, they must bring work from that teacher, have their agenda stamped to get help from that teacher, or have their agenda stamped to get help from an academic tutor.
- Students must have their agenda stamped in order to leave the OP classroom.
- Students are only allowed to get agendas stamped by a teacher they have currently, an academic tutor, or an administrator/club sponsor.
- OP is to be used as a resource to keep all students passing all classes.
- Students must bring material to work on, read, or study during OP.
- Students must use OP time for homework, reading, or other academic endeavors.
- Students must follow their OP teacher's expectations.

ACTIVITIES

There is a wide range of activities from which students may choose. Mr. Gifford is the Athletic Director and Mr. Steiner is the Activities Director. A student identification card, which will admit them to most school activities, is provided to each student at no charge at the beginning of the school year or upon enrollment as a new student. Lost ID cards will not be reissued; the students must purchase a replacement immediately. We encourage students to attend and participate in activities as much as possible.

ELIGIBILITY FOR ACTIVITIES

To participate in any extracurricular activity, the student must be present the entire day of school on which the activity falls unless excused by an administrator.

Students who represent DCHS in any activity, sponsored by Kansas State High School Activities Association, must have passed at least three credits in the preceding semester. In order to be eligible to participate in any extra curricular activity, a student must be enrolled and attending Dodge City High School as a full-time student. They must be in good standing in school citizenship. Any student who is under penalty of suspension or whose character or conduct brings discredit to him/herself and his/her school is not considered in good standing.

Absence due to participation in activities is considered excused, but work should be made up in advance whenever possible and/or required by the teacher. Failure to keep work made up will result in a student being ineligible.

IN-SEASON ELIGIBILITY POLICY

Details of the Policy:

- ☒ A grade report for the eligibility period (Tuesday to Tuesday) will be run weekly, on Monday mornings by the Athletic Department, to determine which students currently involved in a sport are earning a cumulative “D” or “F” in any class
- ☒ A student whose name appears on the report will be assigned (and planner signed by a Dean of Students) to Opportunity Period with the Athletic Department Compliance Advisor, who will be in charge of attendance and ensuring student-athletes are sent to the appropriate tutors/teachers/study hall for the remainder of OP. This Advisor will also be in charge of notifying the Athletic Department/Dean of Students concerning any attendance and/or discipline issues with the assigned students.
- ☒ Students will be placed on a one-week probation if their name appears on the list. A second consecutive week on the list (with an “F” in the same course) will result in suspension from all activities during the following week. Consecutive weeks on the list (with a “D”) will simply result in continued mandatory OP tutoring. A student who falls from a “D” in the first week to an “F” in the second week will be suspended from competition for the second week.
- ☒ Teachers can send an email to the Coach and Athletic/Activities Director removing the student from the ineligibility list at any point during the suspension/probationary period. The student will continue in tutoring for the assigned week – and will be allowed to participate in contests if the email is received by 3:00 p.m. on the day before the contest.
- ☒ Coaches may have policies that are more restrictive than this policy, but not less restrictive.

STUDENT CONDUCT – RULES GOVERNING PARTICIPATION IN ATHLETICS AND ACTIVITIES

Student participation in the school district's athletic and activity programs is a privilege available to all students who are willing to make the commitment required and exercise the self-discipline necessary to comply with the rules of conduct established for the program. However, such participation is not a legal right. As such, participation is regulated by rules and regulations which are more stringent than those established for regular school attendance.

The following rules will apply to the participating student's conduct at all times and places during the school year, and not just to conduct while on school property or at a school-sponsored event. If a violation of the following rules occurs on school property or at a school-sponsored activity, enforcement of these rules will be in addition to other disciplinary action that may be imposed under the general student conduct rules.

The purpose of these rules is to assist the student in obtaining the full extent of benefits to be gained from participation in the school's athletic and activity programs, while at the same time establishing conduct that will maintain a positive image for the program and the school in the eyes of the community.

Proper physical conditioning, development of concepts of team work and cooperation, self-restraint and self-discipline for one's own betterment and for that of the team or group and the development of a positive image and self-esteem are but a few of the benefits to be derived from participation in such programs.

Students participating in school-sponsored athletics and activities are representatives of USD 443, and as such, are expected to conduct themselves at all times and at all places in such a manner so as to bring credit to themselves, their sport or activity, the school, and the community in general. Therefore, student conduct meeting the standards set forth herein is expected and is a requirement for participation by the student.

The rules of conduct set forth below have been adopted by the Board of Education and may be changed and/or amended at any time by action of the Board of Education. Copies of any such changes and/or amendments will be provided to all students and published in the student newspaper.

RULES OF CONDUCT

All students participating, or intending to participate, in any school-sponsored and/or KSHSAA-supervised athletic or activities program including, but not limited to, basketball, football, track, cross country, golf, tennis, wrestling, softball, baseball, swimming, cheerleading, volleyball, soccer, bowling, scholars' bowl, forensics, orchestra, band, drill team, KAYS, debate, STUCO, vocal music, FFA and the athletic training program, shall not:

1. Consume or be in possession of any alcoholic beverage or rice cereal malt beverage.
2. Use, possess, manufacture, distribute, or dispense any controlled substance, as defined by state or federal law, in any illegal manner;
3. Use or possess any form of tobacco product;
4. Violate any state or federal law, the commission of which would constitute a misdemeanor or felony if committed by an adult;
5. Be involved in any personal actions that discredits the team, school or community;
6. Commit playing rule violations that endanger the life and/or safety of others.

Any student who is under suspension or expulsion from class shall not participate in any athletic or activity program during the period of suspension from class.

If a student is absent from all or part of a school day, he/she may not practice or participate in any athletic or activity program on the day of the absence. Any exception to this rule requires prior approval from the Athletic/Activities Director. If for any reason the student's absence is not detected and the student takes part in any practice or participates in any athletic or activity program, he/she may not practice or participate in any athletic or activity program immediately after the absence is detected.

Each coach/sponsor may also establish other rules of conduct that are specific to his/her respective program and which apply during their respective season, including but not limited to absences from practices, tardiness, disrespect for coaches or sponsors, lack of effort or attention, violation of team training rules and similar conduct. Disciplinary action for such individual program violations may be more severe than the general rules provided herein. If such disciplinary action involves removal of the student from the program, the procedural rules set out herein will apply.

These rules of conduct supplement and are in addition to rules of conduct and eligibility requirements imposed by KSHSAA.

EFFECTIVE PERIOD

The Rules of Conduct set forth above shall be in effect continuously for the period beginning with the first KSHSAA approved practice for Fall sports until the end of all post-school year activities in the Spring, including weekends, holidays and vacations which occur during such period. This period is referred to herein as the "school year".

All students who intend to participate in any athletic or activities program will be expected to abide by the above rules throughout the entire school year.

If a violation occurs:

- During the school year, but prior to the time the student is participating in a program, disciplinary action will be imposed when the student next participates in any program.
- During the time the student is actively participating in a program, disciplinary action will be imposed during that program. If the current program ends before the disciplinary action is completed, the balance of the disciplinary action will carry over to the next program in which the student participates, including programs occurring during the next school year if necessary;
- During the time after the program in which the student participates has ended, the disciplinary action will be enforced when the student next participates in any program, including programs occurring during the next school year if necessary.

EXPECTED CONSEQUENCES

If a violation of this policy is reported to the Athletic/Activities Director by a coach/sponsor, school staff member, the parent/guardian of the student involved, the involved student or law enforcement personnel, an investigation may be undertaken by the Athletic/Activities Director. If the Athletic/Activities Director concludes that a violation of this policy has occurred, the following disciplinary action will be imposed. Although the consequences are categorized as first, second and third offenses, any disciplinary action listed in any category may be imposed for any violation depending on the existing circumstances and the nature and extent of the violation.

First Offense:

- Notification of parent/guardian and student of disciplinary action by Athletic/Activities Director or coach/sponsor;
- Loss of participation in at least ten percent (10%) of next competitive events: (If the activity in which the student participates does not involve competitive events, the student may be barred from participating in the activity for such period of time deemed appropriate by the Athletic/Activities Director and sponsor.)
- Drug and/or alcohol counseling if deemed appropriate by the Athletic/Activities Director;
- Subject to special conditioning or other similar disciplinary action at coach's or sponsor's discretion;

Second Offense:

- Notification of parent/guardian and student of disciplinary action by Athletic/Activities Director or coach/sponsor;

- Loss of participation in at least twenty percent (20%) of next competitive events; (If the activity in which the student participates does not involve competitive events, the student may be barred from participating in the activity for such period of time deemed appropriate by the Athletic/Activities Director and sponsor.)
- Drug and/or alcohol counseling if deemed appropriate by the Athletic/Activities Director;
- Subject to special conditioning program or other similar disciplinary action at coach's or sponsor' discretion;

Third Offense:

- Notification of parent/guardian and student of disciplinary action by Athletic/Activities Director or coach/sponsor;
- Loss of participation in all athletics/activities for the remainder of the school year and up to loss of participation in all athletics/activities during the next school year or years;
- Drug and/or alcohol counseling if deemed appropriate by the Athletic/Activities Director.

CONFERENCE AND APPEAL RIGHTS

In the event the disciplinary action proposed involves ineligibility for the remainder of the school year or years, the parent/guardian will be requested to attend the conference with the Athletic/Activities Director, coach/sponsor and student. If the parent/guardian refuses or cannot be located within a reasonable time, the conference will proceed with the student only. If the student refuses to attend the conference, such refusal shall be deemed a waiver of the student's and parent's/guardian's right to the conference or any appeal of the disciplinary action taken.

At the conference the student will be informed of the nature of the violation and the basis for the disciplinary action. The student will be given an opportunity to make a statement in defense or mitigation to the allegations and/or disciplinary action.

A written notice of the disciplinary action imposed and the reasons therefore shall be given to the student involved and to the student's parent/guardian within three (3) school days following the disciplinary conference.

The student and/or parent/guardian may appeal such action by filing a written notice of appeal with the Clerk of the Board of Education not later than five (5) school days after receiving the written notice of ineligibility. Any such appeal will be heard by a hearing officer appointed by the Superintendent of Schools, not later than fifteen (15) school days after such notice of appeal is received by the Clerk. The student and the student's parent/guardian shall be notified in writing of the time and place of the appeal hearing at least five (5) school days prior thereto. The decision on any such appeal shall be rendered not later than five (5) school days after the conclusion of the appeal hearing. Such appeal hearing shall be conducted in accordance with the following rules and shall afford the following rights:

1. The right of the student to have counsel of the student's own choice present and to receive the advice of such counsel or other person whom the student may select;
2. The right of the parent or guardian of the student to be present at the hearing;
3. The right of the student and the student's counsel or parent/guardian to hear or read a full report of the facts and reasons given in support of the disciplinary action taken;
4. The right of the student or the student's counsel to cross examine witnesses who appear in person at the hearing;
5. The right of the student to present the student's own witnesses in person at the hearing;
6. The right of the student to testify on the student's own behalf and give reasons for the student's conduct;
7. The right of the student to have an orderly hearing; and
8. The right of the student to a fair and impartial decision based on the evidence.

Failure of the student and parent/guardian to appear at the time and place designated in the appeal hearing notice shall constitute a waiver of the right to such appeal hearing.

The decision of the hearing officer shall be final and binding, and a copy of the decision shall be provided to the student and parent/guardian.

PARENTAL SUPPORT

Parental support of the student's participation in athletic and activity programs is essential. Parents of student participants are expected to know and enforce the rules of conduct governing the program or activity in which their student is involved.

A copy of these rules will be provided to the parent/guardian and the student.

Parent/guardians, as well as other relatives and friends of a student participant are encouraged to attend and support the programs and activities in which their student is involved. If, however, the conduct of such parent/guardian or relative is, or becomes, disruptive or has a negative impact on the program or activity, the parent/guardian or relative may be asked to leave the event and may be barred from further attendance.

Parents/guardians are expected to immediately report to the Athletic/Activities Director any condition or circumstance which may affect their student's participation in a program or activity.

PARENT/GUARDIAN EXTRACURRICULAR TRANSPORTATION NOTICE

I understand that practices for elective programs may be conducted at a location away from my student's campus. I understand that unless I am notified otherwise in writing the School District does not provide transportation for such practices. By requesting that my student be permitted to participate in elective activities, I agree that in those circumstances where the District does not provide transportation to such practices, I assume full responsibility for personally transporting my student, or for arranging transportation of my student, to and from such practices.

I acknowledge that if I elect not to personally drive my student to and from a practice, any decision I may make to instead allow my student to drive himself or herself, to ride in a vehicle driven by the parent or guardian of another student participant, or to ride in a vehicle driven by another student participant, is solely an exercise of my discretion as a parent or guardian. I acknowledge that the assessment and decision whether it is safe to allow my student to drive to or from any practice, to ride with another parent or guardian, or to ride with another student driving, is a family assessment and decision made by me.

By allowing my student to participate in this elective extracurricular program, I agree that no person driving my student to and from an athletic practice for which the School District is not providing transportation shall be considered an agent or employee of the School District, in any respect or for any purpose.

ATTENDANCE

Students shall be present each day in all classes in which they are enrolled unless excused for a school activity or other such valid reason as authorized by the administrator of the school. Daily attendance records shall be maintained for each student enrolled in district schools.

CLASSIFICATION OF ABSENCE

All absences shall be classified in one of the following categories:

Excused: (Board policy JBD-R)

The principal shall establish a procedure to determine the reason any student is absent from school or shall have the parent or guardian call the school.

All "excused" absences will fall within the following categories:

- 1) Long-term illness or disability of the student;
- 2) Professional appointments for medical or legal reasons;
- 3) Serious personal or family problems;
- 4) Special religious reasons specifically approved by the building principal;
- 5) Other special or unusual circumstances specifically approved by the building principal;
- 6) Approved school related activities.

DROPPING A STUDENT FROM SCHOOL ROLLS

Should a student be absent for ten (10) or more consecutive days and all reasonable efforts to ascertain the student's whereabouts or the reason for such absence have failed, the student shall be dropped from

the school rolls. All efforts to re-establish student status must come through the school administrator's office as a re-enrollment, with class assignment to be at the discretion of the school administrator.

KANSAS SCHOOL ATTENDANCE LAW

According to Kansas Statute 72-977, 72-1111, and 72-1113, students must attend school until they are eighteen (18) years of age. The law specifically states:

“Whenever a child is required by law to attend public schools within the school district and such child is inexcusably absent as determined by the regulations of this policy for three consecutive days or five or more days in a semester or seven days in a school year, a report thereof shall be made by the District Attendance Officer to the authorities designated by the state statute.”

ACCESS TO THE BUILDING

All of the doors to the high school will be locked at 8:15 a.m. except the main entrance to the building which is the south entrance off the horseshoe drive. If you need access to any part of the building after 8:15 a.m. you will need to enter through this location. We are choosing to lock all of the remaining doors so that we can improve our ability to keep students as safe as possible while they are at school.

LEAVING THE BUILDING

If students must leave the building for any reason other than those associated with school programs or activities, it is imperative that they check out with the secretary of the academic house to which they are assigned BEFORE leaving the building. In all cases, parental/guardian permission is required before we can release you from our jurisdiction. If you leave the building without properly checking out, you will be subject to a detention assignment or Out of School Suspension.

TARDY POLICY

The first time a student is tardy to a class, the classroom teacher will issue a verbal warning. The second time a student is tardy to class, the teacher will assign a 15-minute detention. The third time a student is tardy to class, the student will be assigned a 30-minute detention and the teacher will contact the parent/guardian. For the fourth and following tardies, the student will be referred to the office to see an administrator. A record of the student's tardies will accumulate for as long as the class meets.

When a student receives his/her seventh tardy through a combination of one or all of his/her classes, s/he can be placed on a DCHS Tardy Contract. If the student on a contract continues to accumulate tardies, consequences will be assigned.

VERIFICATION OF STUDENT ABSENCES

All absences will remain unexcused until a parent notifies the school of a legitimate reason for the absence and is accepted by the school administration. A parent/guardian shall have three (3) school days in which to excuse an absence. A parent/guardian will be allowed to excuse absences that are more than three (3) days old if the parent/guardian provides documentation (doctor's notes, etc.)

In cases where absences are deemed excessive, a physician's verification will be required for the absences to be excused. School administration may request that parents/guardians provide a doctor's note in cases where a student has been ill in excess of 3 consecutive days or 10 days cumulative in the school year.

Unexcused: All other absences will be considered unexcused.

A significant part of the grades 9-12 school day will be considered one or more of the student's scheduled classes.

School-Related Activities: The absence of a student due to school-related activities shall not be recorded as an absence if the building school administrator specifically approves such activity and the student's absence from class or classes.

Make-up Work: It is the responsibility of the student to obtain the necessary information from his/her teachers with respect to making up the schoolwork lost during the absence. The student must complete the make-up assignments in order to receive credit for such work. In order for a student to receive credit the **work must be made up within the same number of school days as the absence, plus one day of grace.** This time frame begins on the day the student returns to class. In cases of long-term suspension or expulsion, make-up work is not allowed. Work may not be made up for unexcused absences during finals unless specifically approved by an administrator.

CRISIS PLANNING

District level and building level crisis plans will be developed to provide for an organized, planned response to crises. Crisis situations are inevitable; thoughtful rational crisis management is the only defense.

CODE OF STUDENT CONDUCT

The Code of Student Conduct applies at all times while students are on or about school district property or areas adjacent thereto, which shall include: Any district property being used for an official school activity, property not owned by the district being used for school-sponsored activities or events, and any vehicle, including school buses, while such vehicle is being used to transport students for the district. This Code of Student Conduct also applies to any student whose conduct at any time or place has a direct and immediate effect on maintaining order and discipline in schools.

TO MAINTAIN A SAFE ENVIRONMENT

Behaviors are not allowed that are intended to cause another individual physical or mental harm and/or are illegal. Examples include but are not limited to the following:

- Weapons (possession or use of)
- Theft
- Fighting
- Inciting to fight
- Violence towards adults/students
- Intimidation/extortion/threats
- Aggravated abuse of a school employee
- Gross insubordination
- Alcohol/Drugs (possession/use/disbursement of)
- Sexual harassment of any kind
- Arson
- Explosive devices (possession or use of)

EXPECTED CONSEQUENCES

Out-of-school suspension (short-term)

Long-term suspension

Expulsion for the remainder of the year

Expulsion for 186 school days

A student suspended for fighting for a second time will receive a notice for a formal hearing, to take place within ten days, seeking long-term suspension or expulsion.

TO MAINTAIN AN ORDERLY ENVIRONMENT

Behaviors are not allowed that occur outside the classroom that are intended to cause physical or mental harm to another individual and/or may be illegal. Examples include but are not limited to the following:

- Verbal abuse of teacher/staff/student
- Disruptive behaviors in hallway
- Disruptive behaviors in the cafeteria
- Disruptive behaviors before and after school
- Disruptive behaviors at a school activity
- Unverified absences/tardiness/truancy
- Tobacco (possession or use of)
- Gambling
- Solicitation (selling unauthorized items at school)
- Destruction or defacement of property - vandalism

- Inappropriate display of affection
- Dress code violations
- Defiance of authority
- Inciting to fight/contributing to a disruptive situation
- Use of inappropriate language
- Misuse of technology
- Setting off disaster alarm falsely

EXPECTED CONSEQUENCES

Looking in the vicinity of the misbehavior
Walking toward the area of misbehavior
Verbal correction
Informal talk
Isolation
Counselor referral
Teacher-parent conference
Behavior contract
Principal-teacher-parent conference
Office referral
Restitution
Detention
Suspension from school-related activities
Removal from bus
Referral to local agencies
Out-of-school suspension

TO MAINTAIN A PRODUCTIVE CLASSROOM ENVIRONMENT

Behaviors are not allowed that occur in the classroom that interfere with the learning of others. Examples include but are not limited to the following:

- Failure to follow reasonable request of a teacher
- Talking out
- Horseplay
- Disturbing another student
- Showing disrespect/defiance
- Improper use of equipment
- Educational nuisance
- Cheating

EXPECTED CONSEQUENCES

Isolation
Looking in the vicinity of the misbehavior
Walking toward the area of the misbehavior
Verbal correction
Informal talk
Teacher-parent conference
Teacher-student conference/documentation
Behavior contract
Office referral
Principal-teacher-parent conference
Detention

TO MAINTAIN A PRODUCTIVE PERSONAL ENVIRONMENT

Classroom behaviors are not allowed which negatively affect the misbehaving student. Examples include but are not limited to the following:

- Not having appropriate equipment and materials
- Sleeping
- Being off task, but not disturbing others
- Failing to turn in homework/failing to complete assignments
- Failing to dress out for PE

EXPECTED CONSEQUENCES

Looking in the vicinity of the behavior

Walking toward the area of the misbehavior

Verbal response

Informal talk

Teacher-student conference/documentation

Isolation

Teacher-parent conference

Detention

CONSEQUENCES FOR VIOLATIONS DEFINED

DETENTION: An extension of the regular classroom used to help students who have used class time unwisely or have provoked a teacher in such a way that time is needed to correct a situation. Detentions may be assigned for tardies, failure to do class work, classroom interruptions, etc. Students who fail to report to detention as directed by the teacher will be referred to the office for counseling and possible assignment to Time Out Room or to additional detention time. Students are not to be held in detention for more than one hour after school is dismissed for the day.

OUT OF SCHOOL SUSPENSION: Out of School Suspension (OSS) is assigned for major behavior and attendance infractions. This may involve anywhere between one to ten days. All procedures and policies related to OSS are included in the U.S.D. 443 Board of Education Policy. Absences because of OSS are considered unexcused, but schoolwork may be made up for credit. If a student is suspended from school, the student must complete the suspension period (school days) before being allowed to participate in school activities. **Students are not to represent D.C.H.S. in any activity or sporting event on the day, or days, they are serving a suspension.** The student becomes eligible again for participation at 7:50 a.m. the next school day after the suspension has been served.

TIME OUT ROOM: The Time Out Room will be used only for students in crisis situations involving personal problems or referrals from a principal involving short periods of time. These students may also be sent to the Counseling Center for additional help if need be. At any time the TOR teacher or a principal may deny a student entrance into the room because of overcrowding. All discipline referrals should be sent to the principal's office where they will be dealt with as soon as possible.

LONG-TERM SUSPENSION: A long-term suspension extends the period of exclusion from school to a term exceeding 10 days, but not beyond 90 school days. Such action may result in loss of credit for the affected semester. Parental notification is mandatory.

EXPULSION: An expulsion extends the period of exclusion for up to 189 school days. Such action may result in loss of credit. Parental notification is mandatory.

PARENTAL NOTIFICATION/NOTICE: The act of giving notice of or reporting to the parent or guardian the consequential or disciplinary action that has been imposed either by telephone or by written notice. In the case of short-term suspension, long-term suspension, and expulsion, written notice is required by Kansas statutes and shall be mailed to the residence of the parents or guardians at the address on file in the school records or by personal delivery. K.S.A. 72-9802(g)

CORPORAL PUNISHMENT: No teacher or administrator shall use physical force or physical contact against or strike a student as punishment for a violation of the Code of Student Conduct.

Provided, however, nothing in this policy shall be construed to impair teachers or administrators from using reasonable and necessary physical force to restrain a student in order to protect themselves or other persons, prevent the destruction of property, or to prevent any illegal overt act on the part of the student.

DRUG DOGS AND SEARCHES

As has been the practice in the past, the Dodge City Police Department will be bringing drug dogs into the high school building at different times throughout the course of the school year. The dogs will also work the parking lots since they are located on school property.

SEARCHING CARS

Students and parents should note that the parking areas at DCHS are located on the premises of USD #443. Use of the parking areas at DCHS by students constitutes an implied consent by the student for the search of the student's motor vehicle by school officials. Further, a student's motor vehicle may be searched at any time school officials have reasonable suspicion that a student has violated an ordinance or statute, or a District policy or rule.

LOCKS AND LOCKERS

Lockers are considered to be the property of the school and are subject to search at any time. Any lock other than a school-supplied lock will be removed. Any student who does not keep his/her locker properly closed and locked may expect theft to occur. Because lockers, whether in the locker areas or in P.E./Athletic facilities, have proven vulnerable to theft, students are advised never to leave money or valuables in the lockers. Dodge City High School cannot accept responsibility for lost items. Lock your locker!

BULLYING

Bullying is prohibited in USD #443. Bullying means: Any intentional gesture or any intentional written, verbal, electronic or physical act or threat that is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for a student or staff member that a reasonable person, under the circumstances, knows or should know will have the effect of:

- Harming a student or staff member, whether physically or mentally;
- Damaging a student's or staff member's property;
- Placing a student or staff member in reasonable fear of harm; or
- Placing a student or staff member in reasonable fear of damage to the student's or staff member's property.

Bullying also includes cyberbullying. "Cyberbullying" means bullying by use of any electronic communication device through means including, but not limited to, e-mail, instant messaging, text messages, blogs, mobile phones, pagers, online games and websites.

Additionally, bullying means any form of intimidation or harassment prohibited by the board of education of the school district in policies concerning bullying adopted pursuant to K.S.A. 72-8256 or subsection (e) of K.S.A. 72-8205, and amendments thereto. USD #443 will not tolerate these actions by students or staff.

Any act of bullying by either an individual student or group of students is prohibited on or while using school property, in a school vehicle or at school-sponsored functions. This policy applies to students who directly engage in an act of bullying, to students who, by their behavior, support another student's act of bullying, and to all staff members who engage in similar behaviors.

No teacher, administrator, or school district employee shall engage in, permit, or tolerate bullying.

Retaliation against a victim, good faith reporter, or a witness to bullying is prohibited.

A person who engages in an act of bullying, reprisal, retaliation or false reporting of bullying, shall be subject to discipline in accordance with school district policy and procedures. The school district may take into account the following factors: the ages of the parties involved; the developmental and maturity levels, special education needs of the parties involved, and the severity of the behavior.

Discipline guidelines for student and staff bullying are found in the appropriate handbooks. Offenses over time may result in discipline up to and including suspension and/or expulsion or termination from employment. As appropriate, reports to local law enforcement will be filed to report criminal bullying behaviors.

EMERGENCY SAFETY INTERVENTION POLICY GAAF

The board of education is committed to limiting the use of Emergency Safety Intervention (“ESI”), such as seclusion and restraint, with all students. Seclusion and restraint shall be used only when a student’s conduct necessitates the use of an emergency safety intervention as defined below. The board of education encourages all employees to utilize other behavioral management tools, including prevention techniques, de-escalation techniques, and positive behavioral intervention strategies.

This policy shall be made available on the district website with links to the policy available on any individual school pages. In addition, this policy shall be included in at least one of the following: each school’s code of conduct, school safety plan, or student handbook. Notice of the online availability of this policy shall be provided to parents during enrollment each year.

Definitions

- “Campus police officer” means a school security officer designated by the board of education of any school district pursuant to K.S.A. 72–8222, and amendments thereto.
- “Chemical Restraint” means the use of medication to control a student’s violent physical behavior or restrict a student’s freedom of movement.
- “Emergency Safety Intervention” is the use of seclusion or physical restraint, but does not include physical escort or the use of time-out.
- “Incident” means each occurrence of the use of an emergency safety intervention.
- “Law enforcement officer” and “police officer” mean a full-time or part-time salaried officer or employee of the state, a county, or a city, whose duties include the prevention or detection of crime and the enforcement of criminal or traffic law of this state or any Kansas municipality. This term includes a campus police officer.
- “Legitimate law enforcement purpose” means a goal within the lawful authority of an officer that is to be achieved through methods or conduct condoned by the officer’s appointing authority.
- “Mechanical Restraint” means any device or object used to limit a student’s movement.
- “Parent” means: (1) a natural parent; (2) an adoptive parent; (3) a person acting as a parent as defined in K.S.A. 72-1046(d)(2), and amendments thereto; (4) a legal guardian; (5) an education advocate for a student with an exceptionality; (6) a foster parent, unless the student is a child with an exceptionality; or (7) a student who has reached the age of majority or is an emancipated minor.
- “Physical Escort” means the temporary touching or holding the hand, wrist, arm, shoulder, or back of a student who is acting out for the purpose of inducing the student to walk to a safe location.
- “Physical Restraint” means bodily force used to substantially limit a student’s movement, except that consensual, solicited, or unintentional contact and contact to provide comfort, assistance, or instruction shall not be deemed to be physical restraint.
- “School resource officer” means a law enforcement officer or police officer employed by a local law enforcement agency who is assigned to a district through an agreement between the local law enforcement agency and the district.
- “School security officer” means a person who is employed by a board of education of any school district for the purpose of aiding and supplementing state and local law enforcement agencies in which the school district is located, but is not a law enforcement officer or police officer.
- “Seclusion” means placement of a student in a location where all of the following conditions are met: (1) the student is placed in an enclosed area by school personnel; (2) the student is purposefully isolated from adults and peers; and (3) the student is prevented from leaving, or reasonably believes that he or she will be prevented from leaving the enclosed area.
- “Time-out” means a behavioral intervention in which a student is temporarily removed from a learning activity without being secluded.

Prohibited Types of Restraint

All staff members are prohibited from engaging in the following actions with all students:

- Using face-down (prone) physical restraint;
- Using face-up (supine) physical restraint;
- Using physical restraint that obstructs the student’s airway;

- Using physical restraint that impacts a student's primary mode of communication;
- Using chemical restraint, except as prescribed treatments for a student's medical or psychiatric condition by a person appropriately licensed to issue such treatments; and
- Use of mechanical restraint, *except*:
 - Protective or stabilizing devices required by law or used in accordance with an order from a person appropriately licensed to issue the order for the device;
 - Any device used by a certified law enforcement officer to carry out law enforcement duties; or
 - Seatbelts and other safety equipment when used to secure students during transportation.

Use of Emergency Safety Interventions

ESI shall be used only when a student presents a reasonable and immediate danger of physical harm to such student or others with the present ability to effect such physical harm. Less restrictive alternatives to ESI, such as positive behavior interventions support, shall be deemed inappropriate or ineffective under the circumstances by the school employee witnessing the student's behavior prior to the use of any ESI. The use of ESI shall cease as soon as the immediate danger of physical harm ceases to exist. Violent action that is destructive of property may necessitate the use of an ESI. Use of an ESI for purposes of discipline, punishment, or for the convenience of a school employee shall not meet the standard of immediate danger of physical harm.

ESI Restrictions

A student shall not be subjected to ESI if the student is known to have a medical condition that could put the student in mental or physical danger as a result of ESI. The existence of such medical condition must be indicated in a written statement from the student's licensed health care provider, a copy of which has been provided to the school and placed in the student's file.

Such written statement shall include an explanation of the student's diagnosis, a list of any reasons why ESI would put the student in mental or physical danger, and any suggested alternatives to ESI. Notwithstanding the provisions of this subsection, a student may be subjected to ESI, if not subjecting the student to ESI would result in significant physical harm to the student or others.

Use of Seclusion

When a student is placed in seclusion, a school employee shall be able to see and hear the student at all times.

All seclusion rooms equipped with a locking door shall be designed to ensure that the lock automatically disengages when the school employee viewing the student walks away from the seclusion room, or in case of emergency, such as fire or severe weather.

A seclusion room shall be a safe place with proportional and similar characteristics as other rooms where students frequent. Such room shall be free of any condition that could be a danger to the student, well-ventilated, and sufficiently lighted.

Training

All staff members shall be trained regarding the use of positive behavioral intervention strategies, de-escalation techniques, and prevention techniques. Such training shall be consistent with nationally recognized training programs on ESI. The intensity of the training provided will depend upon the employee's position.

Administrators, licensed staff members, and other staff deemed most likely to need to restrain a student will be provided more intense training than staff who do not work directly with students in the classroom. District and building administration shall make the determination of the intensity of training required by each position.

Each school building shall maintain written or electronic documentation regarding the training that was provided and a list of participants, which shall be made available for inspection by the state board of education upon request.

Notification and Documentation

The principal or designee shall notify the parent the same day as an incident. The same-day notification requirement of this subsection shall be deemed satisfied if the school attempts at least two methods of contacting the parent. A parent may designate a preferred method of contact to receive the same-day

notification. Also, a parent may agree, in writing, to receive only one same-day notification from the school for multiple incidents occurring on the same day.

Documentation of the ESI used shall be completed and provided to the student's parents no later than the school day following the day of the incident. Such written documentation shall include: (A) The events leading up to the incident; (B) student behaviors that necessitated the ESI; (C) steps taken to transition the student back into the educational setting; (D) the date and time the incident occurred, the type of ESI used, the duration of the ESI, and the school personnel who used or supervised the ESI; (E) space or an additional form for parents to provide feedback or comments to the school regarding the incident; (F) a statement that invites and strongly encourages parents to schedule a meeting to discuss the incident and how to prevent future incidents; and (G) email and phone information for the parent to contact the school to schedule the ESI meeting. Schools may group incidents together when documenting the items in subparagraphs (A), (B) and (C) if the triggering issue necessitating the ESIs is the same.

The parent shall be provided the following information after the first and each subsequent incident during each school year:

- a copy of this policy which indicates when ESI can be used;
- a flyer on the parent's rights;
- information on the parent's right to file a complaint through the local dispute resolution process (which is set forth in this policy) and the complaint process of the state board of education; and
- information that will assist the parent in navigating the complaint process, including contact information for Families Together and the Disability Rights Center of Kansas.

Upon the first occurrence of an incident of ESI, the foregoing information shall be provided in printed form or, upon the parent's written request, by email. Upon the occurrence of a second or subsequent incident, the parent shall be provided with a full and direct website address containing such information.

Law Enforcement, School Resource, and Campus Security Officers

Campus police officers and school resource officers shall be exempt from the requirements of this policy when engaged in an activity that has a legitimate law enforcement purpose. School security officers shall not be exempt from the requirements of this policy.

If a school is aware that a law enforcement officer or school resource officer has used seclusion, physical restraint, or mechanical restraint on a student, the school shall notify the parent the same day using the parent's preferred method of contact. A school shall not be required to provide written documentation to a parent, as set forth above, regarding law enforcement use of an emergency safety intervention, or report to the state department of education any law enforcement use of an emergency safety intervention. For purposes of this subsection, mechanical restraint includes, but is not limited to, the use of handcuffs.

Documentation of ESI Incidents

Except as specified above with regard to law enforcement or school resource officer use of emergency safety interventions, each building shall maintain documentation any time ESI is used with a student. Such documentation must include all of the following:

- Date and time of the ESI,
- Type of ESI,
- Length of time the ESI was used,
- School personnel who participated in or supervised the ESI,
- Whether the student had an individualized education program at the time of the incident,
- Whether the student had a section 504 plan at the time of the incident, and whether the student had a behavior intervention plan at the time of the incident.

All such documentation shall be provided to the building principal, who shall be responsible for providing copies of such documentation to the superintendent or the superintendent's designee on at least a biannual basis. At least once per school year, each building principal or designee shall review the documentation of ESI incidents with appropriate staff members to

consider the appropriateness of the use of ESI in those instances.

Reporting Data

District administration shall report ESI data to the state department of education as required.

Parent Right to Meeting on ESI Use

After each incident, a parent may request a meeting with the school to discuss and debrief the incident. A parent may request such meeting verbally, in writing, or by electronic means. A school shall hold a meeting requested under this subsection within 10 school days of the parent's request. The focus of any such meeting shall be to discuss proactive ways to prevent the need for emergency safety interventions and to reduce incidents in the future.

For a student with an IEP or a Section 504 plan, such student's IEP team or Section 504 plan team shall discuss the incident and consider the need to conduct a functional behavioral assessment, develop a behavior intervention plan, or amend the behavior intervention plan if already in existence.

For a student with a section 504 plan, such student's section 504 plan team shall discuss and consider the need for a special education evaluation. For students who have an individualized education program and are placed in a private school by a parent, a meeting called under this subsection shall include the parent and the private school, who shall consider whether the parent should request an individualized education program team meeting. If the parent requests an individualized education program team meeting, the private school shall help facilitate such meeting.

For a student without an IEP or Section 504 plan, the school staff and the parent shall discuss the incident and consider the appropriateness of a referral for a special education evaluation, the need for a functional behavioral assessment, or the need for a behavior intervention plan. Any such meeting shall include the student's parent, a school administrator for the school the student attends, one of the student's teachers, a school employee involved in the incident, and any other school employees designated by the school administrator as appropriate for such meeting.

The student who is the subject of such meetings shall be invited to attend the meeting at the discretion of the parent. The time for calling such a meeting may be extended beyond the 10-day limit if the parent of the student is unable to attend within that time period.

Nothing in this section shall be construed to prohibit the development and implementation of a functional behavior assessment or a behavior intervention plan for any student if such student would benefit from such measures.

Local Dispute Resolution Process

If a parent believes that an emergency safety intervention has been used on the parent's child in violation of state law or board policy, the parent may file a complaint as specified below.

The board of education encourages parents to attempt to resolve issues relating to the use of ESI informally with the building principal and/or the superintendent before filing a formal complaint with the board. Once an informal complaint is received, the administrator handling such complaint shall investigate such matter, as deemed appropriate by the administrator. In the event that the complaint is resolved informally, the administrator must provide a written report of the informal resolution to the superintendent and the parents and retain a copy of the report at the school. The superintendent will share the informal resolution with the board of education and provide a copy to the state department of education.

If the issues are not resolved informally with the building principal and/or the superintendent, the parents may submit a formal written complaint to the board of education by providing a copy of the complaint to the clerk of the board and the superintendent within thirty (30) days after the parent is informed of the incident.

Upon receipt of a formal written complaint, the board president shall assign an investigator to review the complaint and report findings to the board as a whole. Such investigator may be a board member, a school administrator selected by the board, or a board attorney. Such investigator shall be informed of

the obligation to maintain confidentiality of student records and shall report the findings of fact and recommended corrective action, if any, to the board in executive session.

Any such investigation must be completed within thirty (30) days of receipt of the formal written complaint by the board clerk and superintendent. On or before the 30th day after receipt of the written complaint, the board shall adopt written findings of fact and, if necessary, appropriate corrective action. A copy of the written findings of fact and any corrective action adopted by the board shall only be provided to the parents, the school, and the state department of education and shall be mailed to the parents and the state department within 30 days of the board's receipt of the formal complaint.

If desired, a parent may file a complaint under the state board of education administrative review process within thirty (30) days from the date a final decision is issued pursuant to the local dispute resolution process.

Policy References: GAO, JRB, JQ, and KN

Adoption Date: 8/12/2013, **Revised:** 3/3/2014; 08/10/2015; 08/08/2016

IMMUNIZATIONS

The revisions of Senate Bill 575 become effective upon publication in July 1994. The revisions are as follows:

1. Medical exemptions are signed annually.
2. On or before May 15th, the school shall notify the parents or guardians of the following school year's immunization requirements. Therefore, the 90-day notification period will be effective over the summer break and children will present current immunization histories before entering school in the fall.
3. If the student transfers from one school to the other, immunization records must transfer with the transcripts to the school to which the child transfers.
4. Local Health Departments may provide immunizations on a sliding fee scale for administrative charges with the exception that no child may be denied immunizations for inability to pay an administrative fee.
5. The schools shall utilize the reporting form adopted by the secretary for documentation of immunizations. (Kansas Certificate of Immunization)

INSURANCE

Information about low-cost student insurance, including Kansas *Health Wave*, is available annually at enrollment or anytime during the school year by contacting the school or district office.

Parents are responsible for obtaining accident, health, athletic, hospital, and other insurance coverage for their student(s). Expenses not covered by such policies are the responsibility of the parents.

The school district is not responsible for accidents, injuries or personal property loss that occurs to students at school, on school property or at school sponsored events.

Students out for athletics will not be permitted to participate until they have evidence that they are properly insured. This evidence must be on file with the athletic director.

POLICY REGARDING THE GIVING OF MEDICINE AT SCHOOL (BOE Policy JGFGB-R-3)

Most medications can be conveniently administered outside of school hours. If school personnel are to supervise student medications, the following procedures must be followed:

- 1) A written **Permission for Administration of Medication Form** must be signed by a physician and a parent and return to school.
- 2) All medication to be given at school must be taken to the nurse's office for dispensing.
- 3) The medication must be in an original container that is properly labeled with the student's name, the current date, and the authorized dosage instructions.
- 4) Medications not accompanied with the signed permission form will not be administered by school personnel.
- 5) **No over-the-counter medications** except first aid supplies should be maintained by school personnel without a permission form signed by a physician and a parent.

Most prescription medications can be conveniently administered up to three times per day outside of school hours- in the morning, after school and at bedtime.

USE OF BREATHALYZER/NEURODYSFUNCTION EYE TEST

A Breathalyzer and/or Neurodysfunction Eye Test (N.E.T.S.) can be utilized at various school related activities, both on and off campus. If indicators exist that a student is under the influence of chemical substances, notification of appropriate authorities and disciplinary measures will occur. Students refusing to take the test will also be subject to suspension.

INTERNET ACCESS POLICY

The district's computer systems, including software, networks, electronic mail, and Internet access, are for educational use only. Students are expected to abide by the guidelines and principles in the district's "Acceptable Use Policy" (IFAD), and have a signed "Parent/Student Agreement" on file with the district prior to using these systems.

Students shall have no expectation of privacy when using district computers, electronic mail, and/or related systems. These systems shall be used for educational purposes only. Students are to use appropriate language at all times and are to conduct themselves according to guidelines approved by their teachers and administration.

Please read before using DCHS Internet Access

Dodge City High School Acceptable Use Policies for Internet Access

1. All use of the Internet must be in support of education and research and consistent with the purposes of Dodge City High School and USD 443.
2. Any use of the network to facilitate illegal activity is prohibited.
3. Any use of the network for commercial or for-profit purposes is prohibited.
4. Any use of the network for product advertisement or political lobbying is prohibited.
5. Communications via the network are not assumed to be private or privileged information.
6. No use of the network shall serve to disrupt the use of the network by others; hardware or software shall not be destroyed, modified, or abused in any way.
7. Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.

8. Hate mail, harassment, discriminatory remarks, flaming, spamming (volumes of junk mail) and other antisocial behaviors are prohibited.
9. The illegal installation of copyrighted software for use on district computers is prohibited.
10. Use of the network to access obscene or pornographic material is prohibited.
11. Use of the network to transmit material likely to be offensive or objectionable to recipients is prohibited.
12. Students are warned not to use their full names or give out their home addresses on any communications on the Internet.

Dodge City High School reserves the right to monitor and/or log Internet use. Use of DCHS Internet access indicates the user's agreement to abide by the above listed guidelines.

Any electronic mail, computer application, or other information in district computer systems is subject to monitoring by staff and administration. The district retains the right to duplicate any information in these systems, including from any storage media (i.e. hard disk drive, etc.). Students violating these guidelines are subject to disciplinary action, up to and including suspension from school.

SCHOOL LUNCH PROCEDURES

A nutritious breakfast, lunch and ala carte items are offered daily in the food court. Each student will be assigned to one of four lunch periods during fourth block.

The meals available and the prices charged are as follows:

Grades 9 - 12:

Full Price Lunch Fees:

Lunch Fee: \$2.75

Adult Fee: \$3.70

**Milk is 60 cents extra for adult lunch and breakfast.*

(Prices are subject to change)

Full Price Breakfast Fees:

Breakfast Fee: \$1.90

Adult Fee: \$2.50

No lunch money is handled in the school office.

NO CHARGING IS ALLOWED. All students are encouraged to make deposits into their account before school in lines 3 or 4 or the snack bar area. During opportunity period only line 4 is available to take deposits. Students are reminded verbally when their account reaches \$6.00 and below. Family access is also available thru Skyward in which a student's account can be viewed by his/her parent.

All families are encouraged to complete an application for the Child Nutrition Program Benefits. A current application is required each year. Families will be notified of their benefits within 10 days of the application being received in the Nutrition Office. One application is needed per household and all information is kept confidential. Until the household has been notified of their benefits, parents are responsible for paying full price for their student's meals.

All school cafeterias are inspected twice a year by the Kansas Department of Agriculture. The cafeterias follow the guidelines set forth by this department pertaining to safety and sanitation.

All schools are registered as an OFFER-VS-SERVE program with the Kansas State Child Nutrition & Wellness department. This allows students to choose at least three or all five meal components that are offered daily. Starting in SY 2012-13, students must select a fruit or vegetable to make a reimbursable meal.

Parents are welcome to eat with their student(s).

Coats, hoodies, and school bags will not be allowed in the food court area during lunch.

Further information about the program is available by contacting the CHILD NUTRITION OFFICE at 1000 Second Avenue. The telephone number is 371-1030.

DIETARY INFORMATION

Federal regulations require the school Nutrition Program receive written instructions from an appropriate medical authority before the school can modify a student's meals. A recognized medical authority must complete one of the following forms to document a student's current special dietary needs.

- ⓔ **Medical Statement for Student with Special Dietary Needs Due to Disability:** If the student has a disability that affects his/her diet; a licensed physician must complete this form.
- ⓔ **Medical Statement for Student with Special Dietary Needs Due to Food Allergy or Intolerance:** If the student has a food allergy or intolerance, a physician or other recognized medical authority (i.e. physician's assistant or nurse practitioner) must complete this form.

The appropriate medical statements may be obtained in your school's Nutrition Department or the District Nutrition Office. These forms must be updated yearly.

For some students, special diet orders are temporary. When there is no longer a need for special dietary needs a **Discontinuation of Special Diet** form must be completed by the physician or recognized medical authority. This form can also be obtained in the School's Nutrition Office or the District Nutrition Office.

USDA NONDISCRIMINATION STATEMENT

In accordance with Federal civil rights and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Person with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at http://www.ascr.usda.gov/complaint_filing_cust.html, and t any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-940
- (2) Fax: (202) 690-7442; or
- (3) Email: program.intake@usda.gov.

This institution is an equal opportunity provider.

CAREER PLANNING CENTER

The Career Planning Center (CPC) offers a wide selection of materials related to the world of work, interest inventories and computerized career planning programs. Students are encouraged to use the resources in the Student Service Center.

COUNSELING/GUIDANCE SERVICES

Counselors at Dodge City High School serve the needs of students in many ways. They assist with the

resolution of problems dealing with personal matters, academic progress, enrollments, schedule changes, career choices, college choices, scholarships, test preparation, interpersonal relationships and other student concerns.

Students will be assigned a counselor at the beginning of their freshmen year. New students will be assigned a counselor at the time of their enrollment. This counselor will follow the students until they graduate.

LIBRARY

DCHS Library hours are from 7:30 a.m. to 4:00 p.m. Monday through Thursday and 7:30 a.m. to 3:30 pm. on Friday. Every student enrolled at Dodge City High School has a library account for checkout of materials. Materials are checked out using the student's ID. Circulated items are checked out for three weeks. Fines are not charged for overdue materials, but students are assessed replacement cost for lost materials. Students with overdue books will be restricted from checking out any items until the books are returned or paid for if lost. A copy machine is available in the library, and copies are a dime each. Computers are available for educational use according to the school's Acceptable Use Policy.

The library is a place for investigation and quiet study; the manner in which a student uses the facility will determine the freedom with which the student may use the library.

STRIDE

STRIDE (Success Through Responsive Individualized Digital Education) is an alternative education program for high school students. Students work on a one-to-one basis with teachers in an environment, which seeks to accommodate a variety of learning styles. Those who are unable to remain in the regular high school program may apply to the principal of STRIDE for permission to enter the project. Courses require the same level of academic performance as other high school curriculum and maintain the same goals and objectives. Successfully completed courses earn credit towards the regular high school diploma. Application forms may be obtained from any building administrator.

STUDENT PRIVACY RIGHTS

Identifiable student images shall not be posted on district or school web sites without prior written permission from the student and, if under 18, the student's parent or guardian. The mailing address, telephone number or other personally identifiable information about any student shall not be posted on district or school web sites. All applicable requirements of the Family Educational Rights and Privacy Act (FERPA) shall be followed.

STUDENT RECORDS

In some cases students and/or parents will be asked to sign a release that permits the school to give information to agencies requesting it. This release will protect the right of the student to privacy in unusual cases not covered by Board policy. Records will not be released unless proper consent forms are on file.

SEXUAL HARASSMENT

District employees shall not sexually harass, or knowingly permit sexual harassment of a student by another employee, student, non-employee or non-student on school premises or at school-sponsored activities. Neither shall a student sexually harass another student or students.

Violation of this policy shall result in disciplinary action, including but not limited to possible termination of an employee, or disciplinary action against the violator(s) involved. Supervisors who fail to follow this policy or who fail to investigate complaints shall be in violation of this policy. If the principal is the object of a harassment complaint, the student may bypass the principal and report directly to the superintendent. The board shall hear complaints against the superintendent. Retaliation against anyone who participates in an investigation shall not be knowingly permitted.

Definitions

Sexual harassment may include, but not be limited to:

Unwelcome sexually oriented communications;

Subtle pressure or requests for sexual activity;

Persistent unwelcome attempts to change a professional relationship into a personal, social-sexual relationship;

Creating a hostile school environment, including the use of innuendoes or overt or implied threats;

Unnecessary touching of an individual, e.g., patting, pinching, hugging, repeated brushing against another person's body;

Requesting or demanding sexual favors accompanied by an implied or overt promise of preferential treatment with regard to a student's grades or status in any activity; or

Sexual assault or battery as defined by current law.

Sexual Harassment

Any student who believes he or she has been subjected to sexual harassment should immediately discuss the problem with his/her principal, or another certified staff member. Initiation of a sexual harassment complaint will not cause any adverse reflection on the student. The initiation of a student's complaint shall not adversely affect the job security or status of any employee or student until a finding of fact determines that improper conduct occurred. Strict confidentiality shall be maintained throughout the complaint procedure.

ANIMALS AND PLANTS IN SCHOOL

Persons bringing animals and/or plants to school must receive prior permission from the supervising teacher and building principal in accordance with Board Policy ING.

DELIVERY OF FLOWERS, CANDY, AND GIFTS

No delivery of flowers, candy, balloons, gifts, etc., at the high school will be allowed except those sponsored by high school groups. Deliveries by flower shops, parents, friends, and/or other business enterprises are not allowed. Any high school group conducting such deliveries will need prior administrative approval. These group-sponsored, approved deliveries should be made with a minimum of disruption.

DRESS CODE

Students will not be permitted to remain in class or at school-sponsored functions in attire that draws such attention to themselves that it disrupts general decorum, interferes with the intended function of the school or school activity, or creates potential health or safety hazards.

Parents/guardians are expected to illustrate concern, provide guidance, and have knowledge of what their child is wearing to school. Below are the guidelines for students to help them avoid attire that interferes with the learning environment. Examples include, but are not limited to, the following:

- 1) Clothing that is revealing or is suggestive may not be worn. Appropriate lengths for shorts, skirts and dresses will be determined by building principals. Midriffs, spaghetti straps, tube tops, backless shirts, or raglan (large armhole) T-shirts or tank tops may not be worn.
- 2) Head gear may not be worn in the building. Hats, caps, hoods, berets, beanies, stocking caps, and hairnets will not be permitted. Sunglasses and dark glasses, unless prescription, are considered inappropriate attire.
- 3) Students will not be allowed to bring blankets to school to cover themselves up in class.
- 4) Gang related attire such as "colors" or bandannas and clothing with vulgar, profane, obscene or derogatory messages, or messages concerning illegal substances or alcohol.
- 5) Extreme hairstyles and/or color will not be permitted. Decisions concerning these matters will be at the discretion of the building administrators.

Building administrators or their designees will make individual evaluations to determine if other similar items are likely to be disruptive or to create a potential health or safety problem (such as laser lights/pens, etc.) in a particular instance. Exceptions may be made in the case of appropriate team uniforms, special school events, and other specific principal-designated activities.

ELECTRONIC DEVICES

Cell phones, pagers, digital music devices (iPods, MP3 players, walkmans, CD players, etc.), laser lights/pens, hand operated electronic games, and/or other items determined by an administrator are to be powered off and concealed during class since they interfere with the learning environment.

Any student who uses an electronic device to record and/or publish circumstances resulting in disciplinary measures or for the purpose of humiliating/harming (emotionally, psychologically) another individual will be a candidate for suspension.

The school is not responsible for the theft of cell phones, pagers, digital music devices (iPods, MP3 players, walkmans, CD players, etc.), laser lights/pens, and hand operated electronic games brought to school.

EXPECTED CONSEQUENCES

First offense, the item will be confiscated and a referral will be issued to the student citing inappropriate use of technology--electronic device. The item confiscated will only be released to the parent/guardian. Subsequent offenses will be viewed as insubordination resulting in short-term suspension. The item confiscated will only be released to the parent/guardian.

SKATEBOARDS

Skateboards are not to be ridden on the school campus.

STUDENT ID CARDS

Each student will receive an ID card at the beginning of the school year. The ID card will serve as student identification at Dodge City High School, as well as for admission to specified activities at home events. Student ID cards are also needed to check books out of the library. Students must carry their ID cards at all times while on school property. Lost ID cards will not be reissued; the student must purchase a replacement immediately.

STUDENT PARKING

Students shall park on the east side of the building and enter the building through the student entrance located between the academic houses on the east side of the building. All students who are brought to school each morning by a parent shall be dropped off on the east side of the building.

Always observe the handicapped parking regulations as well as those that restrict parking in front of the building. Please do not leave trash on the ground in parking areas. Do not park in the bus zone. The Dodge City Police Department will issue tickets for students violating parking restrictions. Students who violate parking rules will be towed at the owners' expense.

TEXTBOOKS - SCHOOL PROPERTY

Textbooks are rented to students in order to keep costs down, as costs have risen a great deal in the past years. Books remain the property of U.S.D. 443 and must be paid for in the event they are misplaced or destroyed. Teachers will record each book checked out to a student so costs can be prorated on the basis of use or returned to the proper student if books are found.

TRANSPORTATION

Bus service is available for students who live more than 2 ½ miles from DCHS. Students are expected to comply with the policies set forth in this planner as well as the Student School Bus Handbook that you will receive prior to receiving transportation. Discipline procedures will be enforced when a student fails to comply with these rules.

Information regarding schedules and bus times is available through the Transportation Department at 620-227-1613.

**USD 443 iPad Repair and Replacement Process
2017-2018**

USD 443 recognizes that with the continuation of the iPad initiative there is a need to protect the investment by both the District and the Student/Parent. Therefore, we have set the following guidelines in place.

An instructional materials fee will be collected at the time of enrollment. If an incident occurs and the instructional materials fee has been paid:

- The first incident of **accidental** damage to the student’s iPad will be covered by the district.
- The second incident will cost the student/family \$40.
- Subsequent incidents will require the student/family pay for full repairs; or a prorated amount of the replacement value, whichever is less.
- Any **intentional** damage or damage due to gross negligence will require the student/family pay for full repairs; or a prorated amount of replacement value. Gross negligence will be determined by DCHS building administration.
- Damage that is beyond repair, theft or loss of an iPad will require the student/family to pay a prorated replacement value. A police report must be filed in the event of theft or lost iPad.

1. The student must report damage to the technology office or building principal.
2. The technology office will fill out the appropriate paper work and determine the cost of repair or replacement.
3. The information will be given to assigned personnel in the building office and collection of fee process will take place as follows.
 - a. School personnel contacts the family and explains situation, allowing for payment options or arrangement for payment
 - b. Parents/Guardians must pay fee for repair or replacement.
 - c. Any charges incurred as a result of damage, loss, or theft must be paid before a replacement is issued.
 - d. Failure to make payment may result in the student having to leave the iPad at school.

RESEARCH SKILL EXPECTATIONS ACROSS THE CURRICULUM

DCHS Protocol Item	CC Standard(s)	9th Grade	10th Grade	11th Grade	12th Grade
Define task and determine research questions	Generating/Narrowing Topics W. 7	Teacher assists student in creating inquiry-based topic Teacher assists with limiting/narrowing topic for purpose	Teacher limits topics Student creates inquiry-based topic Student limits/narrows topic for purpose	Student creates inquiry-based topic with guidance and limits/narrow as needed	Student independently creates inquiry-based topic and limits/narrows topic as needed
Plan time	Pacing/Organization W.10	Teacher determines student’s schedule for planning.	Teacher provides schedule	Teacher provides schedule framework	Student works independently to produce

		research, drafting, revision, and publishing	framework Student begins to determine parts of schedule for him or herself	Student determines parts of schedule for him or herself	research product within allotted time
Identify appropriate resources and locations	Sources W. 4 W.5 W.7 W.8 W.9	Teacher provides specific guidance regarding sources that are appropriate for curricular area, purpose, audience Student utilizes books/ebooks, databases, internet, encyclopedias	Student self-selects sources with guidance from teacher Student utilizes books/ebooks, databases, internet, encyclopedias	Student self-selects sources Student utilizes books/ebooks, databases, internet, encyclopedias	Student self-selects sources Student is able to discover new sources of information
Gather, evaluate, and organize my information	Organizing Information W. 7	Teacher previews an alternate organization, such as Cornell notes, to gather information and keep track of sources	Student implements preferred system	Student implements a personally chosen method of organizing information and sources	Student implements a personally chosen method of organizing information and sources
	Gathering From Sources ---paraphrase, summarize, directly quote W.8	Student takes notes only on key facts or details rather than copying entire portions (teacher led, actively taught)	Student takes notes only on key facts or details Teacher extends concept of counterargument	Student takes notes only on key facts or details independently Student identifies counterargument	Student takes notes only on key facts or details independently Student identifies counterargument
	Using Search Functions Effectively W.8	Teacher provides practice and guidance with search skills, including keywords and synonyms, as well as Boolean searches	Student creates list of keywords and practices Boolean searches with teacher guidance before researching and revises list during research	Student creates list of keywords and practices Boolean searches with teacher guidance before researching and revises list during research	Student independently creates list of keywords and Boolean search terms before searching and revises list during research
	Outlining W.5	Teacher provides outlining graphic organizer with instruction Student implements teacher provided outlining method	Teacher reviews graphic organizer from 9 th grade and previews an alternate outline Student implements preferred method	Student independently implements outlining method with limited teacher guidance	Student independently implements outlining method
Think, apply, and do	Intellectual Property W. 8	Teacher provides direct instruction regarding plagiarism and hold student accountable to DCHS Honor Code Teacher provides direct instruction regarding copyright laws and holds students accountable for citing ideas, images, and music correctly and legally	Teacher provides reviews regarding plagiarism, copyright laws, and the DCHS Honor Code and holds students accountable	Student understands plagiarism and copyright laws and the consequences of violating them within and outside the school environment	Student understands plagiarism and copyright laws and the consequences of violating them within and outside the school environment
	Drafting Citations W. 8	Teacher provides direct instruction regarding elements of citation system	Student implements appropriate citation system	Student independently implements appropriate	Student independently implements appropriate

		according to curricular area (MLA, APA, Chicago, etc.)	for curricular area with guidance from teacher	citation system for curricular area	citation system for curricular area
	Thesis W. 5	Teacher provides direct instruction regarding elements of thesis or purpose statement	Student generates thesis or purpose statement with teacher's guidance	Student generates thesis or purpose statement with limited guidance	Student independently generates thesis or purpose statement
	Drafting W.4/W. 5	Teacher provides direct instruction	→		Student drafts independently and is aware of faces of choices
	Revising/Editing W.5	Teacher provides direct instruction regarding transitions, tone, integration of quotations and other aspects	Teacher provides additional instruction on transitions and tone Student begins to initiate revisions with guidance from teacher regarding tone, sources, integration of quotations and other aspects of revision	Student initiates revisions with limited guidance from teacher regarding audience's expectations (tone, diction, sources, etc.), integration of quotes, and other aspects of revision	Student independently revises, paying attention to audience's expectations (tone, diction, sources, etc.), integration of quotes and other aspects of revision
Produce, Publish, and Update	Publishing W.6	Student utilizes technology to produce, publish, and update work, taking advantage of technology's capacity to link information and display information flexibly and dynamically	Student utilizes technology to produce, publish, and update work, taking advantage of technology's capacity to link information and display information flexibly and dynamically	Student utilizes technology to produce, publish, and update work in response to ongoing feedback	Student utilizes technology to produce, publish, and update work in response to ongoing feedback

Non Discrimination Statement - USD 443 Dodge City

USD 443 does not discriminate on the basis of race, color, national origin, sex, age, religion, military status, primary language, and/or disability. This non-discrimination policy applies to admission, employment, programs, activities, and providing equal access to Boy Scouts and other designated youth groups. A lack of English language skills will not be a barrier to admission and participation in the Career and Technical (vocational) and/or other educational programs of the school.

Section 504 Grievance Procedure

USD 443 has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging noncompliance with Section 504 of the Rehabilitation Act of 1973 in any program or activity administered by the District. The following have been designated as Section 504 Coordinators:

Title VI, Age Discrimination Act, Section 504 or other pertaining to Employment: Executive Director of Human Resources, 1000 2nd Avenue, Dodge City Kansas 67801 (620) 371-1004.

American Disabilities Act, Section 504 or other pertaining to facilities: Executive Director of Business & Operations, 1000 2nd Avenue, Dodge City Kansas 67801 (620) 371-1001.

Title IX, Section 504 or other pertaining to students: Assistant Superintendents of Elementary or Secondary Education, 308 W. Frontview, Dodge City, Kansas 67801, (620) 227-1763.

Any person who believes he or she has been subjected to discrimination on the basis of disability in a program or activity administered by USD 443 may file a grievance under this procedure. Retaliation against a person who files a complaint of discrimination on the basis of disability pursuant to the grievance procedure, or persons who participate in related proceedings, is prohibited.

Procedure:

- Grievances must be submitted to the Section 504 Coordinator within 30 calendar days of the date the person filing the grievance becomes aware of the alleged discriminatory action.
- A complaint must be in writing, containing the name and address of the person filing it. The complaint must state the problem or action alleged to be discriminatory and the remedy or relief sought. A complaint [form](#) is available.
- The Section 504 Coordinator (or his/her designee) shall conduct an investigation of the complaint. This investigation may be informal, but it must be thorough, affording all interested persons an opportunity to submit evidence relevant to the complaint. The Section 504 Coordinator will maintain the files and records of the USD 443 relating to such grievances. The Section 504 Coordinator shall maintain the confidentiality of the person who files a complaint.
- The Section 504 Coordinator will issue a written decision on the grievance no later than 30 days after its filing.
- The availability and use of this grievance procedure does not prevent a person from filing a complaint of discrimination on the basis of disability with the U.S. Department of Education, Office for Civil Rights, 8930 Ward Parkway, Suite 2037, Kansas City, Missouri, 64114, (816) 268-0550.

Books I've Read

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Books I Would Like To Read

Remember that if a book you want is checked out, the library can put a “hold” on it, and you will be notified when it is returned. Also, if the library does not have a book you want, you can make a request for it.

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